**Return to Work- Transit Hostler & Lead**

who was absent due to a medical condition for **more than 5 working days**

Job Title: Lead/Transit Hostler DOT#: 919.687-014/915.587-010

# JOB ANALYSIS Job Title: Transit Hostler, & Lead

**Job Title:** Transit Hostler, & Lead
**DOT Title:** Cleaner II/Gas and Oil Servicer
**DOT:** 919.687-014/915.587-010
**GOE:** 05.12.18/05.12.06
**SVP:** 1/2 (up to 1 month)
**Industry:** Any/Motor Vehicle Transportation
**Analyst:** Monica Schneider, CDMS
**Date:** 10/6/15

**Source:**
Human Resources & Facilities
Whatcom Transportation Authority
4011 Bakerview Spur
Bellingham, WA 98226
LeaveAdmin@ridewta.com
360-788-9320

**JOB SUMMARY:**

- **Transit Hostler:** Services and prepares Fixed-Route, Paratransit and company vehicles for the next day's route assignments. These duties include but are not limited to exterior and interior coach cleaning, fueling, adding oil and coolant, washing, coordinating with Operations and Fleet Maintenance staff, and completing associated paperwork.
- **Lead/Transit Hostler:** Performs all Transit Hostler duties and is also responsible for providing daily direction to the Hostler positions. Reviews the work of vehicle detail workers to provide quality-control check.

**Employee Section:**

Employee Name: _____ Date: _____

Classification: ☐ Transit Hostler **OR** ☐ Lead Hostler

**Physician Section:**

**This is a Safety Sensitive Position**

**Is this employee taking medication that could interfere with their ability to safely perform their job?**

- ☐ **Yes –** please complete a prescription or over the counter medication form.
- ☐ **No**.

**This employee is:**

- ☐ Released for the job with no restrictions on (date): _____
- ☐ Released with the following restrictions*: _____ _____ **AND** is fully released on (date): _____
- ☐ Is **NOT** released for work and will be reassessed on (date): _____

***Please note that restrictions will require review from Human Resources and may delay the employee's return to work.**

Physician comments: _____

_____

_____

_____ _____ _____

Physician's Name Signature Date

☐ **Employee: Call your supervisor the day BEFORE your return date or earlier**. Advise of your pending return and whether it is a full release or one with restrictions. If any restrictions, or a workers' compensation situation, additional review by Human Resources will be required. Give your supervisor this return to work note on your first day back.

☐ **Supervisor:** Confirm return to work date and that no restrictions apply. Route original form to HR. **Supervisor initial and date:** _____

☐ **Human Resources:** Review and file. **HR initial and date:** _____

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# JOB ANALYSIS

Essential Functions

**Transit Hostler**

Services and prepares Fixed-Route, Paratransit and company vehicles for the next day's route assignments. These duties include but are not limited to exterior and interior coach cleaning, fueling, adding oil and coolant, washing, coordinating with Operations and Fleet Maintenance staff, and completing associated paperwork. May also check other company vehicles (vans, trucks, cars). Routinely two to three workers will complete Fixed-Route cleaning/fueling per shift and one to two workers will complete Paratransit cleaning/fueling per shift. To perform essential tasks listed below, the worker will climb in and out of the vehicle (steps and/or ramps) up to seven times per vehicle, servicing 25 vehicles per shift.

