

**OMNITRANS**  
**1700 WEST FIFTH STREET, SAN BERNARDINO, CALIFORNIA 92411-2401**

**ESSENTIAL FUNCTIONS JOB ANALYSIS**

<b>JOB TITLE: COACH OPERATOR</b>	<b>DEPARTMENT: TRANSPORTATION</b>
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**I. POSITION PROFILE:**

**PURPOSE:** Under general direction, operates diesel, CNG, and hybrid powered coaches over assigned routes according to published schedules.

<b>Type of Employment</b>	Full Time / Hourly Part-time / Hourly (30 hours or less is considered part-time)	<b>Work Hours/ Hours Per Week</b>	40 - 47 hour work week; 5 days per week operators are guaranteed 40 hours, but may only work 32-40 hours routes are bid three times per year based on seniority; (24/7 work facility); shifts are staggered from 3:00 a.m. to 3:00 p.m. coverage from 3:00 a.m. through 11:45 p.m.		
<b>Days of the Week:</b>	24/7 coverage; 5 day work week	<b>Overtime Required:</b>	Yes East Valley / West Valley have built-in over time	<b>Weekends &amp; Holidays Required:</b>	Yes (closed 6 times per year)
<b>Rest Breaks:</b>	50 minute total break time		<b>Meal Breaks:</b>	50 minute total meal break, based on contract (CBA); 80 minute break if working 10 hours	
<b>Work Pressure:</b>	Moderate to High	<b>Work Pace:</b>	Moderate to Fast	<b>Type of Work Setting:</b>	Formal (with continuous public contact)
<b>Exposure to Others:</b>	Yes, co-workers, drivers, and public contact		<b>Works in Isolation:</b>	No	
<b>Team Oriented/ Works in Groups:</b>	No	<b>Supervises Others:</b>	No	<b>Supervised by:</b>	Transportation Manager / Field Supervisor

**Notes:**  
 Work pace and pressure may be dependent on route assignment and/or season. Employees are able to bid on route assignments 3-times per year based on seniority.

**II. JOB FUNCTIONS / DUTIES:**

<b>1</b>	<b>PRE-TRIP INSPECTION</b>	<b>2</b>	<b>DRIVING / TRANSPORT</b>
<b>3</b>	<b>SAFETY / CUSTOMER SERVICE</b>	<b>4</b>	<b>LOADING PASSENGERS</b>
<b>5</b>	<b>FARE COLLECTION</b>	<b>6</b>	<b>PAPERWORK / DOCUMENTATION</b>
<b>7</b>	<b>TRAINING / IN-SERVICE</b>	<b>8</b>	

### III. ESSENTIAL JOB FUNCTIONS / DUTIES:

(Refer to Appendix 1 for reasoning) (% based on 8 hour workdays)

1	<b>PRE-TRIP INSPECTION:</b> Inspection consists of walk around of bus, checking under vehicle looking for leaks; ensuring that there is nothing stuck under bus; check tires, gauges, check fire extinguisher compartment and reflectors as well as emergency exit doors; the employee will fill out appropriate paperwork (ODR) to document any issues in need of attention; end of line walk through; relief walk-around and inspection to also include rural relief; employees will also stock and or restock bus books and brochures.	<1% of the shift
2	<b>DRIVING / TRANSPORT:</b> Operates passenger motor coaches of varying sizes over scheduled routes in a timely manner; operates other motor vehicles during peak or slack workload situations and emergencies; operates other motor vehicles as required; observes and complies with State and Local traffic laws and ordinances, and Agency rules, to ensure passenger safety; exercises tact and courtesy in dealing with transit customers; depending on coach assignment (30-40 foot) passengers vary from 1-77 intermittently throughout the shift.	75-80% of the shift Concurrent with functions #3.
3	<b>SAFETY / CUSTOMER SERVICE:</b> Ensures that the coach is clean and safe for passengers throughout the shift; performs end of line walk-through; places cones out for hazards and/or breakdown; may perform basic troubleshooting for maintenance.	100% of the shift in conjunction with all functions
4	<b>LOADING PASSENGERS:</b> Secures fares, tickets / passes and transfers from coach passengers, and provides route information to customers; as requested or for those passengers with wheelchairs loads passengers with hydraulic lift or manual lift; secures wheelchair with 4-straps and a seat belt; may be requested to assist with alighting wheelchair; depending on coach each wheelchair takes approximately 3-5 minutes to secure; use of manual wheelchair lift is performed when hydraulic is not operable; employee will be required to reach across the ramp to manually raise the wheelchair lift; this activity varies by coach.	20 to 25% of the shift overlaps with function #5
5	<b>FARE COLLECTION:</b> Sells 7 day / week passes; daily passes; single way fare; senior, disabled, and student passes; secures fares, tickets/passes, take transfers and refund slips; simultaneously monitors the correct fare, verifies visually and listens for beep when it is correct; any bill other than a \$1.00 bill must be put in manually by operator.	20-25% of the shift overlaps with function #4
6	<b>PAPERWORK / DOCUMENTATION:</b> Documents maintenance issues via ODR, fare box slips, courtesy card collection; completes accident, incident and other various reports; waybill (time cards).	1 to 6% of the shift
7	<b>TRAINING / IN-SERVICE:</b> Training is performed as needed; in-service or training is performed for all new hires, usage of new equipment or returning to work training, accident, accident prevention.	<1% of the shift

