



## **JOB SPECIFIC REQUIREMENTS**

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.

## **ESSENTIAL FUNCTIONS**

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 evaluation assistance to all customers, including physically assisting the elderly, customers with disabilities and young customers during emergency situations.. As needed, use a fire 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.

## **NON-ESSENTIAL FUNCTIONS**

1. Assist Transit Operator trainees during the initial period of driving practice.
2. Participate in committee meetings and/or focus groups.

### PERSONAL PROTECTIVE EQUIPMENT USED

Gloves, vest.

### OTHER TOOLS & EQUIPMENT USED

Bus, keypad, radio, electric poles, paper punch, transfers, seatbelts, and straps to secure wheelchairs.

### PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rarely = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

### This Job is classified as

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force continuously.

### Standing

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on rubber coated bus floor or flat cement surfaces for up to 2 minutes at a time, for up to 10 minutes total in a work shift. Most commonly occurs while standing up for 5 seconds at a time, once per hour during a shift, in order to change the destination sign on the bus. On a rare occasion, the employee may need to stand for up to 5 minutes at a time while attaching the poles of an electric bus to the power lines above, or when waiting for a road relief.

### Walking

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on rubber coated bus floor or flat cement surfaces for distances of up to 323 feet for up to 5 minutes at a time, for up to 15 minutes total in a work shift. Most commonly occurs 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).

### Base-Specific Walking Requirements

#### Atlantic Base:

The employee needs to walk within the yard in order to get to/from the parking lot/garage to the sign-in window, as well as to/from the coaches/trolleys in the yard. From the sign-in window to the furthest corner of the yard is approximately 600 feet.

#### Bellevue Base:

The employee needs to walk within the yard in order to get to/from the parking lot to the sign-in window, as well as to/from the coaches in the yard. From the sign-in

window to the furthest corner of the yard, or to the furthest part of the parking lot, is approximately 450 feet.

An employee may also be required walk to/from the East Base sign-in window to/from the coaches in the Bellevue Base yard. The total distance is approximately 1760 feet.

**Central Base:**

The employee needs to walk within the yard in order to get to/from the parking lot/garage to the sign-in window, as well as to/from the coaches in the yard. From the sign-in window to the furthest corner of the yard is approximately 600 feet. When performing road relief, the employee may walk up to 8 blocks once per day.

**East Base:**

The employee needs to walk within the yard in order to get to/from the parking lot to the sign-in window, as well as to/from the coaches in the yard. From the sign-in window to the furthest corner of the yard is approximately 840 feet.

**North Base:**

The employee needs to walk within the yard in order to get to/from the parking lot to the sign-in window, as well as to/from the coaches in the yard. From the sign-in window to the furthest corner of the yard, or to the furthest part of the parking lot, is approximately 600 feet. When walking from the employee parking lot to the sign-in window the employee walks up to 300 feet.

**Ryerson Base:**

The employee needs to walk within the yard in order to get to and from the coaches. The employee also needs to walk from the parking garage to the Base which can include walking up to 300 feet in the garage, 120 feet across the pedestrian bridge, down 60 stairs to the yard, and then 260 feet to the sign-in window. Elevators are available for employees unable to climb stairs. When walking from the sign-in window to the furthest corner of the yard, where a coach could be parked, is 960 feet. The employee has approximately 10 minutes to walk this distance after signing in.

**South Base:**

The employee needs to walk within the yard in order to get to/from the parking lot to the sign-in window, as well as to/from the coaches in the yard. From the sign-in window to the disability parking area is 155 feet – 7 inches to the first stall, and 210 feet – 9 inches to the last stall. When walking from the sign-in window to the furthest corner of the yard, where a coach could be parked, is 1073 feet.

**Sitting**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on bus driver's seat for 2-2.5 hours at a time, for up to 8 hours total in a work shift. Most commonly occurs while driving the bus.

**Climbing Stairs**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 5 seconds at a time while climbing 3-4 steps, for up to 10 times total in a work shift. Most commonly occurs while entering and exiting the bus. When operating a low floor coach, the employee must climb three 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) when walking between the parking garage and the Base. 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.

**Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 seconds at a time, to heights of up to 1.5 feet, for up to 20 seconds total in a work shift. Most commonly occurs while adjusting exterior mirrors of buses. 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.

**Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 seconds at a time, at heights of up to 1.5 feet, for up to 20 seconds total in a work shift. Most commonly occurs while adjusting exterior mirrors of buses.

**Bending Neck Up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time, for up to 2 hours total in a work shift. Most commonly occurs while checking mirrors, utilizing overhead bins, changing/checking the destination sign, performing the walk around and setting poles.

**Bending Neck Down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time, for up to 10 minutes total in a work shift. Most commonly occurs while manipulating controls, reviewing transfers, looking at foot controls and securing wheelchairs.

**Turning the Head**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 1 minute at a time, for up to 8 hours total in a work shift. Most commonly occurs when turning the head shoulder-to-shoulder while observing traffic, street signs, traffic lights, pedestrians, potential hazards, and using mirrors.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on rubber coated bus floor or flat cement surfaces for 5 minutes at a time, for up to 20 minutes total in a work shift. Most commonly occurs while securing wheelchairs with straps. Typically, an employee secures two to three wheelchairs per shift, but the number can vary depending on the route. The employee also bends over in order to place or remove a wheel block behind the rear tire, as well as when picking up trash between runs.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time, on rubber coated bus floor, for up to 3 minutes total in a work shift. Most commonly occurs while securing wheelchairs.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on rubber coated bus floor or flat cement surfaces for 5 minutes at a time, for up to 20 minutes total in a work shift. Most commonly occurs while securing wheelchairs with straps. Typically, an employee secures 2-3 wheelchairs per shift, but the number can vary depending on the route. The employee may also squat in order to inspect snow chains, place or remove a wheel block behind the rear tire, or when picking up trash between runs.

