

Voluntary Action Center
Vehicle Operator Job Openings

Position: Hiring for FT, PT, and Sub Vehicle Operators

Reports To: Operations Manager / Dispatch Manager

Location/Department: Sycamore / Transportation (TransVAC and MedVAC programs)

Schedule: Must be flexible. VAC operates transportation services M-TH, 6:30 a.m. to 11:00 p.m. and F, 6:30 a.m. to 9:00 p.m. and Sat/Sun 8:00 a.m. to 6:00 p.m.

Responsibilities: Operates and drives transit vehicles and transports passengers safely in accordance with VAC policy and local, county, state, and federal laws.

- Performs pre-trip and post-trip inspections of assigned vehicle
- Operates various types of vehicles, as assigned, including 6-person minivans to 40' transit buses, safely, in all types of weather and traffic conditions, according to printed passenger schedules, and operators schedules
- Pickup and alight passengers at designated bus stops safely
- Reports all accidents, incidents, or unusual occurrences to dispatch office immediately; submits written reports on accidents, incidents or unusual occurrences as required
- Accurately complete all reports
- Follows rules and regulations of the Agency
- Other duties as assigned

Education, Licensing, Certifications, Physical Requirements:

- Must be 21 years or older, good driving record
- Must have a valid CDL, or ability to acquire within 30 days of hire
- Passenger and air brake endorsements required, or ability to obtain within 30 days of hire
- Must meet medical requirements in accordance with FMCSR (49 CFR 391.41-391.49)
- High school diploma or equivalent

Skills and Knowledge Required:

- Excellent verbal and written communication skills
- Excellent customer service and interpersonal skills
- Ability to apply proper driving procedures
- Ability to learn transit routes and schedules and adapt to changes
- Ability to assist disabled passengers when needed or requested

Application Deadline / Tentative Process Schedule: Interested applicants should fill out an application in person at VAC, 1606 Bethany Road, Sycamore, or download application online at www.vacdk.com. Interviews for qualified candidates will be scheduled asap. For full job description or if there are questions, please contact Tracy Smith 815-758-3932.