



Bock Consulting

Job Analysis

Job Title	Bus Driver	Worker	
DOT Number	913.463-010	Claim Number	
Employer	Port of Seattle	Employer Phone #	(206) 787-4023
Employer Contact	Frank Jasso	Date of Analysis	2/1/11 (Rev. 12/16/13)

☐ Job of Injury ☐ Previous Job ☐ New Job ☒ 4-8 Hours Per Day ☒ 5 Days Per Week

Job Description, Essential Functions, Tasks and Skills:



The Port of Seattle is a municipal corporation created on September 5, 1911 by the voters of King County. The Port of Seattle is divided into operating divisions, plus other departments that support the divisions and the broad mission of the Port: 1) Aviation Division, 2) Capital Development Division, 3) Real Estate Division, and 4)

Seaport Division. The Aviation Division operates Seattle-Tacoma International Airport. Sea-Tac is the 16th busiest passenger airport in the United States, serving close to 29 million passengers a year.

This job analysis was developed specifically for the Bus Drivers that are responsible for transporting airport and airline employees to and from the off-site employee parking lot.

Drivers operate 40-foot "New Flyer" buses powered by compressed natural gas ("CNG"). The buses have automatic transmissions, power steering, and power brakes.

Drivers are scheduled for shifts lasting between 4 and 8 hours. The route driven is approximately 3.5 miles one way (about 7 miles round trip). Drivers operate buses 24 hours per day, 7 days per week. At a minimum there are 3 buses operating along the route. During busy periods, there may be up to 5 buses transporting passengers. Buses have seats for 29 passengers, and can accommodate up to another 31 standing passengers (for a total of 60 passengers).





Bock Consulting

Claimant: _____

Claim #: _____

February 1, 2011 (Updated 12/16/13)

Page 2 of 10

***Job Analysis: Bus Driver – Port of Seattle
DOT # 913-463-010***

Essential functions

- Perform routine walk-around visual inspection on bus prior to picking up passengers. Check for damage to the vehicle and ensure all lights, signals and other equipment are operational. These inspections are conducted in all types of weather. Check fuel level. Report any defects to supervisor.
- Provide safe and efficient transportation for passengers on the scheduled route. Pick up passengers from specified stop locations and adhere to specified time schedule.
- Monitor entry and exit of passengers using the front and rear doorways.
- Interact with passengers in a courteous, respectful, and professional manner, and be responsive to passengers' requests and or questions.
- Regulate heating equipment and ventilation of bus for comfort of passengers.
- Refuel bus when required Buses are refueled approximately once every 24 hours of operation. Drivers may not have to refuel a bus during a particular shift (if another driver already fueled the bus, or the Driver is working a short shift).
- Operate 2-way radio system as needed.
- Maintain cleanliness of bus (sweep out bus).
- Respond to medical emergencies and injuries to passengers until medical professionals arrive.
- Attend staff meetings as required.
- Maintain professional appearance, including wearing the provided uniform.
- Report mechanical malfunction of buses and other equipment as necessary.
- Report delays, accidents, and incidents to supervisor.



Notes: Drivers do not collect fares from passengers. Passengers are generally able-bodied; therefore, there is no requirement for Drivers to assist passengers with physical disabilities (in fact wheelchair lifts are disabled on the buses). Drivers are not required to lift or carry passengers' luggage.

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Bock Consulting

Claimant: _____

Claim #: _____

February 1, 2011 (Updated 12/16/13)

Page 3 of 10

***Job Analysis: Bus Driver – Port of Seattle
DOT # 913-463-010***

Necessary skills and abilities include:

- Must have knowledge of safety standards and practices related to bus operations.
- Ability to operate a bus in a safe and efficient manner.
- Must have knowledge of applicable motor vehicle laws and ordinances.
- Must have the ability to learn and implement standard procedures, regulations, and requirements with respect to operating buses for the Port of Seattle.
- Must be able to work independently and make sound decisions based on common sense.
- Must be able to speak and write in English.
- Must have an acceptable driving record, and acceptable work history.
- Must have reliable transportation to work.
- Must possess and maintain DOT medical certification, and renew qualifications as specified by Federal Regulations.
- Ability to operate 2-way radio system and learn/use applicable codes.
- Ability to interact with passengers in a professional and courteous manner.
- Ability to pass all required security and background checks, including a safe driving record.