- Checks in at office to determine task for shift and complete paperwork.
- Vehicle is driven from the parking lot to the fuel/cleaning island. A card is inserted and the odometer reading will be manually input into keypad outside of vehicle to record miles per vehicle. To fuel fixed route buses the posi-lock nozzle is attached to the fuel tank fill neck. To fuel paratransit vehicles and other staff vehicles the unleaded nozzle is placed into the standard fill neck. Nozzle is later replaced once fueling is completed. Fixed- Route bus requires two hand use posi-lock nozzle placement, Paratransit bus requires one hand use for fuel nozzle placement.
- Walks back into vehicle and sweeps and mops flooring of vehicle and wipes down interior of vehicle as necessary. Takes out trash and removes any items left on bus.
- Shuts windows and pulls down overhead emergency hatch in preparation for exterior wash.
- Pulls automatic electronic reader into bus and presses it against the electronic reader of the farebox; once reading is completed the farebox latch will release and the farebox will be taken off the bus, carried approximately eight feet from bus and placed into the vault to drop the money. Farebox weighs 15-25 pounds. This requires bilateral hand use of grasping, holding and rotating the box and levers to complete this task. Once emptied the farebox is removed from the vault and placed back into the bus and latched into place.
- Exterior engine compartment hoods are opened and the worker checks oil, antifreeze and windshield-wash fluid levels on each vehicle. Requires pulling fluid hose hanging overhead with nozzle that hangs in the bay, refilling fluid into vehicle. To access compartments to check fluids, the Fixed-Route buses require lifting of hatch at the back of the bus and Paratransit engine fluids are located at the front of the bus and require pull/push of the front hood.
- Performs exterior wash of vehicle from front to back. Will hand wash vehicle using a long brush, bucket and hose to include overhead. Washing vehicles also includes driving buses through automatic bus washer.
- Drives vehicle back to parking lot and documents space of vehicles at end of shift.
- Will follow safety policies, procedures and guidelines.
- Maintain a safe, clean and orderly work area.
- Responsible for the proper labeling of all containers of paints and chemical products used.
- Assist with minor repairs, aesthetic repair, cleans and disinfects bio-spills, depending on weather will remove snow and ice from ground; assist with training of other hostlers and temporary workers.
- Occasionally operates transit vehicles on public roadways for training purposes and to deliver or pick up coaches to and from other locations.
- Operates and makes adjustments to automatic bus washers and reclaim system which requires ladder work.
- Coordinates with Maintenance regarding repairs and daily coach assignments.

**Lead Transit Hostler Additional Duties:**

Perform all Transit Hostler duties. Provides daily direction to the Hostler positions. Reviews the work of vehicle detail workers to provide quality-control check.

**QUALIFICATIONS (applicable to both positions):**

**Knowledge, Skills and Abilities:**

- Methods, tools and equipment used in custodial maintenance work.
- Methods, materials and tools related to the cleaning and servicing (oil, coolant and windshield wash fluid checks) of vehicles.
- Procedures for safely fueling vehicles.
- Safely operate transit vehicles in darkness and all weather conditions.
- Maneuver transit vehicles in tight and restricted spaces.
- Safe work habits, minor equipment repair safety practices, tool use safety and vehicle operation safety.
- Operate fuel station cardlock and keypad systems.
- Read and interpret street maps, schedules, and procedural manuals.
- Read and understand MSDS sheets and labels on chemical product containers.
- Follow oral and written instructions.
- Write legibly on forms and other documents.
- Utilize computer equipment to input work order information and complete other basic computer functions.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Use a variety of hand and power tools and operate light equipment.
- Work a variety of shifts to include evenings, nights and weekends. Normal schedule allows two days off per week, yet the two days may not be consecutive.
- Manage time, priorities and work in pressure situations with multiple deadlines.

High school diploma or equivalent and at least one year of janitorial or custodial maintenance experience are required. Minimum one year of education or experience in building systems maintenance and/or building construction is *preferred.*
Applicant must have an acceptable driving record and must submit a five-year driving abstract with the Employment Application.

At time of Employment Application: possession of a valid motor vehicle operator's license from the applicant's state of residence. First day of employment: possession of a Class "B" (or "A") Commercial Driver's License (CDL) with Air Brake Endorsement and Passenger Endorsement from the State of Washington, **OR** a Washington State Instructional Permit for a Class "B" (or "A") Commercial Driver's License.

Within sixteen weeks of hire: possession of a Class "B" (or "A") Commercial Driver's License (CDL) with Air Brake Endorsement and Passenger Endorsement from the State of Washington.

Employee must maintain a valid CDL with endorsements during length of employment.

Comply with CDL Core Exam and comply with the minimum requirements of Section 391.41 of the CDL Physical Standards

**Additional Lead only Qualifications/Knowledge and Skills:**
Two years experience working in transit environment performing vehicle cleaning, Hostler, or Route maintenance duties preferred.
Plan and coordinate the activities of other employees.

