





## Arlington County Public Health Volunteer Management System



### Instructions for: VMS L5 – Transportation Request Log

This form captures the transportation schedule and pick-up/destinations of ACPH-VMS staff, volunteers and equipment. The ACPH-VMS Logistics Chief is responsible for the completion of this form, with input from the Volunteer Tracking Leader. This form will be forwarded to ICS/IMS Logistics to provide them with all the information on assigned volunteers that need to be transported to and from the ICS/IMS Operations Site. The following steps describe the general process for providing adequate transportation information:

- List transportation requirements
- Coordinate with IMS logistics to obtain needed service
- All requests should include the following points of information.
  - A. Document each requirement,
  - B. List specifics of the requirements
    - a. time that personnel need to be at a position,
    - b. pick-up and destination locations
    - c. number of personnel requiring transport
    - d. space for equipment/supplies the personnel may be carrying
  - C. Include info related to Access Privilege for the transporting vehicle
- If IMS is unable to provide transportation contact the EOC- transportation task group, ESF-1 for assistance

- ? *Section 1: Document the date at which the individual will require transportation.*
- ? *Section 2: Document the name of the individual who will require transportation.*
- ? *Section 3: Document the position of the individual who will require transportation.*
- ? *Section 4: Document the location to which the individual will need to be transported.*
- ? *Section 5: Document the location at which the individual will be transported from.*
- ? *Section 6: List the time at which the individual should be picked up.*
- ? *Section 7: Document whether individual will need transportation at the end of their completed designated shift.*
- ? *Section 8: Document the point of contact (POC) information for the individual requiring transportation.*
- ? *Section 9: Document the name of the person preparing the Log*
- ? *Section 10: Document the position of the person preparing the Log.*