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Claimant: _____

Claim #: _____

February 1, 2011 (Updated 12/16/13)

Page 4 of 10

***Job Analysis: Bus Driver – Port of Seattle
DOT # 913-463-010***

Machinery, Tools, Equipment, Personal Protective Equipment

- “New Flyer” buses.
- Two-way radio.
- Uniform.
- Compressed natural gas (“CNG”) pumps and hoses. Fueling cards.
- Keys.
- Brooms.
- Window cleaning solution and paper towels.



Education / Training

- High school diploma or GED.
- Must hold a valid Washington Driver’s License, and have a CDL-Level B with Air Brake and Passenger Endorsements.
- Drivers must have experience operating passenger buses. Minimum: Six to twelve months. Preferred: More than 5 years of experience.

Other qualifications:

- Must join or be a member of the Teamsters Union, Local 117.
- Must be a citizen of the United States.

Per the Dictionary of Occupational Titles (DOT): 913.463-010 Bus Driver

Specific Vocational Preparation (“SVP”): 4 (Three to six months).

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Bock Consulting

Claimant: _____
 Claim #: _____
 February 1, 2011 (Updated 12/16/13)
 Page 5 of 10

Job Analysis: Bus Driver – Port of Seattle
DOT # 913-463-010

COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

Frequency Definitions:		
Continuously = Occurs 66-100% of the time.	Occasionally = Occurs 1-33% of the time	
Frequently = Occurs 33-66% of the time.	Rarely = May occur less than 1% of the time.	
Never = Does not ever occur.		
Comprehension		
Articulating and comprehending information in conversations.		Occasionally
Reading, comprehending, and using written materials.		Occasionally
Understanding and solving problems involving math and using the results.		Rarely
Using technology/instruments/tools & information systems.		Occasionally
Working with two and three dimensional formats.		Never
Remembering		
Remembering spoken instructions.		Occasionally
Remembering written instructions.		Occasionally
Remembering visual information.		Continuously
Recalling information incidental to task at hand.		Continuously
Memorizing facts or sequences.		Occasionally
Remembering simple instructions.		Continuously
Remembering detailed instructions.		Occasionally
Learning & Processing		
Effectively learning and mastering information from classroom training.		Rarely
Effectively learning and mastering information from on-the-job training.		Occasionally
Learning from past directions, observations, and/or mistakes.		Continuously
Using common sense in routine decision making.		Continuously
Recognizing and anticipating potential hazards and taking precautions.		Continuously
Thinking critically and making sound decisions.		Continuously
Integrating ideas and data for complex decisions.		Rarely
Determining and following precise sequences.		Occasionally
Coordinating and compiling data and information.		Never
Analyzing, synthesizing data and information.		Never
Tasking and Planning		
Performing repetitive or short-cycle work.		Continuously
Working under specific instructions.		Continuously
Completing complex tasks.		Never
Directing, controlling, or planning for others as necessary for basic tasks.		Never
Directing, controlling, or planning for others as necessary for complex tasks.		Never
Multi-tasking.		Occasionally
Planning, prioritizing, and structuring daily activities.		Never



Bock Consulting

Claimant: _____

Claim #: _____

February 1, 2011 (Updated 12/16/13)

Page 6 of 10

Job Analysis: Bus Driver – Port of Seattle
DOT # 913-463-010

Use Appropriate Behavior for Professional Work Environment		
	Receiving criticism and accepting limits appropriately.	Occasionally
	Maintaining emotional control and organization under increased stress.	Occasionally
	Maintaining socially appropriate affect, temperament, and behavior.	Continuously
	Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome.	Continuously
	Working independently and/or unsupervised.	Continuously
	Adapting to frequent interruptions, changes in priorities, or changes in work location.	Rarely
	Responding effectively to emergency situations.	Rarely

