Return to Work - Transit Operator or Terminal Expediter
Job Analysis Summary

Completed by: **Transit Operator** who is absent due to a medical condition for **more than 5 working days**

Dispatch Office Fax: **360-738-7357**	Job Title per JA: Transit Operator – **Paratransit or Fixed Route**- 913.463-010

Brief Job Description/Duties -
This position is responsible for the safe, reliable and efficient operation of passenger buses for the public transportation system. Operator will provide demand-responsive paratransit service and also operate fixed-route passenger buses on assigned schedules.

Employee Section:

Employee:	**Date:**
Classification: ☐ **Paratransit / Cross Trained** **or** ☐ **Fixed Route Only**	
Hours: ☐ **Full time** **or** ☐ **Part time**	

Physicians Review:

Worker will: **FR = Fixed Route P = Paratransit**	**Never** FR	**Never** P	**Seldom 1-10%** FR	**Seldom 1-10%** P	**Occasional 11-33%** FR	**Occasional 11-33%** P	**Frequent 34-66%** FR	**Frequent 34-66%** P	**Constant 67-100% No Restriction** FR	**Constant 67-100% No Restriction** P
Sit									X	X
Stand					X	X				
Walk					X	X		X		
Work on ladders		X								
Climb ☐ ladders ☒ stairs							X	X		
Twist			X			X				
Bend / Stoop					X		X	X		
Squat / Kneel			X		X	X		X		
Crawl	X	X								
Reach Forward ☐ L ☐ R ☒ B					X	X		X		
Work above shoulders ☐ L ☐ R ☒ B					X	X				
Keyboard/Fine Finger ☐ L ☐ R ☒ B					X	X		X		
Handle/Grasp ☐ L ☐ R ☒ B							X	X	X	X
Hand Controls ☐ L ☐ R ☒ B									X	X
Repetitive Motion ☐ L ☐ R ☒ B									X	X
Operate foot controls ☐ L ☐ R ☒ B									X	X
Vibration ☐ high ☒ low ☐ L ☐ R ☐ B									X	X
Lift (**30lbs**) ☐ L ☐ R ☐ B			X	X		X				
Carry (**30lbs**) ☐ L ☐ R ☐ B					X	X				
Push / Pull (force of **50lbs**) ☐ L ☐ R ☐ B			X		X			X		

Physician to complete, this is a safety sensitive position.

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

- ☐ Yes - please complete prescription or over the counter medication form
- ☐ No

This employee is:

- ☐ Released for job without restrictions on (date): _____
- ☐ Released with the following restrictions*: _____ **and** is fully released on (date): _____
- ☐ **NOT** released and will be reassessed on (date): _____

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

Healthcare Provider's Printed Name	Healthcare Provider's Signature	Date:

☐ **Employee: Call Dispatch the AFTERNOON BEFORE your return date or earlier**. Advise Dispatch 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 Ops and Human Resources will be required. Give Dispatch this return to work note on your first day back.

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

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

WTA	Transit Operator (Paratransit or Fixed Route) 913.463-010	

JOB SUMMARY: This position is responsible for the safe, reliable and efficient operation of passenger buses for the public transportation system. Operator will provide demand-responsive paratransit service and also operate fixed- route passenger buses on assigned schedules.

ESSENTIAL JOB FUNCTIONS:

Paratransit Service:

- Operates a paratransit coach with an on board computer touch-screen displaying a changing manifest, observes established safety and operational policies and procedures, and picks up and delivers passengers at multiple locations.
- Helps riders regarding transit system questions. Deals with situations arising from customer needs and changing priorities.
- Attends coach, except for scheduled breaks, to ensure the security and safety of the coach and passengers, and to maintain radio contact with dispatch and other drivers.
- Readies and inspects vehicles on a daily basis in order to insure safe and efficient operation of equipment.
- Operates two-way radio for professional communication with dispatch center and other vehicles as well as to report accidents, emergencies, or other unusual situations related to equipment and/or passengers. Also uses communications enabled by mobile data system, including text messages and emergency alarm.
- Responsible for assisting passengers with limited mobility, including supporting passengers as the walk, pushing and pulling wheelchairs, operation of wheelchair lift or ramp, and for proper securement of passengers and mobility devices.
- Collects fares and promotes good passenger relations with courtesy, and provides information regarding system operations.
- Completes and submits timecards, incident reports, and other information requested by the WTA.
- Returns and secures vehicle at WTA yard in accordance with established procedures.
- Inspects all safety items, cleanliness and general appearance of the vehicle. Reports any equipment defects as prescribed by WTA policy and procedures.

