



ESSENTIAL FUNCTIONS ANALYSIS

Under the ADA framework, employers must develop employment standards that are job-related. To that end Essential Functions Job Descriptions must be written for all positions. The purpose of the attached questionnaires is to identify the essential functions for revision of your department-specific class specifications.

We really need your assistance in this process. The Physical/Mental Demands Questionnaire and the Environmental Conditions Questionnaire should be completed jointly by the incumbent and supervisor. Below are the standardized guidelines to follow, which will result in uniformly written job descriptions.

Physical/Mental Demands Questionnaire

To assist you in completing this questionnaire a listing of definitions for the factors being evaluated is attached.

Assign one of the ratings at the top of the questionnaire to each factor.

All ratings other than **0 or 1** must be explained in the comments sections.

Environmental Conditions Questionnaire

Determine which conditions the incumbent is exposed to during the performance of his/her duties and assign one of the ratings at the top of the questionnaire to each factor.

For the Environment, indicate the percentage of time spent inside and outside during the typical work day. Rate the noise factor only if there is sufficient noise, either constant or intermittent, to cause marked distraction or possible hearing loss. If known, indicate estimated maximum number of decibels.

All ratings **other than 0** must be explained in the comments section.

PHYSICAL/MENTAL DEMANDS QUESTIONNAIRE

EMPLOYEE NAME:

POSITION TITLE: Transit Bus Operator

DEPARTMENT: OPERATIONS

Ratings: 0 - NOT APPLICABLE

- 1 - RARELY (1% OF THE TIME OR LESS)
- 2 - OCCASIONALLY (2% TO 15% OF THE TIME)
- 3 - REGULARLY (16% TO 40% OF THE TIME)
- 4 - FREQUENTLY (41% TO 100% OF THE TIME)

*NOTE: Ratings other **than 0 and 1** must be explained in the comments section. Please give specific examples to substantiate your ratings.

FACTORS	RATING	COMMENTS*
1. Standing	1	
2. Walking	1	
3. Sitting	4	Driving Bus
4. Crouching	2	Using tie down procedures for wheelchairs
5. Stooping	1	
6. Kneeling	1	
7. Reaching	4	Operating fare box
8. Bending	1	
9. Work at Heights	0	
10. Crawling	0	
11. Twisting	0	
12. Lifting (10 lbs.)	2	Carrying fare box
13. Carrying (10 lbs.)	2	Carrying fare box
14. Pushing/Pulling (300 lbs.)	2	Pushing wheelchair with passenger
15. Climbing	0	
16. Working With Others	4	Transporting passengers
17. Working Around Others	4	Transporting passengers
18. Working Alone	2	Driving empty bus
19. Interruptions	2	Responding to traffic and radio calls
20. Repetitive Motion -Hand - Wrist	2	Operating fare box and driving
.Elbow - Shoulder	4	Driving
21. Vision - Acuity, Near	3	Inspecting fare box for proper fare amounts
22. Vision - Acuity, Far	4	Reading street signs
23. Color Vision	4	Driving
24. Hearing -Ordinary Conversation -Other _____	4	Responding to radio calls and passengers
25. Speech -Ordinary Conversation -Loud Talking	4	Talking to passengers, responding to radio transmissions
26. Touch -Finger Dexterity -Other _____	1	

Completed by _____
 Name Title Date

ENVIRONMENTAL CONDITIONS QUESTIONNAIRE

EMPLOYEE NAME: _____ POSITION TITLE: Transit Bus Operator DEPARTMENT: OPERATIONS

- Ratings:
- 0 - NOT APPLICABLE (NOT PRESENT IN WORK ENVIRONMENT)
 - 1 - RARELY (1% OF THE TIME OR LESS)
 - 2 - OCCASIONALLY (2% TO 15% OF THE TIME)
 - 3 - REGULARLY (16% TO 40% OF THE TIME)
 - 4 - FREQUENTLY (41% TO 100% OF THE TIME)

*NOTE: All ratings **other than 0** must be described in the comments section. Please give specific examples to substantiate your ratings.

FACTORS	RATING	COMMENTS*
1. Environment (Must total 100%) Inside 90 % Outside 10 %	4 2	Waiting in bus barn, doing paperwork Driving, assisting passengers and inspecting vehicle
2. Extreme Cold	4	Drive passengers in winter
3. Extreme Heat	3	Drive passengers in summer
4. Wet and/or Humid	3	Driving in all weather conditions
5. Noise	1	
6. Vibration	4	Vibrations of driving bus
7. Hazards:		
Mechanical	4	Driving vehicle and conducting pre-trip inspections
Electrical	1	
Burns	1	
Explosives	1	
Chemicals	1	
Heights	0	
Other	4	Traffic
8. Atmospheric Conditions:		
Fumes	1	
Odors	1	
Dust	4	Driving vehicle
Mist	0	
Gases	4	Exhaust
Other		

Completed by _____
Name
Title
Date

DEFINITION OF FACTORS ON PHYSICAL/MENTAL DEMANDS QUESTIONNAIRE

Standing - Remaining on one's feet in an upright position without moving about.

Walking - Moving about on foot.

Sitting - Remaining in a normal seated position.

Lifting - Raising or lowering an object from one level to another.

Carrying - Transporting an object, usually holding it in hands, or arms, or on shoulder.

Pushing - Exerting force upon an object so the object moves toward the force.

Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc.

Stooping - Bending body downward and forward by bending spine at waist.

Kneeling - Bending legs at knees to come to rest on knee or knees.

Crouching - Bending body downward and forward by bending legs and spine.

Crawling - Moving around on hands and knees or hands and feet.

Reaching - Extending the hand(s) and arm(s) in any direction.

Handling - Seizing, holding, grasping, turning or otherwise working the hand or hands.

Fingering - Picking, pinching or otherwise working primarily with fingers.

Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of finger tips.

Talking - Expressing or exchanging ideas by means of spoken word.

Hearing - Perceiving nature of sounds by ear.

Vision:

Acuity, Near - Clarity of vision at 20 inches or less.

Acuity, Far - Clarity of vision at 20 feet or more.

Color Vision - Ability to identify and distinguish colors.