Comments: The employer noted per policy employees are to be performing a walk-through at the end of line; Omnitrans has noted a requirement per ADA of rendering assistance as requested to wheelchair passengers, i.e., alighting

### IV. MARGINAL/NON-ESSENTIAL JOB FUNCTIONS / DUTIES:

(Refer to Appendix 1 for reasoning) (% based on 8-hour workdays)

No Marginal / Non-Essential Job Functions were identified by Omnitrans participants.

## FREQUENCY KEY

**Intermittently** = Starting and stopping periodically    **Never** = Does not occur at all    **Infrequently** = May occur, but not on a daily basis  
**Seldom** = Occurs less than 30 minutes per shift    **Occasional** = Occurs 31 minutes to 2.5 hours per shift  
**Frequently** = Occurs 2.6 to 5.5 hours per shift    **Continuously** = Occurs more than 5.6 hours per shift

### V. PHYSICAL DEMANDS:

ACTIVITY PERFORMED	FREQUENCY (RANGE)	MAXIMUM AT ONE TIME	MAXIMUM PER SHIFT	FUNCTIONS AFFECTED	NOTES/EXAMPLES
<b>Sitting</b>	Continuous	2 hours	7.0 hours plus	1,2,3,4,5,6,7	Driving, load passengers, fare collection, paperwork
<b>Standing</b>	Seldom	Seconds	< 15 minutes	2,3,4,5,6,7	Controls of wheelchair lift, sign in at window
<b>Walking</b>	Seldom	10 minutes	< 30 minutes	1,2,3,4,7	To/from coach, pre-trip/EOL clearing of bus, secure wheelchair
<b>Walking on uneven terrain</b>	Seldom	1 minutes	< 5 minutes	1,4,	To/from coach from a relief vehicle, rural relief, up/down curb line
<b>Use of a Foot Or Feet</b>	Continuous	2 hours	7.0 hours plus	1,2,4,6	Driving, gas, brake, signals
<b>Running</b>	Never	N/A	N/A	N/A	N/A
<b>Jumping</b>	Never	N/A	N/A	N/A	N/A
<b>Twisting of Neck - side to side, rotation</b>	Frequent to Continuous	Seconds	7.0 hours plus	1,3,4,6,9	Driving, use of mirrors for clearance (every 3-5 seconds check mirrors), safety, clear/leave passenger zone, pre-trip/EOL walkthrough, fares, passenger checks
<b>Extension of Neck - looking upward</b>	Frequent	Seconds	< 5.5 hours	1,2,3,4,6,7	Overhead mirrors, buttons to change destination sign, check mirrors 3-5 seconds, check sensors (verify stop request)
<b>Flexion of Neck - looking downward</b>	Frequent	Seconds	< 5.5 hours	1,2,3,4,5,6,7	Clearance on side of coach, fares, reading dash, push-in break, push buttons, shifting gears, switches
<b>Bending at the waist</b>	Occasional	Seconds <1 minute (wheelchair)	Up to 2.5 hours	2,3,4,5,6,7,8	While seated for mirror clearance, lane changes, fare box, secure wheelchair, manual lift
<b>Twisting at the waist – side to side</b>	Occasional	Seconds	< 2.5 hours	1,2,3,4,5,6,7	While seated for mirror clearance, fare collections, load passengers, pre-trip, secure wheelchairs, manual load of wheelchair, in/out of seat,
<b>Stooping</b>	Seldom	<1 minute	<30 minutes	1,3,4,7	Secure wheelchair, pre-trip, clean-up of coach, manual wheelchair lift
