



Phone (315) 788-0422 Fax (315) 788-8021

Step-by-Step Guide to Driving a Family Member

1. If you would like to drive a family member to the doctor, please complete the attached driver application.
2. Make copies of your **car registration, driver's license, car insurance, and include a photo of your license plate. Complete the background check release form** along with the driver application. Forms may be returned to:

By mail: Volunteer Transportation Center
203 N. Hamilton Street Watertown, NY 13601

By Fax: (315) 788-8021

By Email: reimbursement@volunteertransportation.org

**Note: You can also visit VolunteerTransportationCenter.org and complete the process online or stop by our offices.*

3. Once your application is received and processed you will receive a call to come into the VTC for a new driver orientation. Until then, you will NOT be eligible for reimbursement for miles driven.
4. Questions? Please feel free to reach out to Honey Marie at (315) 788-0422 x2908.