



**Disability Services**  
**Safety and Claims Management**  
Department of Executive Services  
Human Resources Management Division  
500 4<sup>th</sup> Ave Rm 500  
Seattle, WA 98104  
(206) 205-8575  
(206) 296-0514 FAX

## JOB ANALYSIS

Job Title:	Transit Operator	DOT Title:	Bus Driver (motor trans.)
SVP:	4	DOT #:	913.463-010
Location of Analysis:		Name of Employee:	
Analyst:	Kyle Pletz, VRC, CDMS	JA Source:	Laura Merritt
Presenting VRC:		Employer Contact:	Dennis Lock
Date Analysis Completed:	7/1/16	Supervisor Contact Information	Phone: 206-684-2816 E-mail: <a href="mailto:dennis.lock@kingcounty.gov">dennis.lock@kingcounty.gov</a>

On-Site     Interview     Representative

### JOB DUTIES:

#### Essential Functions according to the employer:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

This is a safety sensitive position and the employee is subject to random drug testing and other conditions as required to maintain a Commercial Driver's License (CDL). The employee must be able to operate diesel or electric-powered mass transit vehicles, collect passenger fares, issue passes, provide fare, route and schedule information, and comply with federal requirements under the Americans with Disabilities Act (ADA) for announcing stops.

1. Regularly and safely operate a transit coach on a pre-determined route and schedule; in order to transport passengers for a large public transportation system.
2. Comply with all traffic laws and rules, state/federal regulations, Metro Transit policy and procedures in order to provide safe and reliable service.
3. Perform inspection of coach before going on-route in order to provide safe and reliable service.
4. Operate transit coach using both hands on the steering wheel without interference.
5. Interact appropriately with the public and co-workers in order to provide positive customer services and the safe transport of passengers.
6. Assist passengers with limited mobility by operating an electronic lift or utilizing a ramp, lifting backing bus seats and kneeling to secure wheelchairs with straps and seat belts.
7. Change the destination sign.
8. Respond to emergency situations and apply braking and steering (to include pressure to arms, legs, and hands generated while bracing one's self during such maneuvers).
9. Provide evacuation assistance to all customers, including physically assisting the elderly, customers with disabilities and young customers during emergency situations. As needed, use a fire



**King County**

King County Job Analysis Completed on: 7/1/16

Employee:

DOT #: 913.463-010

Job Title: Transit Operator

Claim # (if applicable):

extinguisher.

10. Walk to/from bus from dispatch window at a distance of up to 1760 feet within a set period of time.
11. As needed, walk the distance equal to the length of the coach to collect personal items left by passengers and to assist unruly passengers off coach.
12. As needed, rapidly move in and out of the driver's seat and/or move from side to side to avoid physical assault.
13. Call out stops on intercom, and answering passenger questions in order to assist them in reaching their destinations.
14. Provide transfers, schedules, and punch holes in transfer slips for customers.
15. Occasionally, reset the electrical poles on the trolleys.
16. Handle multiple tasks.

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

**MINIMUM QUALIFICATIONS:**

Employee must be at least 21 years old at the time of hire, hold a Washington State driver's license, have an acceptable driving record, the ability to read and write in English, have an acceptable employment record, and be available for morning and for afternoon shifts. Ability to obtain a Commercial Driver's License (CDL) prior to completion of training. All CDL holders must complete a medical examination/fitness determination. Transit Operators must meet the Federal Physical Qualifications for Drivers as stated in the Federal Motor Carrier Safety Regulations (FMCSR), found at 49 CFR 391.41. The only exception to these standards, for Transit Operators, is for the condition of Insulin-Treated Diabetes Mellitus (I-TDM), following receipt of proper documentation. In addition, all CDL holders must meet the blood pressure standards adopted by the U.S. Department of Transportation, effective 10/1/04.

**Machines, Tools, Special Equipment, Personal Protective Equipment Used:**

Bus, keypad, radio, electric poles, paper punch, bucket of sand, wheel chock, transfers, seatbelts, and straps to secure wheelchairs.

**PHYSICAL REQUIREMENTS**

Frequency Scale	Strength	Work Pattern
<b>N</b> = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
<b>S</b> = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Part-time
<b>O</b> = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
<b>F</b> = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	Hours Per Day
<b>C</b> = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	Days Per Week

This is classified as a MEDIUM job by the US Department of Labor.

PHYSICAL DEMANDS	FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting						X	2-2.5 hr./time, up to 8 hrs. total while driving various coaches.
Standing				X			On rubber coated bus floor or flat cement surfaces up to 2 hrs./time, 10 min. total while changing destination signs, reattaching electrical poles and waiting for road relief.