Frequency Designations: Required Beneficial Not Necessary		
Maintaining Attendance and An Assigned Work Schedule		
	Maintaining predictable and reliable attendance each work shift.	Required
	Being punctual.	Required
	Taking rest periods at set times or only at times determined by breaks in job responsibilities.	Required
	Adjusting to a flexible schedule of work days and or shifts.	Required



Bock Consulting

Claimant: _____
 Claim #: _____
 February 1, 2011 (Updated 12/16/13)
 Page 7 of 10

Job Analysis: Bus Driver – Port of Seattle
DOT # 913-463-010

PHYSICAL DEMANDS

N/A: Not Applicable

S: Seldom (1-10% of the time)

O: Occasional (10-33% of the time)

F: Frequent (33%-66% of the time)

C: Constant (Over 66% of the time)

WNL: Within Normal Limits (talking, hearing, etc.)

STRENGTH: ☐ Sedentary ☒ Light ☐ Medium ☐ Heavy ☐ Very Heavy

Frequency

Comments

Sitting	C	Driver's shifts may be between 4 and 8 hours. If working a 4 hour shift, the Driver is given a 15 minute break, and can stand and walk for a short time before starting the route again (usually between 3 and 5 minutes). If working an 8 hour shift, the Driver is given a 1 hour break, and can stand and walk for a short time before starting the route again (usually between 3 and 5 minutes). A Driver is seated for a majority of the shift. Seats are highly adjustable. The seats have an air suspension system, can be set to different heights, the distance to the steering wheel can be changed, and there is an adjustable lumbar support. Also while participating in meetings.
Standing	S	While performing the pre-trip inspection, standing between routes, cleaning the interior and or windows of the bus, and refueling the bus.
Walking	S	While performing the pre-trip inspection, walking to the back of the bus to identify items left by passengers, cleaning the interior of the bus, and refueling the bus.
Driving	C	Primary function of the position. All buses are equipped with power steering.
Foot Controls	C	While driving. The Driver's feet are used to control the accelerator and brake pedals, turn signals, and the high/low beam light control.
Lifting (up to 15 pounds)	S	While lifting timecard at start and end of shift, and lifting handset of 2-way radio mounted in bus. Potentially lifting fuel hose (approx. 15 lbs.) or portable 2-way radio (1 lb.). In case of an emergency, potentially lifting a fire extinguisher (10 lb. extinguisher), or road hazard box (with reflective markers and flares).
Carrying (up to 15 pounds)	S	While carrying timecard at start and end of shift. Potentially carrying a portable 2-way radio (1 lb.) or a refueling hose a short distance between hose holder and bus (approx. 15 lbs.). Carrying a credit card sized refueling card to the refueling pump. In case of an emergency, potentially carrying a fire extinguisher up to 30 feet inside the bus (10 lb. extinguisher), or road hazard box (with reflective markers and flares).



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Claimant: _____

Claim #: _____

February 1, 2011 (Updated 12/16/13)