*Special Requirements*
All offers of employment are contingent upon a physical exam to obtain CDL licensing and drug/alcohol screening. Participation in the WTA's Fit for Work program, including random drug and alcohol testing, is a condition of hire and a requirement of employment. This position is classified as safety sensitive and is subject to random drug and alcohol testing.

**Machines, Tools, Special Equipment, Personal Protective Equipment Used:**
Mop, broom, dust mop, vacuum wand, fuel nozzle, vehicle scrub brush, water hose, basic hand tools, pressure washer equipment

WTA

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## PHYSICAL REQUIREMENTS

| Frequency Scale | Strength | Work Pattern |
|---|---|---|
| **N** = Never | ☐ Sedentary | ☒ **Full-time** |
| **S** = Seldom (1-10 %, up to 48 min) | ☐ Light | ☐ **Part-time** |
| **O** = Occasional (11-33%, 48 min. – 2 hr 25 min) | ☒ Medium to | ☐ **Seasonal** |
| **F** = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min) | ☒ Heavy | **_8_ Hours Per Day**<br>**M-F 4:30pm to 1:00 am**<br>**Sat/Sun 4:00pm to 12:30 am** |
| **C** = Constant (67-100%, more than 5 hr 35 min) | ☐ Very Heavy | **_5_ Days Per Week** |

| PHYSICAL DEMANDS | | FREQUENCY | | | | | ACTIVITY DESCRIPTION |
|---|---|---|---|---|---|---|---|
| | % Time | N | S | O | F | C | |
| **Sitting** | **20-33** | | | X | X | | Intermittent with stand/walk – while driving bus from lot to fueling/cleaning area and back. |
| **Standing** | **35-50** | | | | X | | Intermittent with sit/walk – while performing cleaning, checking fluids, entering odometer readings, etc. |
| **Walking** | **45-50** | | | | X | | Intermittent with stand/sit – walk on 8 foot anti-fatigue mat up to 50 times per shift to empty/return farebox – otherwise inside vehicle or on cement – flooring frequently wet.<br>To/from parking lot to fuel/cleaning bay area up to 280 feet |

| JOB DEMAND | FREQUENCY & WEIGHT | | | | | ACTIVITY DESCRIPTION |
|---|---|---|---|---|---|---|
| **Lifting**<br>floor – waist | **N** | **S** | **O** | **F** | **C** | Bilateral hand use -Seldom – 60 lbs. bag of ice melt<br>Bilateral hand use - Occasional – 15-30 lbs. farebox, bag of ice melt<br>One and two hand use - Frequent – up to 10 lbs. fuel nozzle, wet mop<br>Constant - less than 2 lbs. rags, paperwork |
| | lbs. | 60 lbs. | 15-30 lbs. | Up to 10 lbs. | < 2 lbs | |
| **Lifting**<br>waist–shoulder | **N** | **S** | **O** | **F** | **C** | Bilateral hand use - Occasional – 15-25 lbs. farebox<br>Frequent – up to 10 lbs. fuel nozzle, wet mop<br>Constant - less than 2 lbs. rags, paperwork |
| | lbs. | lbs. | 15-25 lbs. | Up to 10 lbs. | <2 lbs. | |
| **Lifting**<br>above shoulder | **N** | **S** | **O** | **F** | **C** | Bilateral arm use – long handled scrub brush with liquid to clean windshield and windows and top portion of vehicle |
| | lbs. | lbs. | 5-10 lbs. | lbs. | lbs. | |
| **Carry**<br>(Dist.) | **N** | **S** | **O** | **F** | **C** | Farebox – 8 feet on anti fatigue mat from bus to vault and back - approximately 30 times per shift – Up to 25 lbs. when full. When emptied, less weight (15-16 lbs.) when carrying back to bus |
| | lbs. | lbs. | 15-25 lbs. | 5 lbs. | lbs. | |
| **Pushing/ Pulling**<br>lbs. of force | **N** | **S** | **O** | **F** | **C** | Bilateral arm use - to close emergency hatch in ceiling of bus, to use broom and mop, to turn levers to remove and return farebox, to push windows closed, to pull on fuel hose, pull on fluid nozzles to reach vehicle |
| | lbs. | lbs. | lbs. | 5-15 lbs. of force | < 2 lbs. | |