Fixed-Route Service:

- Operates a passenger coach on prescribed routes and time schedules in accordance with established safety and operational policies and procedures while picking up and delivering passengers at regular stops.
- Always interfaces directly with other operators when relieving or being relieved on shift.
- Attends coach, except for scheduled breaks, to ensure the security and safety of the coach and passengers, to maintain radio contact with dispatch and other drivers, and to provide system information to inquiring passengers in the terminal.
- Readies and inspects vehicles on a daily basis in order to insure safe and efficient operation of equipment.
- Operates two-way radio for professional routine communication with dispatch center and other vehicles as well as to report accidents, emergencies, or other unusual situations related to equipment and/or passengers. Also uses emergency alarm system when necessary.
- Responsible for proper securement of passengers and mobility devices.
- Collects fares and promotes good passenger relations with courtesy and provides information regarding system operations.
- Completes and submits timecards, incident reports, and other information requested by the WTA.
- Returns and secures vehicle at WTA yard in accordance with established procedures.
- Inspects all safety items, cleanliness and general appearance of the vehicle at least one an hour. Reports any equipment defects as prescribed by WTA policy and procedures.

OTHER DUTIES (applicable for both services):

- Involved in on-going organization training on issues related to the position (e.g., CPR/First Aid, Passenger Relations, etc.)
- Participates in passenger counts and other related activities as required.
- May assist in the training of new drivers as assigned.
- Obtain and maintain CDL (Commercial Driver's License) and endorsements.
- Performs other related duties as assigned.

QUALIFICATIONS (applicable to both positions):

Knowledge, Skills, and Abilities:

- Ability to safely operate a transit vehicle under all conditions of weather, roadways, and traffic while successfully dealing with passengers, route and schedule requirements.
- Ability to perform multi-task functions in what can sometime be a high-stress environment.
- Ability to gain operational knowledge of the system and every coach assigned.
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers.
- Ability and willingness to maintain a courteous, professional approach when handling the public and problems that arise.
- Communicate effectively both orally and in writing.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Must be willing to work day or evening shifts.
- Must maintain punctual and regular attendance to provide dependable service to the public.
- Ability to successfully complete WTA's Operator Training Program.
- Ability to follow written and oral instructions.
- Ability to follow traffic regulations and read street and traffic signs at a distance and identify colors of traffic lights.
- Ability to read time schedules and meters.
- Ability to moves eyes, hands and feet together to brake, steer, signal, etc. while driving.

License or Certificate:

- Applicants must be at least 21 years of age at time of application with at least five years of driving experience.
- Valid Washington State driver's license at time of hire and ability to obtain a valid Commercial Drivers License (CDL) with appropriate endorsements within six weeks of hire and maintain licensing during length of employment.
- Applicants must have an acceptable driving record (in accordance with WTA personnel policy 3.03 "Employment Requirements") and must submit a five year driving abstract.
- Must pass a Washington State Patrol background check (in accordance with RCW 43.43.830 through 43.43.840, Child/Adult Abuse Information Act.)
- Obtain and maintain a valid and current CPR card within 3 months of hire.

MENTAL REQUIREMENTS: Work situations that involve interpersonal relationships in a job setting beyond giving and receiving work instructions. Apply commonsense understanding to carry out detailed but uninvolved writing or oral instructions. Deal with problems involving a few concrete variables on or from standardized situations.

SPECIAL REQUIREMENTS: All offers of employment are contingent upon successful completion of a medical evaluation, including a drug screen.

- As a safety-sensitive position, must participate in agency drug-testing program, including random drug testing.

Machines, Tools, Special Equipment, Personal Protective Equipment Used:
Bus/Paratransit bus, first aid kit, fire extinguisher, etc.

Transit Operator (Paratransit or Fixed Route)
913.463-010

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	☐ **Seasonal**
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	☐ Heavy	**Up to 8 Hours Per Day**
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	Paratransit/Cross Trained	Fixed-Route Only (difference is bolded)
Sitting						X	While driving – in seat	While driving – in seat
Standing				X			Assisting riding; perform pre-inspections	Assisting riding; perform pre-inspections
Walking				**X**	X		O/F short distances; paved surfaces	**Occasional** - in /out of bus to assist passengers