<b>Squatting</b>	Seldom	<1 minute	<30 minutes	1,3,4,7	Secure wheelchair, pre-trip, clean-up of coach, manual wheelchair lift
<b>Kneeling - on one or both knees</b>	Infrequent to Seldom	1 minute	<30 minutes	1,3,4,7	Secure wheelchair, pre-trip inspection
<b>Crawling</b>	Never	N/A	N/A	N/A	N/A
<b>Pulling / Pushing</b>	Seldom to Occasional	Seldom to Occasional	Up to 2.5 hours	1,2,3,4,7,	Door handle open/close, steering wheel (left/right), render assistance to wheelchair customer as requested (alighting); pre-trip, (bicycle lifts, pull on windshield wipers, manually push/pull mirrors); secure wheelchair, seat belt, release devices for seats; release brake, adjust driver's seat
<b>Reaching - above shoulder level</b>	Seldom	Seconds	<30 minutes	1,2,7	Change destination signs, vents, shades, mirrors, pre-trip
<b>Reaching - at shoulder level</b>	Seldom	Seconds	< 30 minutes	1,2,7	MDT (mobile data terminal), some coaches / controls, trim unit / fare box
<b>Reaching - below shoulder level</b>	Continuous	7 minutes	Over 6 hours	1,2,3,4,5,6,7	Driving, fare box, ticket/passes, door control, levers pre-trip, paperwork documentation
<b>Lying down – back, side or stomach</b>	Never	N/A	N/A	N/A	N/A
<b>Climbing - ladders / Stairs</b>	Seldom	< 1 minute	30 minutes	1,2,3,4,7	In/out of coach (1-3 steps); ramps, curbs, steps, stairs, step ladder (for shorter drivers)
<b>Balancing Above Ground</b>	Infrequent to Seldom	< 1 minute	<15 minutes	1	Pre-trip inspection, mirrors

## V. PHYSICAL DEMANDS: (Continued)

### COMMENTS:

**BENDING:** Bending while seated is performed intermittently throughout the entire shift. Based on training provided to all coach operators it was outlined that the activity of bending forward is within the range of 5-10 degrees. This bend of 5-10 degrees is performed approximately 25 times per hour or more for leaving passenger zone, mirror clearance, lane changes, etc.; other bending activities include the securing of wheelchair passengers once loaded; an example an employee may have 0-7 wheelchair passengers within a shift, this would require up to 14 touches to secure and un-secure wheelchairs. It was noted that during the securing / un-securing of wheelchairs that the employee may also perform squatting, lunging, stooping and/or kneeling. Some or all of these physical demands may be performed during the securing / un-securing of wheelchairs, however, it may be up to the individual employee to choose the physical demand that best works for themselves as well as the safety of the customer while securing / un-securing.

**PUSH/PULL:** Omnitrans has stated that under ADA guidelines it requires that the employee must be able to render assistance as requested to wheelchair customers through boarding, fare paying, alighting and to/from securing area.

