

**TRANSPORTATION CHAIRMAN
NATIONAL CONVENTION COMMITTEE
DUTIES AND RESPONSIBILITIES**



This information sheet is to be used as a guide to the duties and responsibilities of the National Convention Committee Transportation Chairman. It is not intended to be all-inclusive. At the conclusion of the National Convention, if you feel there are items that should have been listed, please notify the National Convention Office so these may be added to future information sheets.

1. Requires a minimum of (21) volunteers: **sixteen (16) general drivers, and five (5) for National Officers (to include: CIC, SVC, JVC, IJVC and one driver for AG/QMG.**
2. The five (5) National Officer drivers are on call 24 hours per day on the dates to be determined prior to the national convention. These individuals **must** be very familiar with the convention city, streets, locations etc., therefore, it is recommended these individuals be from the convention city and must own a cell phone. These drivers will be provided accommodations (*mandatory*) at one of the VFW hotels for the duration of the stay of the national officer they will be assigned as their driver. Reservations will be made at the headquarters hotel. These 5 drivers will check-into the hotel on Wednesday and pick-up their cars that afternoon after the driver's meeting. Specific schedules for each of these drivers will be provided by **June 25, 2025** once the officer's schedule has been confirmed. It is suggested these drivers block their calendars for the period **8/5-8/16** to ensure availability.

****Note:** Must have the paperwork (*motor vehicle form*) for all drivers including these national officer drivers in-house by **June 25, 2025**.

Note: Two (2) general drivers may be designated as 'over-night' drivers who will have accommodations (1 double/double room) provided in the VFW headquarters hotel and will assist with any distinguished guests late arrivals/departures. Over-night drivers begin their shift typically at the conclusion of the daytime drivers' shift however, may be utilized at other times and for other purposes based on the needs of the convention. Room, tax and parking will be provided by the VFW for this double/double room
3. The Transportation Office will be located in close proximity to the Distinguished Guests Headquarters at the convention center and must be **staffed at all times**.
4. The Transportation Chairman will be responsible for the following:
 - a) Provide a list of all drivers to Meetings Manager by **June 25**, in order to check MVR records. (*form will be provided to secure this information*)
 - b) Coordinate scheduled drivers for authorized officer's and guest transportation with the VFW National Staff Member assigned as Distinguished Guest/VIP person in charge.
 - c) Ensure that adequate number of drivers are available to cover scheduled transportation needs
 - d) Maintain transportation trip log
 - e) Maintain daily sign-in sheets (for volunteers)
 - f) Maintain a tracking system for vehicle keys to prevent loss

- g) Be responsible for making sure that drivers are familiar with the route to/from the airport to the VFW Headquarters hotel and/or convention center including the entry and exit of the airport. It is recommended that these drivers do practice runs to/from the airport to familiarize themselves with the route to and from hotels/center and airport.

- 5. Chairman will be provided a sign-in sheet for volunteers. Volunteers will receive twenty dollars (\$20.00) for a full day's work, ten dollars (\$10.00) for a half-day's work, five dollars (\$5.00) for a quarter day's work.

Transportation pool vehicles will be used for **official business only**. Requests for transportation are authorized by:

- a) Distinguished Guests Headquarters representative Michael Figlioli (Washington Office)
- b) Adjutant General, Assistant Adjutant General, Commander-in-Chief or his representative.
- c) Director of Meetings & Events

Most requests will come directly from the Washington Office and from the National Office. When picking up VIP's for the Washington Office at the airport, a member of the Washington Staff (or other designated VFW representative) will accompany the driver to the airport. Transportation chairman will work, on-site, with Michael Figlioli (DC office) or a designated representative from the Washington office who will coordinate airport pick-ups and returns.

NOTE: All airport pickups will require one (1) volunteer driver, and one (1) VFW (KC or Washington Office) staff member who will meet the party at the airline baggage area with name sign and assist with baggage pick up, and then proceed to the vehicle with the party. The driver will remain with the vehicle.