JOB DEMAND	FREQUENCY & WEIGHT					ACTIVITY DESCRIPTION	
	N	S	O	F	C	Paratransit/Cross Trained	Fixed-Route Only (difference is bolded)
Lifting floor – waist	lbs.	30 lbs.	lbs.	lbs.	lbs.	Seldom - Up to 30 lbs. – wheelchair; bag of groceries.	Seldom - Up to 30 lbs. bag of groceries.
Lifting waist–shoulder	lbs.	**5 lbs.**	30 lbs.	lbs.	lbs.	Occasional - Up to 30 lbs. – bag of groceries.	**Seldom** - Up to 5 lbs. – emergency equipment.
Lifting above shoulder	lbs.	Up to 5 lbs.	lbs.	lbs.	lbs.	Up to 5 lbs. – emergency equipment.	Up to 5 lbs. – emergency equipment.
Carry (Dist.)	lbs.	30 lbs.	30 lbs.	lbs.	lbs.	Short distances	Short distances
Pushing/ Pulling lbs. of force	lbs.	**Up to 50 lbs. of force**	**Up to 50 lbs. of force**	Up to 50 lbs. of force	lbs.	Frequent – *Push/pull force up to 50 lbs. up/down ramps with person in wheelchair – grade of ramp up to 10 degrees	**Seldom to Occasional** - *Push/pull force of up to 50 lbs. – Slight angle to ramp – person in wheelchair – grade if ramp up to 10 degrees

JOB DEMAND	FREQUENCY					ACTIVITY DESCRIPTION	
	N	S	O	F	C	Paratransit/Cross Trained	Fixed Route Only (difference is bolded)
Climbing				X		To board bus – up to 2-3 steps	To board bus – up to 2-3 steps
Balancing		X **X**	X			Seldom/Occasional -While ascending/descending on ramp with passenger in wheelchair.	**Seldom** - While ascending/descending on ramp with passenger in wheelchair.

Stooping / Bending Waist Neck			**X**	X X		Frequent - Pre-inspection; secure wheelchair Frequent - Watch for traffic while driving; monitor passengers	**Occasional** - Pre-inspection; secure wheelchair Frequent-Watch for traffic while driving; monitor passengers; sit/stand from driver seat
Twisting		**X**	X			Occasional -Secure wheelchair on floor of bus	**Seldom** - Secure wheelchair on floor of bus
Squatting / Kneeling		**X**	X **X**	X		Occasional/Frequent - Securing wheelchairs; looking under bus	**Seldom/Occasional** - Securing wheelchairs; looking under bus
Crawling		X				As needed to secure wheelchair	As needed to secure wheelchair
Foot Controls					X	Operating signals; gas, brakes, etc.	Operating signals; gas, brakes, etc.
Reaching Forward All reach is bilateral			X **X**	X		Occasional/Frequent -Securing wheelchair to floor	**Occasiona**l - Securing wheelchair to floor
(Level) Below Waist					X	While operating vehicle, operating controls	While operating vehicle, operating controls
Above Shoulder			X			Changing signs; open emergency hatch	Changing signs; open emergency hatch
Handle/Grasp – bilateral				X	X	Bilateral hand use - steering wheel; controls; wheelchair; straps	Bilateral hand use - steering wheel; controls; wheelchair; straps
Fine Finger Manipulation			X **X**	X		Occasional/Frequent -Bilateral hand use – tablet operation, securing smaller parts of wheelchair to floor	**Occasional** -Bilateral hand use – while writing, securing smaller parts of wheelchair to floor
Hand Controls					X	Operating signals; operating levers; using steering wheel, etc.	Operating signals; operating levers; using steering wheel, etc
Repetitive Motion					X	Driving; opening and closing doors; securing wheelchairs to floor of bus	Driving; opening and closing doors; securing wheelchairs to floor of bus
Vibratory Tasks					X	While driving	While driving

Talking					X		To communicate with passengers, co-workers and supervisors			
Hearing					X		To communicate with passengers, co-workers and supervisors			
Visual:	Near Acuity		Far Acuity				Depth Perception		Accommodation	
							Color Discrimination		Field of Vision	

ENVIRONMENTAL CONDITIONS	FREQUENCY						ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C			N	S	O	F	C
Exposure to Weather			X				**Noise Intensity Moderate**				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	**Exposure to vapors/fumes occasionally**											

Analyst's Comments: On site assessment completed.

Possible Employer Modifications: May consider.

Job Title: Transit Operator
DOT: 913.463-010
DOT Title: Bus Driver
Analyst: Monica Schneider, CDMS

SVP: 4 (3-6 months)
GOE: 09.03.01
Industry: Motor Vehicle Transportation
Date: 5/20/2011 & 12/17/2015

Note: The information for this job analysis was gathered from WTA by 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:

Monica Schneider, CDMS — 12/17/2015
Vocational Consultant — Date

Presenting VRC Signature:



12/17/15
Vocational Consultant — Date