## VI. LIFTING:

\*\* with assistance

WEIGHT LIFTED	FREQUENCY (RANGE)	MAXIMUM HEIGHT	NOTES/EXAMPLES OF ITEMS LIFTED	FUNCTIONS AFFECTED
1 ounce to 10 pounds	Occasional	Shoulder	Paperwork, reflectors, clipboard, route schedule, bundle of schedules, manual wheelchair lift, hazard cones	1,3,5,6,7
11 to 25 pounds	Infrequent to Seldom	Chest	Box of schedules, manual wheelchair lift (ramp)	1,4
26 to 50 pounds	Never	N/A	N/A	N/A
51 to 75 pounds	Never	N/A	N/A	N/A
76 to 100 pounds**	Never	N/A	N/A	N/A
101+ pounds**	Never	N/A	N/A	N/A

**COMMENTS:** The heaviest item lifted **alone** by the employee weighs 24 pounds or less.

For those occasions where the hydraulic wheelchair lift is not working, the employee will be required to manually operate / lift the wheelchair ramp. To lift the ramp with or without the use of a tool the initial exertion to lift the ramp manually ranges up to 28 lbs.

## VII. CARRYING:

\*\* with assistance

WEIGHT CARRIED	FREQUENCY (RANGE)	MAXIMUM DISTANCE	NOTES/EXAMPLES OF ITEMS CARRIED	FUNCTIONS AFFECTED
1 ounce to 10 pounds	Seldom	300 feet	Paperwork, reflectors, clipboard, route schedule	1,3,5,6,7
11 to 25 pounds	In frequent to Seldom	10 feet	Box of schedules	1
26 to 50 pounds	Never	N/A	N/A	N/A
51 to 75 pounds	Never	N/A	N/A	N/A
76 to 100 pounds	Never	N/A	N/A	N/A
101+ pounds	Never	N/A	N/A	N/A

**COMMENTS:** The heaviest item carried **alone** by the employee weighs 24 pounds.

## FREQUENCY KEY

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### VIII. HAND ACTIVITIES:

HAND ACTIVITY	DOMINANT HAND	NON – DOMINANT	MAXIMUM AT ONE TIME	MAXIMUM PER SHIFT	FUNCTIONS AFFECTED	NOTES/EXAMPLES
<b>Fine Manipulation</b>	Seldom	Seldom	Seconds	30 minutes	1,2,3,4,5,6,7	Writing, documentation, buttons, knobs, levers, secure straps, toggles, latches
<b>Keyboarding</b>	Occasional	Occasional	Seconds	< 2.5 hours	1,2,3,4,5,7	MDT, Fare box, destination sign, transmission shift, indicator Lights (500 series)
<b>Simple Grasp</b>	Seldom	Seldom	Seconds	< 30 minutes	1,2,3,4,5,6,7	Writing utensil, secure/harness straps, hand set, windshield wipers, bike rack, schedules, clean-up / trash, log
<b>Up &amp; Down Flexion of Wrist</b>	Occasional	Occasional	Seconds	< 2.5 hours	1,4,5	Secure wheelchair, passes from fare box, fare box
<b>Side to Side Motion of Wrist</b>	Seldom	Seldom	Seconds	< 30 minutes	1,4,7	Pre-trip inspection, checking bicycle rack, seat belt, secure wheelchair,
<b>Turning / Rotation of Wrist or Hand</b>	Seldom	Seldom	Seconds	<30 minutes	2,4	Securement area seats, secure wheelchair, seat adjustments, bike rack,
<b>Gross Manipulation</b>	Never	N/A	N/A	N/A	N/A	N/A
<b>Cylindrical Grasp</b>	Frequent	Frequent	7 minutes	5.5 hours	1,2,3,4,5,7	Pre-trip inspection, bike rack, fare box, wheelchair, stanchion, steering wheel
<b>Powerful Grasp/ Tight Grasp</b>	Occasional	Occasional	Seconds	< 2.5 hours	1,2,4,7	Bus book, steering wheel during turns, lift ramp with strap (28 lbs.); bike rack, wheelchair, securment straps
<b>Driving / Steering</b>	Continuous	Continuous	2 hours	7.0 hours	2	Drive/Transport, positioning of hands

**Comments:** Omnitrans has outlined that training is provided to all employees regarding positioning of hands as well as not power grasping or tight grasping of the steering wheel.

