


Physical Demands Analysis

Job Title	Transportation Driver Trainer
Job Summary	Responsible for planning and conducting a program for training new and continuing transportation drivers in the safe and proper operation of a transportation vehicle.
Job/Work Schedule	5:30AM-5:00PM
Scheduled Breaks	When off duty
Overtime	Overtime is available
Physical Demand Requirement of Job*	Light
*Based on Department of Labor Physical Demand Definitions	
Evaluator  AN ENLITE COMPANY	David Anderson, MOT, CEAS, CPT

Essential Functions & Physical Demands

The position includes but may not be limited to the following.

Essential Functions	
1.	<ul style="list-style-type: none"> • Must conduct a program for training new and continuing transportation drivers in the safe and proper operation of a transportation vehicle; to maintain necessary records and files. • Must ensure that drivers' State licenses are valid, and exercises technical and functional supervision over lower-level staff. • Plan and organize bus driver training programs in compliance with State law; teach State-required course(s) for beginning drivers including, classroom and behind-the-wheel instruction in certification, vehicle components, first aid, emergency procedures, driving fundamentals, defensive driving, discipline of student passengers and community relations. • Arrange for and/or teaches review training for license renewal. • Develop and implement safety-related programs, safety workshops and information systems. • Follow-up on established procedures relative to transportation vehicle accidents. • Maintain appropriate training records on bus drivers and all other training related matters. • Record, prepare and submit reports to the CHP, DMV and other agencies as required. • Operate a transportation vehicle within prescribed route(s) in accordance with the time schedules; pick up and discharge students at designated stops. • Transport students, teachers and non-students on special trips to various locations; plan necessary route(s) and stops as needed; load and unload luggage and gear in storage areas of the bus. • May transport special education students; escort and assist students on and off transportation vehicle and across streets when necessary; secure seat belts. • Obey and follow all student transportation rules and regulations as outlined by the District, Department of Motor Vehicles and the California Highway Patrol. • Complete records to be submitted to the California Energy Commission. • Administer first aid and CPR as authorized under current standard certification as necessary. • Evacuate the vehicle in a safe and timely manner when necessary; conduct periodic evacuation drills as required by law. • Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary. • May perform routine servicing of transportation vehicle including, fueling, checking oil, water and power steering fluid levels and cleaning the vehicle interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the bus including, steam cleaning, washing and polishing the transportation vehicle. • Maintain student lists and check transportation passes. • Respond to requests and inquiries from parents, staff, students and the general public. • Perform related duties and responsibilities as assigned.
2.	<ul style="list-style-type: none"> • Evaluate driving performance and proficiency of all transportation drivers; check drivers' usage of vehicle equipment, handling of on-the-road situations and handling of students; provide training to upgrade skills of drivers as needed. • Review pertinent data and keep current on all State and Federal laws and regulations pertaining to school buses and drivers; serve as liaison with the CHP and DMV to obtain current information and regulations regarding bus drivers' requirements and safety; conduct regular safety meetings to inform transportation drivers of changes in laws, regulations and procedures.