**King County**

King County Job Analysis Completed on: 7/1/16

Employee:

DOT #: 913.463-010

Job Title: Transit Operator

Claim # (if applicable):

	% Time	N	S	O	F	C	
Walking				X*			On rubber coated bus floor or flat cement surfaces for distances of up to 323' for up to 5 min./time for up to 15 min. total while inspecting a 60-foot coach for lost and found items after completing a shift. May also walk to the rear of the 60-foot coach and back, to inspect or reattach the electric poles, place or remove a wheel block, or inspect the engine. When using the 2600 - New Flyer – 60-foot Low Floor Hybrid Coach, 146 feet – 6 inches of walking is needed for the pre-trip walk-around and 106 feet – 3 inches of walking is needed for interior walkthrough (front to rear and return). *See base specific walking requirements for additional information.

<b>Lifting</b> floor – waist	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 30 sec./time, 5 min. total while manipulating a wheel block.
		8					
<b>Lifting</b> waist– shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 30 sec./time, 5 min. total while manipulating a wheel block.
		8					
<b>Lifting</b> above shoulder	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 5 sec./time, 10 sec. total while returning the bicycle rack to the upright position or assisting a passenger with the bicycle rack
		20					
<b>Carry</b> (Dist.)	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs.	Up to 2 min./time for up to 5 min total while carrying a wheel block to the rear tire of the bus.
		8					
<b>Pushing/ Pulling</b>	<b>N</b>	<b>S</b>	<b>O</b>	<b>F</b>	<b>C</b>	lbs. force	Up to 2 hrs./time, 8 hrs. total while turning the steering wheel, as well as when applying/releasing the parking brake. All coaches have power assist steering that requires approximately 10 pounds of pressure to turn.  *The employee may need to assist a person in a wheelchair up the ramp (up to 11.5” high and 45” long) if there is no curb present (rare). Pushing/pulling a 200+ lb. person, without their assistance requires 80 lbs. of force; with their assistance it is approximately 50 lbs. When a curb is present, less than 20 lbs. is needed.  On a rare occasion, an employee may need to open the rear engine compartment with 33-40 lbs. of force. Once the door is
		25-80*			5-10		



**King County**

King County Job Analysis Completed on: 7/1/16

Employee:

DOT #: 913.463-010

Job Title: Transit Operator

Claim # (if applicable):

							opened, it lifts hydraulically. Also, the employee needs to pull overhead 25-30 lbs. for up to 2 min./time while resetting the electrical poles well as 27 lbs. of force, while resetting a retriever. The employee may need to push/ pull up to 33 lbs. for up to 10 sec./time, while manually opening or closing the wheelchair ramp.
--	--	--	--	--	--	--	---

	N	S	O	F	C	
Climbing		X				Up to 5 sec./time with 3-4 steps, up to 10x total while entering and exiting a coach. Operator climbs 3 steps; one to enter the coach (12-16 inches) and two to reach the driver's seat (lower step is 6.5 inches and the upper step is 11 inches). The first step is triangular in shape and is 16 inches (front edge), by 11 inches, by 13 inches. Total square footage of step is .49 square feet. At Ryerson Base the employee may need to climb/descend 60 steps (one round trip per shift). An elevator is available for employees who are unable to climb stairs. Report Operators may need to walk between Ryerson and Atlantic Base, or Central Base, and that may include two round trips up and down the stairs. At North Base employees may need to climb 43-71 stairs when the elevator is not operational. Rarely an operator may need to climb one step to adjust mirrors or close roof vents.
Balancing		X				Up to 5 sec./time, 20 sec. total at heights of up to 1.5 feet when adjusting mirrors. The employee also climbs (utilizing a grab bar or steering wheel) when entering and exiting the driver's seat, which is located on a platform that is 17.5 inches above floor level. The employee may also climb onto a seat in order to close a roof vent/emergency exit.
Stooping / Bending		X				Up to 5 min./time, 20 min total while securing wheelchairs with straps. Typically, an employee secures 2-3 wheelchairs per shift, can vary based on the route. The employee also bends when placing/removing a wheel block, as well as when picking up trash between runs.
Twisting*					X	<b>*Twisting of the neck</b> up to 1 min./time, 8 hrs. total when turning the head shoulder-to-shoulder while observing traffic, street signs, traffic lights, pedestrians, potential hazards, and using mirrors.
Squatting / Kneeling		X				Up to 5 min./time, 20 min. total while securing wheelchairs with straps. May also squat in order to inspect snow chains, place/remove a wheel block, or pick up trash between runs.
Crawling	X					



King County Job Analysis Completed on: 7/1/16

Employee:

DOT #: 913.463-010

Job Title: Transit Operator

Claim # (if applicable):