## IX. COMMUNICATION / SENSORY DEMANDS:

SENSORY DEMAND / METHOD:	FREQUENCY (RANGE)	FUNCTIONS AFFECTED
<b>Smell:</b> (ability to sense odors, to make an assessment/ judgment of a situation ie. smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals)	Continuous	1,2,3,4,7
<b>Sight:</b> (ability to distinguish objects ie. to work safely in open areas with obstacles, to operate vehicles, machinery or equipment, avoid stationary object, deduce space and apply spatial reasoning )	Continuous	1,2,3,4,5,6,7
<b>Hearing:</b> (ability to actively listen; oral comprehension, to perceive and react to sonic communication or noise ie. to receive instruction, to communicate via radio, cell phone or telephone)	Continuous	1,2,3,4,5,6,7
<b>Speaking:</b> (ability to orally communicate information and ideas in speaking so others will understand ie. To verbally engage with customer base, to give instruction, to advise, to warn or to instruct)	Occasional	1,2,3,4,5,6,7
<b>Reading:</b> (ability to understand written sentences and paragraphs in work related documents and related materials ie. labels, equipment safety instructions, manuals, work orders)	Continuous	1,2,3,4,5,6,7
<b>Writing:</b> (ability to communicate by way of written materials, to communicate information and ideas in writing, to document ie. work orders, noting files, signing off on documents, create letters)	Seldom	1,3,5,6,7
<b>Math:</b> (ability to understand and apply mathematics, to compute / rationalize a series of numeric variables to come to an accurate conclusion ie: measuring materials, estimating project cost, time management)	Occasional	1,2,3,4,5,6,7

## X. EQUIPMENT OR MACHINERY OPERATED:

ITEM DESCRIPTION	FREQUENCY OF USE	ITEM DESCRIPTION	FREQUENCY OF USE
Coach, relief car / van	Continuous	Fare box	Occasional
Manual/Hydraulic Lift	Infrequent – Seldom	Radio / hand set	Seldom
Securement straps	Infrequent to Seldom	MDT	Seldom

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## XI. ENVIRONMENTAL EXPOSURES:

**BRIEF DESCRIPTION:** Employees report to Omnitrans at the beginning / end of shift; on-site includes administrative buildings, warehouse, and/or shop environment; employees are assigned a variety of routes within the San Bernardino County; routes are bid on by seniority; Employees are exposed to outdoor environment going to/from coach, variety of traffic hazards, inclement weather while driving which may include: rain, fog, snow, sunshine with temperatures varying depending on season; coaches are 30 to 40 feet.

WORK ENVIRONMENT / SITUATIONS / EXPOSURES	FREQUENCY OF EXPOSURES	EXAMPLE OF ENVIRONMENT / EXPOSURES
<b>Indoors</b>	Continuous	On-site in buildings at Omnitrans, driving coach
<b>Outdoors</b>	Seldom	To/from coach, traffic hazard, manual operation of wheelchair lift, pre-trip inspection
<b>Contact with Customers, End Users, General Public</b>	Continuous	Driving / Transport
<b>Smells/Scents:</b>	Continuous	Exhaust, passengers (variety of odors), perfumes, colognes
<b>Traffic: i.e. to perform an essential functions</b>	Continuous	Driving / Transport
<b>Excessive Noise: i.e. large crowds, sirens, machinery</b>	Continuous	Passengers on coach, engine (no ear plugs required)
<b>Extremes in Temperature, Humidity or Wetness:</b>	Infrequent to Seldom	To/from coach, traffic hazard, pre-trip inspection
<b>Fumes / Smoke / Exhaust: i.e. Chemicals, car exhaust</b>	Continuous	Diesel, exhaust, carbon monoxide
<b>Extreme Changes in Temperature: i.e. Walk in Refrigerators, going from indoor to outdoors</b>	Infrequent to Seldom	To/from coach
<b>Working at Heights: i.e. scaffolding, ladders</b>	Never	N/A
<b>Working with Biohazards or Bodily Fluids:</b>	Never	N/A
<b>Dust, Wind and/or Pollens:</b>	Continuous	To/from coach, pre-trip inspection, passenger loading
<b>Vibration i.e.: power tools, jack hammer</b>	Continuous	Operation of coach
<b>Toxic Substances i.e.: Cleaning solutions, paint, thinner liquids, odors</b>	N/A	N/A
<b>Electrical Hazards i.e.: live electrical wires</b>	N/A	N/A
<b>Explosive Hazards i.e. bomb threats, chemicals</b>	N/A	N/A
<b>Work in Confined Spaces i.e.: attics, manholes</b>	N/A	N/A
<b>Mechanical Hazards / Running Machinery i.e.: conveyor belt</b>	N/A	
<b>Near / With Heavy Equipment i.e. Tractor, forklift</b>	Continuous	Operation of coach