Page 8 of 10

Job Analysis: Bus Driver – Port of Seattle

DOT # 913-463-010

Pushing/Pulling (up to 20 pounds)	S	While opening or closing doors on a bus before the bus power is turned on, or after the power is turned off (usually at the beginning or end of a shift – 12 lbs.). While opening/closing driver's side window (20 lbs.). Pulling down or retracting sun shades in the Driver's area (est. 2-3 lbs.). Lifting engine cover at the back of the bus (est. 20 lbs.). Potentially while locking the refueling hose to the connection on the bus (est. 10 lbs.).			
Bending at Waist	F	While completing the pre-trip inspection, entering the Driver's seat, driving, checking mirrors and looking for hazards, and sweeping/cleaning the bus.			
Twisting at Waist	O	While driving, although drivers are trained to use mirrors to mitigate twisting as much as possible. Also, while opening the window next to the Driver.			
Bending Neck	C	Driver will constantly use the neck while driving, and to see passengers entering and exiting the bus.			
Climbing Stairs	S	There is one step up into the bus. When not near a curb, the initial step into the bus is approximately 14". When next to a curb, the step is approximately 6". There are two additional steps in the bus for the Driver to reach the driver's seat platform 8-9". There are also two small steps in the back of the bus to reach the back seating platform.			
Crouching/Kneeling	S	Rare. Potentially when inspecting tires of the bus during pre-trip inspection, or reaching items left on the floor of the bus.			
Reaching (floor to shoulder height)	F	While grasping the steering wheel to enter the driver's area, adjusting controls on the 2-way radio, operating the automated door lever, driving, pressing button on the engine compartment fire suppression system, operating other controls on the panel next to the Driver's left leg, sweeping the interior of the bus, and retrieving items left on the bus. Potentially while obtaining a credit card sized refueling card from the lock box, or connecting the fuel hose to the bus (both at chest height).			
Reaching (over the shoulder)	S	While adjusting the Driver's mirror, music radio, pressing buttons on the on-board fire and gas detection system, and pulling down or retracting the sun shades in the Driver's area.			
Repetitive Motion	O	Performing repetitive body movements to steer the bus and operate bus controls (specifically foot controls).			
Handling/Grasping	F	20	% Pinch Grasp	80	% Whole Hand Grasp
Fine Finger Manipulation	O	While adjusting switches, knobs and buttons to control bus operations. Pulling down or retracting sun shades in Driver's area. Operating fire extinguisher. Retrieving credit card sized refueling card from lockbox. Operating controls on refueling pump.			
Writing	N/A				
Talking	O	Communicating with passengers.			
Hearing	C	Communicating with passengers. Listening for hazards, sirens, or other dangers.			
Seeing	C	Vital for safety of passengers			

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Claimant: _____

Claim #: _____

February 1, 2011 (Updated 12/16/13)

Page 9 of 10

Job Analysis: Bus Driver – Port of Seattle
DOT # 913-463-010

Normal Job Site Hazards	C	Operating a large commercial vehicle in traffic, and in potentially bad weather conditions. Other vehicles, pedestrians, and other typical hazards of driving on the road. Bus floor may be slippery when wet (water may be tracked in by passengers). Potential exposure to fumes, exhaust, and vibrations. There is a rare possibility that a Driver may have to deal with an angry passenger.
Expected Environmental Conditions	C	A majority of the Driver's time is spent in the bus, which is generally a temperature controlled environment (heat and air conditioning is available in the buses). A Driver may be exposed to temperature changes when the doors are open to pick up or drop off passengers. A Driver may be exposed to external weather conditions when starting or finishing a shift, or while taking a break.

The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. 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 when reporting physical demand frequencies.

Analysis was done on the job site?

☒ Yes

☐ No

Job Analysis Reviewed By:

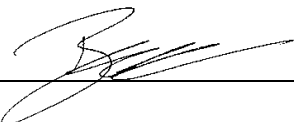
Franz Blowers and Frank Jasso

Completed by Vocational Provider

Brice York, BA, CDMS

Date **February 1, 2011**
(Updated 12/16/13)

Signature of
Vocational Provider





Bock Consulting

Claimant: _____
Claim #: _____
February 1, 2011 (Updated 12/16/13)
Page 10 of 10

Job Analysis: Bus Driver – Port of Seattle
DOT # 913-463-010

FOR PHYSICIAN'S/EVALUATOR'S USE ONLY

- ☐ The injured worker can perform the physical activities described in the job analysis and can return to work on _____
- ☐ The injured worker can perform the physical activities described in the job analysis on a part-time basis for _____ hours per day. The worker can be expected to progress to regular duties in _____ weeks/months.
- ☐ The injured worker can perform the described job, but only with the modifications/restrictions in the attached report and/or listed below. These modifications/restrictions are (check one):
☐ Temporary for _____ weeks _____ months
☐ Permanent
- ☐ The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one):
☐ Temporary for _____ weeks _____ months
☐ Permanent

COMMENTS:

Date _____ Physician's/Evaluator's
Signature _____

Physician's/Evaluator's
Name Printed _____

PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:

Port of Seattle Employee Health & Safety Department at (206) 787-3406

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