	<ul style="list-style-type: none"> Recognize problems that may interfere with the welfare of students and implement appropriate solutions; maintain order and proper discipline of student passengers according to policy; instruct students on safety regulations and policies related to passenger conduct; ensure safety of passengers. Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge including, in the areas of safety, first aid and related matters as well as to maintain current knowledge of the California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles in the transportation of school children. Laws, rules and regulations pertaining to transportation operations and pupil transportation including, appropriate California State Motor Vehicle Code and the Education Code. First aid principles and practices. Knowledge of modern office practices, methods and computer equipment. Knowledge of training, performance, and proficiency evaluation. Knowledge of principles and procedures of record keeping. Basic mathematical principles. Occupational hazards and standard safety practices necessary in the area of student transportation. Safe driving principles and practices. Ability to operate equipment used in transportation servicing and maintenance. Install and remove tire chains. Operate a transportation vehicle safely.
3.	<ul style="list-style-type: none"> Maintain order and discipline on a transportation vehicle. Train and evaluate the performance and proficiency of applicants and assigned staff. Read and interpret a map. Maintain simple records. Work independently in the absence of supervision. Understand and follow oral and written directions. Read, interpret and follow rules, regulations, policies and procedures. Respond appropriately in emergency situations. Administer first aid. Work under limited supervision within a framework of well-defined policies and procedures. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs. Communicate clearly and concisely, both orally and in writing. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
4.	<ul style="list-style-type: none"> Meet the requirements to obtain a valid California School Bus Instructor's Certificate. Must be at least 25 years of age. Equivalent to the completion of the twelfth grade supplemented by successful completion of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of instruction operating a school bus. Ability to maintain the requirements for a valid California School Bus Driver's Certificate with first aid training and DMV Medical Examiner's Certificate. Ability to maintain the requirements for a valid California School Bus Instructor's Certificate. Ability to obtain an appropriate, valid commercial driver's license.

Lifting / Carrying *(force required to transfer object)*

Job Task Description	Weight	Frequency	Start Heights	End Heights	Carry Distance
To handle paperwork and desktop items.	<1lb.	As Needed	25-34 in.	Desktop/Varies	Varies
May lift and/or carry hand tools and cleaning supplies.	<1lb-6lbs.	Up to 1 hours a day/Varies	1-36 in.	36-63 in.	Up to 50 ft./Varies

Total Body Pushing / Pulling *(Initial force required to move object. Not weight of object)*

Job Task Description	Force Required	Frequency	Distance
N/A			

Upper Extremity Pushing / Pulling *(Force required to move object while lower extremities are stationary)*

Job Task Description	Force Required	Frequency
To open and close office/facility doors.	<1lb./Personal preference	Varies

May operate vehicle controls and hold support handles when ascending/descending stairs to enter and exit vehicle (steering wheel, gears, buttons).	<13 lbs./Personal preference	As needed
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Gripping / Coupling *(force required to trigger a tool or hold an object)*

Job Task Description	Force Required	Frequency
To manipulate items on desktop, use computer mouse, telephone, and take handwritten notes.	Simple grasp/Personal preference	As needed
To use hand tools, cleaning tools, and operate vehicle controls.	Simple grasp/Personal preference	As needed

Reaching *(Horizontal distance from the midline of the body)*

Job Task Description	Height	Horizontal Distance	Frequency
To access various desktop items, and keyboard/mouse.	25-34 in.	12-18 in.	Up to 3 hours a day/Varies
May access vehicle door handle.	63 in.	12-36 in.	Up to 1 hours a day/Varies

Psychological/Mental Demands

	Yes	No	Description
Working under pressure/deadlines	X		Timely work required to complete trainings
Perform fast-pace work		X	
Perform self-pace work	X		Has option to perform at own pace
Perform incentive/piece work		X	
Perform with precise/production standards	X		Attention to detail required to manage records, and files
Deal with multiple tasks throughout the workday	X		Ability to multitask required to assure quality and complete various administrative tasks
Perform complex or varied tasks	X		Ability to train verbally and via hands-on
Perform simple and repetitive tasks	X		Keyboard and mouse use require repetitive motions
Advanced interpersonal skills (influence/negotiate)	X		Required to train employees and participate in company meetings
Perform in a leadership role (manage/supervise)	X		Required to lead groups and/or presentations during training sessions
Follow simple instructions	X		Varies throughout the shift to complete numerous tasks during trainings
Follow complex instructions (beyond 3 steps)	X		Varies throughout the shift to complete numerous tasks during trainings
Working alone	X		May work alone to complete projects/administrative tasks
Working in a group		X	
Travelling and/or driving	X		May operate vehicle