**Operating Controls with Feet**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for 2-2.5 hours at a time, for up to 8 hours total in a work shift while driving the bus. Must be able to depress the accelerator as well as the air brake pedal continuously. Turn signals are operated by the left foot, as is the emergency button.

**Reaching Above Shoulder Height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 10 seconds at a time, for up to 5 minutes total in a work shift while changing the directional sign, placing personal gear in overhead storage bin, opening and closing the overhead roof vent/emergency exit, utilizing override switches, and adjusting inside mirrors. On a rare occasion the employee may need to reach above the shoulder, for up to 3 minutes at a time, while attaching or removing electrical poles from power lines.

**Reaching at Waist to Shoulder Height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for 2 hours at a time, for up to 8 hours total in a work shift, while turning the steering wheel of the bus, clearing the fare box, tearing transfers, and doing hand-over-hand steering.

**Reaching at Knee to Waist Height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 5 minutes at a time, for up to 20 minutes total in a work shift. Most commonly occurs while securing wheelchairs with straps. Typically, an employee secures two to three wheelchairs per shift, but the number can vary depending on the route.

**Reaching at Floor to Knee Height**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 5 seconds at a time, for up to 15 seconds total in a work shift, while reaching down in order to place or remove a wheel block behind the rear tire of the bus, securing wheelchairs, picking up trash on the bus, manipulating the parking brake or adjusting the steering wheel tilt.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 30 seconds at a time, for up to 5 minutes total in a work shift. Most commonly occurs with weights of 8 pounds while picking up a wheel block.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of 60 feet for 90 seconds at a time, for up to five minutes total in a work shift. Most commonly occurs with weights of 8 pounds while carrying a wheel block to the back of the bus in order to place it behind a rear wheel.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for 5 seconds at a time, for up to 10 seconds total in a work shift. Most commonly occurs with weights of up to 20 pounds while returning the bicycle rack to the upright position or assisting a passenger with the bicycle rack.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for distances of 60 feet for 90 seconds at a time, for up to 3 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while carrying a bucket of sand to the back of the bus in order to place it in front of a wheel for traction in the snow.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for two hours at a time, with a force of 5-10 pounds, for up to 8 hours total in a work shift 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.

When operating a low floor coach, the employee may need to assist a person in a wheelchair up the ramp (up to 11.5 inches high and 45 inches long) if there is no curb present. When a curb is present, little to no rise is present on the ramp. With having the bus kneeling and no curb, pushing/pulling a 200+ pound person, without their assistance requires a pulling force of 80 pounds; with their assistance, the pulling force required is approximately 50 pounds.

On a rare occasion, an employee may need to open the rear engine compartment to inspect the engine or check the oil. The engine bay door requires a pulling force of 33-40 pounds to open it. Once the door is opened, it lifts hydraulically. Also, the employee needs to pull 25-30 pounds for up to 2 minutes at a time, while resetting the electrical poles on the trolleys, as well as push/pull, with up to 27 pounds of force, while resetting a retriever. Additionally, the employee may need to push and pull weights of up to 33 pounds for up to 10 seconds at a time, while manually opening or closing the wheelchair ramp on low floor coaches.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for 5 seconds at a time, for up to 5 hours total in a work shift, while operating the radio, microphone, fare box keypad, changing destination signs, and handing out transfers.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for 2 hours at a time, for up to 8 hours total in a work shift while operating bus controls which may include: 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, for up to 8 hours total in a work shift. On some routes, the employee may need to manipulate manual signs.



KING COUNTY JOB ANALYSIS COMPLETED ON: 10/24/06

JOB TITLE: Transit Operator

EMPLOYEE:

DOT #: 913.463-010

CLAIM #

Moving mechanical parts: Rarely

Vibration: Frequently


**POTENTIAL MODIFICATIONS TO JOB**

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.

KING COUNTY JOB ANALYSIS COMPLETED ON: 10/24/06

JOB TITLE: Transit Operator

EMPLOYEE:

DOT #: 913.463-010

CLAIM #

## SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County's Safety & Claims Management Division office. The Health Care Provider signature section is separate and appears on the previous page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

---

Printed name of employee

---

Signature of employee

---

Date

**HEALTH CARE PROVIDER SECTION**

**Check all that apply**

The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.

The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:

Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_

The employee is released to perform the described job with the following modifications:

Temporary until \_\_\_\_\_  Permanent as of \_\_\_\_\_

The employee is not released to perform the described duties due to the following job functions:

Temporary until \_\_\_\_\_  Permanent effective \_\_\_\_\_

The employee is unable to work in any capacity.

A release to work is:  Anticipated by \_\_\_\_\_  Not expected

The limitations are due to the following objective medical findings:

Health Care Provider Name (Printed or Typed)

Telephone Number

Health Care Provider Signature

Date

Health Care Provider Section