	N	S	O	F	C	
Foot Controls					X	Up to 2-2.5 hrs./time, 8 hrs. total while driving bus. Must be able to depress the accelerator as well as the air brake pedal continuously. Turn signals are operated by the left foot (5 lbs.), as is the emergency button. Foot pedals are adjustable in newer coaches. <b>See foot addendum for additional information.</b>

	N	S	O	F	C	
<b>Reaching</b> (Level)	Forward				X	Up to 2 hrs./time, 8 hrs. total while turning the steering wheel of the bus, clearing the fare box, tearing transfers, and doing hand-over-hand steering.
	Below Waist Above Shoulder		X			Up to 5 min./time, 20 min. total while securing wheelchairs with straps, manipulating wheel blocks, adjusting steering wheel and using the parking brake.
		X				Up to 10 sec./time, 5 min. total while changing directional signs, placing personal gear in overhead bin, opening/closing overhead roof vent/emergency exit, utilizing override switches, and adjusting inside mirrors. Rarely the employee may need to reach above the shoulder, for up to 3 min./time, while attaching/removing electrical poles from power lines.
Handle/Grasp				X		Up to 5 sec./time, up to 5 hrs. total while operating steering wheel, door opener, radio, microphone, wheelchair lift, seatbelts and straps. When operating the hill holder, the exertion is continuously for up to 60 seconds at a time. On some routes, the employee may need to manipulate manual signs.
Fine Finger Manipulation		X				Up to 5 sec./time, up to 15 min. total while using keypad to log onto the radio, manipulating transfers, entering codes for the fare box, and typing in a code to identify a non-payment of fare.
Hand Controls					X	Up to 2 hrs./time, 8 hrs. total while operating steering wheel, door opener, radio, microphone, wheelchair lift, seatbelts and straps. When operating the hill holder, the exertion is continuously for up to 1 min./time, up to 8 hrs. total in a work shift. On some routes, the employee may need to manipulate manual signs.
Repetitive Motion		X				Body part: <input type="text"/> Cycles/hr. <input type="text"/>
Vibratory Tasks		X				
Talking					X	Using the microphone to notify passengers of upcoming stops and streets. Also, speaks with passengers and answers questions.
Hearing					X	Listening for traffic hazards such as horns. Also, converses with passengers in order to answers questions.



King County Job Analysis Completed on: 7/1/16

Employee:

DOT #: 913.463-010

Job Title: Transit Operator

Claim # (if applicable):

**Visual:**

Continuously observes traffic, street signs, pedestrians, traffic lights, and potential traffic hazards, as well as reading bus schedules, time tables, driver's handbook, and transfers. The employee may also drive at night. Night vision depends on specific driving schedule and route.

ENVIRONMENTAL CONDITIONS	FREQUENCY						ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C			N	S	O	F	C
Exposure to Weather		X					Noise Intensity		X			
Extreme Cold		X					Atmospheric Conditions			X		
Extreme Hot		X					Exposed Heights	X				
Wet and / or Humidity			X				Exposure to Electricity		X			
Proximity to Moving Mechanical Parts		X					Exposure to Toxic / Caustic Chemicals	X				
Exposure to Explosives	X						Exposure to Radiation	X				

Other: The noise level is approximately 50-90 decibels. The noise level is moderately loud and is caused by traffic, the coach engine and passengers. Work is performed in a moving and vibrating bus with several passengers on board. The employee is exposed to traffic dangers, exhaust fumes, cleaning solvent vapors, wind coming through open door, and the general public, which may include angry, intoxicated, unsanitary or hostile persons. Employee must remain awake and alert throughout entire shift to ensure safe operation of transit coach.

**Analyst's Comments:**

**Possible Employer Modifications:**

Assistance can be called in for chain installation and use of sand. Assistance can be called in to push wheelchairs up the ramp. Assistance is available to open or close roof vents/emergency exits.

**Note:** The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

**Analyst:**

**Presenting VRC signature:**

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vocational Consultant

\_\_\_\_\_  
Date

**Employer Verification:**

**Employee Verification:** (optional)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**King County**

King County Job Analysis Completed on: 7/1/16

Employee:

DOT #: 913.463-010

Job Title: Transit Operator

Claim # (if applicable):

**MEDICAL PROVIDER:**

I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date \_\_\_\_\_

I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent  or temporary  basis.

The employee **temporarily** cannot perform this job based on the following physical limitations:

**Anticipated release date:** \_\_\_\_\_

**Treatment plan:** \_\_\_\_\_

The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

**Comments:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

- Attending Physician       Consulting Physician       Pain Program Physician
- IME Physican               PCE Therapist               OT / PT Therapist
- PEP Physician