Work Environment / Environmental Conditions

	Yes	No	Description
Personal Protective Equipment (PPE)	X		May wear gloves
Chemical Exposure	X		May be exposed to cleaners/gas fumes
Confined Spaces (29 CFR 1910.146)		X	
High Elevations ($\geq 4'$ above floor level)		X	
Temperature Exposure (Heat/Cold)	X		Inside and outside ambient temperatures
Work Near Moving Machinery	X		Nearby vehicles may be in operation
Work Near Powered Industrial Trucks	X		To access vehicles/courtyard
Near Visual Acuity (Clarity ≤ 20 in.)	X		Use keyboard/mouse, and take handwritten notes
Far Visual Acuity (Clarity ≥ 20 ft.)	X		Monitor environment for safety
Color Vision		X	
Depth Perception	X		Use keyboard/mouse and access vehicles and equipment
Feel/Touch (Perceiving object attributes)	X		Take handwritten notes and monitor feel of vehicle when operating for safety

Physical Demand Summary

Tasks	Frequency N/I/O/F/C	Description / Tools & Equipment
LIFTING/FORCE		
0 to 5 lbs.	F	To handle paperwork, desktop items, hand tools and cleaning supplies
6 to 10 lbs.	I	To handle paperwork, desktop items, hand tools and cleaning supplies
11 to 25 lbs.	N	

26 to 50 lbs.	N	
51 to 100 lbs.	N	
Floor - Waist (1"-41")	O	To access materials, desktop items and vehicle controls
Waist - Shoulder (41"-54")	O	To access desktop items and vehicle controls
Shoulder - Overhead (55"-85")	I	To access materials, and vehicle controls/elements
Total Body Push / Pull	N	
Upper Extremity Push/Pull	O	To open and close office/facility doors, operate vehicle, and hold support rails
POSITIONAL TASKS		
Bending / Squatting	O	May perform maintenance/inspections below waist level
Twisting (Waist)	I	When positioning self in seat and monitoring vehicle/environment for safety
Kneeling	I	May perform maintenance/inspections below knee level
Supine-lying	N	
Crawling	N	
Neck Extension	I	To access/view overhead elements
Neck Flexion	O	To complete computer work
Neck Twisting	I	Monitor environment for safety
UPPER EXTREMITY		
Overhead Reaching	I	May reach up to access door handle or adjust outside mirrors
Horizontal Reaching	F	To access various desktop items, and keyboard/mouse.
Simple Grasping	F	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/> To manipulate items on desktop, use computer mouse, telephone, and take handwritten notes
Firm/Power Grip	I	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/> Use hand tools/cleaning tools
Fine Manipulation/Pinch Grip	F	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/> Manipulate items on desktop, use computer mouse and take handwritten notes
Wrist Flexion/Extension	F	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/> Manipulate items on desktop, use computer mouse, telephone, and take handwritten notes
Wrist Deviation	F	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/> Use computer mouse and manipulate items on desktop
Hand/Arm Vibration	I	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/> Vehicle may produce minor vibration
Keying	F	To complete computer work
Mousing	F	To complete computer work
Writing	O	May take handwritten notes
Phone Calls	O	May use phone to communicate with colleagues
TOTAL BODY		
Total Body Vibration	I	Vehicle may produce minor vibration
Sitting	F	Desk work requires sitting for prolonged periods of time
Standing (<3 steps)	I	May stand to complete training, maintenance or inspection
Walking (>3 steps)	I	May walk to complete training, maintenance or inspection
Climb Stairs	I	Enter/exit vehicle with step height of 14in.
Climb Ladders	N	
Driving/Foot Controls	I	Foot controls to operate vehicle
Balancing-Slippy, Narrow	I	May work in inclement weather

Never	Infrequently 2-5 % of time 1-2 reps/ hr. 2-20 reps/day	Occasionally 6-33% of time 3-12 reps/hr. 21-100 reps/day	Frequently 34-66% of time 13-30 reps/hr. 101-245 reps/day	Constantly 67-100% of time > 31 reps/hr. > 246 reps/day
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