WTA

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| JOB DEMAND | FREQUENCY | | | | | ACTIVITY DESCRIPTION |
|---|---|---|---|---|---|---|
| | N | S | O | F | C | |
| **Climbing** | | X | | | X | Constant:<br>In/out of vehicles – Fixed-Route – first step is 1 foot, 4 inches from ground level. When stepping to/from cleaning area, first step is 8 inches away from block that is 9 inches from the ground. Area on block step and anti-fatigue mat/concrete may be wet.<br>Paratransit – steps vary from in/out of driver's side door (1 step). Passenger door step is 1 foot, 5 inches from ground level. The passenger side entrance step averages 10 inches off the ground and may be lower on ramp passenger entrances.<br>Seldom:<br>Using short ladder to inspect fluid levels of engine.<br>Infrequently uses 6-12 foot ladder to reach equipment parts such as motor mechanism at top of automatic Bus washer. |
| **Balancing** | | X | | X | | Frequent:<br>While carrying cleaning materials and farebox on/off vehicle.<br>Seldom:<br>Using short ladder to inspect engine fluid levels in Paratransit vehicles. While on ladder performing routine maintenance and repairs. |
| **Stooping / Bending** | | | | X | | While sweeping, mopping, cleaning items off of floor inside vehicle. |
| **Twisting** | | | | X | | While cleaning under seats at waist, while driving twisting at neck.<br>Bilateral hand use – while twisting levers for farebox vault, carrying and flipping farebox, inserting gas nozzle into Fixed-Route bus. |
| **Squatting / Kneeling** | | | X | | | May need to scrape gum from vehicle flooring. |
| **Crawling** | X | | | | | Not required. |
| **Foot Controls** | | | | X | | Intermittent throughout shift – to drive vehicle. |
| **Reaching** Forward | | | | X | | Bilateral arm use – to use steering wheel, while cleaning, placing farebox into vault, closing windows, checking fluids, fueling vehicle, etc. |
| (Level) Below Waist | | | | X | | Bilateral arm use – to sweep, mop, insert fuel nozzle into Fixed-Route bus, place farebox into vault (approximately 4 feet 8 inches in height, reaching 1 foot, 2 inches deep into vault) Either arm use – wipe down surfaces, punch in odometer readings |
| Above Shoulder | | | X | X | | Bilateral arm use - To close emergency hatch in ceiling of bus at either 6 feet 5 inches to 8 feet – may use hook to close hatch, to wash windows/windshield of vehicle.<br>Either arm use - To lift hood or hatch to inspect fluid levels of engine, to reach fluid nozzle hanging overhead to vehicle |
| **Handle/Grasp** | | | | | X | Bilateral and one hand use – to perform all job duties |
| **Fine Finger Manipulation** | | | X | | | One hand use – to perform input of odometer reading<br>Bilateral hand use – to input information into computer |
| **Hand Controls** | | | | X | | Steering wheel, levers |
| **Repetitive Motion** | | | | X | | Body part: Hand use/ climbing Cycles / hr. Up to 170 climbing |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | of steps/ramp in/out of vehicles to clean/drive | | | | |
| **Vibratory Tasks** | | | | X | | | Intermittent – low vibration while driving vehicle | | | | |
| **Talking** | | | | | X | | To communicate with co-workers and supervisors | | | | |
| **Hearing** | | | | | X | | To communicate with co-workers and supervisors | | | | |
| **Visual:** | Near Acuity | **F** | Far Acuity | | | **F** | Depth Perception | **F** | Accommodation | | |
| | | | | | | | Color Discrimination | **O** | Field of Vision | **F** | |

| **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** | **Flooring in vehicle and on cement may be wet. Work primarily performed outdoors, under covered work area. Parking lot area is not covered.** | | | | | | | | | | | |

**Analyst's Comments:** On site assessment completed.

**Possible Employer Modifications:** May consider.

**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:**

| Monica Schneider, BA, CDMS | 10/6/2015 | | 12/3/15 |
|---|---|---|---|
| Vocational Consultant | Date | Vocational Consultant | Date |

**Employer Verification:**

| Name | Date | Name | Date |
|---|---|---|---|