## XII. SAFETY EQUIPMENT:

**Safety Equipment:** Uniform provided; closed toed shoes, safety vest

### **XIII. REQUIRED QUALIFICATIONS:**

**EDUCATION/TRAINING AND/ OR EXPERIENCE:** High School Diploma or equivalent.

**DESIREABLE QUALIFICATIONS:** Stable work records; excellent driving record; minimum age of 21, prefer over 25.

**KNOWLEDGE OF:** Laws and regulations pertaining to the safe operation of transit vehicles.

**ABILITY TO:** Maintain a good attendance record and be at work on time; communicate effectively both orally and in writing; remain calm and composed under occasional stressful conditions; deal courteously and effectively with passengers, fellow employees and the general public; follow written instructions and verbal orders; maintain a neat, professional appearance; meet all requirements as outlined by D.O.T. and policy and procedures of Omnitrans.

**LICENSES/ CERTIFICATION:** Must be able to obtain and maintain a valid California Class A Commercial Vehicle Operator's License; a current (30 days or less) California H6 DMV printout must be submitted with application.

### **XIV. WORK FUNCTIONS / FUNCTIONAL MANIFESTATIONS:**

<b>MENTAL AND PSYCHOLOGICAL DEMANDS</b>	<b>REQUIRED/ ESSENTIAL</b>
<b>Ability to comprehend and follow instructions:</b>	<b>YES/NO</b>
• ability to maintain attention and concentration for necessary periods	<b>YES</b>
• ability to understand written or oral instructions	<b>YES</b>
• ability to do work requiring set limits, tolerances or standards	<b>YES</b>
<b>Ability to perform simple and repetitive tasks:</b>	<b>YES</b>
• ability to ask simple questions or request assistance	<b>YES</b>
• ability to perform activities of a routine nature	<b>YES</b>
• ability to remember locations and work procedures	<b>YES</b>
<b>Ability to maintain a work pace appropriate to a given work load:</b>	<b>YES</b>
• ability to perform activities within a schedule, maintain regular attendance and be punctual	<b>YES</b>
• ability to complete a normal work day and / or work week and perform at a consistent pace	<b>YES</b>
<b>Ability to perform complex and varied tasks:</b>	<b>YES</b>
• ability to synthesize, coordinate and analyze data	<b>YES</b>
• ability to perform jobs requiring precise attainment of set limits, tolerances or standards	<b>YES</b>
• ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure	<b>YES</b>
<b>Ability to relate to other people beyond giving and receiving instructions</b>	<b>YES</b>
• ability to get along with co-workers or peers	<b>YES</b>
• ability to perform work activities requiring negotiating with, explaining or persuading	<b>YES</b>
• ability to respond appropriately to evaluation or criticism	<b>YES</b>
<b>Ability to influence people</b>	<b>YES</b>
• ability to convince or direct others	<b>YES</b>
• ability to understand the meaning of words and to use them appropriately and effectively	<b>YES</b>
• ability to interact appropriately with people	<b>YES</b>
<b>Ability to make generalizations, evaluation or decisions without immediate supervision</b>	<b>YES</b>
• ability to recognize potential hazards and follow appropriate precautions	<b>YES</b>
• ability to understand and remember detailed instructions	<b>YES</b>
• ability to make independent decisions or judgments based on appropriate information	<b>YES</b>
• ability to set realistic goals or make plans independent of others	<b>YES</b>
<b>Ability to accept and carry out responsibility for direction, control and planning</b>	<b>YES</b>
• ability to set realistic goals or make plans independently of others	<b>YES</b>
• ability to negotiate with, instruct or supervise people	<b>YES</b>
• ability to respond appropriately to changes in the work conditions	<b>YES</b>



## PARTICIPANTS:

NAME	JOB TITLE	SIGNATURE	DATE
Pamela Valigura	Coach Operator, Instructor		
Steve Sisneros	Coach Operator, Instructor		
Jeff Caldwell	Coach Operator, Vice President, ATU		
Henry Shields	Safety and Training Supervisor		
Kimberly Schmitz	Human Resources Manager		
Doug Stanley	Transportation Manager (East Valley)		
John Stffon	Transportation Manager (West Valley)		
Diane Caldera	Assistant Transportation Manager		

## XVI. METHOD(S) OF GATHERING INFORMATION:

<b>OBSERVATION OF DUTIES</b>	<b>X</b>	<b>REFERRED TO AN EXISTING JOB DESCRIPTION</b>	<b>X</b>	<b>INTERVIEW OF PARTICIPANTS</b>
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In order to develop this Essential Functions Job Analysis, the Disability Compliance Coordinator noted below served to objectively gather information which was identified and contributed by the above employer participants. It is the employers and participants noted above ultimate responsibility to confirm all information outlined in this report is accurately depicted. The contents of this document should not be altered or changed unilaterally. Recommended changes should be address with parties whom developed this document. Any type of alteration of this document after signatures and dates noted could change the definition of required essential and marginal functions. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

**Mary L. Gaines**  
**Disability Compliance Coordinator**  
**Monjaras & Wismeyer Group**

## HISTORY OF DOCUMENT:

<i>Date of initial document</i>	<i>August 2005</i>
<i>Date of initial revision meeting</i>	<i>09/25/07</i>
<i>Date of second revision meeting</i>	<i>10/04/07</i>
<i>Date of first revision draft</i>	<i>00/00/00</i>
<i>Date of FINAL DRAFT:</i>	<i>00/00/07</i>
<i>Date of Addendum:</i>	<i>00/00/00</i>

Omnitrans  
Coach Operator – Revised 09/07

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## XVII. APPENDIX 1: REASONING IN DETERMINING THAT FUNCTIONS ARE ESSENTIAL VS. MARGINAL / NON-ESSENTIAL FUNCTIONS

Further explanation is noted where deemed necessary.

**PROCESS:** For each function identified respond (T) for true or (F) for false to questions I to VIII.

**GOAL:** Helps you determine/establish whether a function is essential or marginal.

<b>Functions Identified:</b>		1	2	3	4	5	6	7
I. The position exists to perform the function:		T	T	T	T	T	T	T
II. The function requires specialized training, experience or knowledge prior to employment: (on-site training upon hire)		F	T	F	F	F	F	F
III. There are a limited number of other employees available to perform the function, or among whom the function can be distributed:		T	T	T	T	T	T	T
IV. Removing the function would fundamentally change the job:		T	T	T	T	T	T	T
V. Consequences of not requiring the employee to perform the function:	Burden on others	T	T	T	T	T	T	T
	Danger to others or self	T	T	T	T	T	T	T
	Negative financial impact (overtime, repairs, rework, lost revenue)	T	T	T	T	T	T	T
	Disruption in production / schedule / routine	T	T	T	T	T	T	T
	Potential for liability	T	T	T	T	T	T	T
	Customer dissatisfaction / complaints	T	T	T	T	T	T	T
	Delays / errors	T	T	T	T	T	T	T
	Fundamentally alters the operation of the business	T	T	T	T	T	T	T
	Undue hardship	T	T	T	T	T	T	T
	Other:	*	*	*	*	*	*	*
VI. A collective bargaining agreement notes that the function is required or includes a description of the function:**		**	**	**	**	**	**	**
VII. A history of this function being performed exists as described for past and current employees:		T	T	T	T	T	T	T
VIII. A past job description exists which confirms the function as being required:		T	T	T	T	T	T	T
<b>Based on the responses to questions I to VIII above, the employer states that the function is essential:</b>		T	T	T	T	T	T	T

\* These questions were left unanswered or not applicable to position outlined in this report.

\*\*A collective bargaining agreement does exist but is not part of the job description nor does it reflect individual essential functions.