

Functional Job Requirements for the Position of:
Bus Driver

Frequency of Physical Job Demands (Average % of Shift)					
Physical Demands	Not Present (0%)	Rare (1-5%)	Occasional (6-33%)	Frequent (34-66%)	Constant (67-100%)
Sitting					X
Standing – Static			X		
Standing – Dynamic			X		
Walking – Flat Terrain			X		
Climbing – Step Stools / Ladders	X				
Climbing – Stairs			X		
Stooping – Dynamic		X			
Kneeling		X			
Crouching		X			
Crawling	X				
Balancing above ground	X				
Reaching					X
Handling					X
Pushing					X
Pulling					X
Lifting			X		
Carrying			X		
Operating Controls				X	
Fine Motor				X	
Perception of Speech				X	
Vision (Acuity)					X
Hearing					X
Loads Lifted, Carried, Pushed, Pulled					
Load	Not Required (0%)	Rare (1-5%)	Occasional (6-33%)	Frequent (34-66%)	Constant (67-100%)
0-5 kg			X		
6-10kg			X		
11-15kg			X		
16-20kg	X				
21-25kg +	X				

This report identifies those activities which are essential to successful performance in this role. In determining whether a work activity is a critical activity/essential requirement the following questions are considered;

- Do workers in this position spend greater than 6% of designated work time performing this activity?
- Is specialized training/experience required to complete this activity? Has this been completed by only a small proportion of staff in this geographical region?
- Is this activity performed in an environment where no other workers are readily available to assist with its completion?
- Does this activity occur without prior notice and require immediate attention leaving no time to seek assistance to complete it?
- Is this activity core to the development of stakeholder relationships, which are essential to achieving successful outcomes?
- Would an inability to perform this activity result in an increased health and safety risk to co-workers and/or members of the public?

The report development process included; site observation of Surfside Buslines Pty Ltd - Upper Coomera Depot, staff interviews/meetings and consideration of benchmark publications for the analysis and description of work activities and job demands specific to particular positions (the Revised Handbook for Analyzing Jobs, the Occupational Information Network and the Australian Job Guide, 2007).

Descriptor	Percentage of Time	Amount of time based on duties completed across an 8 hour shift*
Not present	0%	0
Rare	1% - 5%	5minutes – 24minutes
Occasional	6% - 33%	29minutes – 2hours 38minutes
Frequent	34% - 66%	2hours 43minutes – 5 hours 17minutes
Constant	67% - 100%	5hours 22minutes – 8hours 0minutes

*a full time employee.

This report indicates the average time spent across a shift on each work task and also on each physical demand of work. In order to make this information meaningful to the various users of this report, the time spent on each task is expressed variously as a single word, as a percentage of total time, or as an actual amount of time (i.e. hours and minutes). The timeframes used are based on the benchmark descriptions (from the publications above) for expressing frequency of performance of work tasks.

This document should be read in conjunction with the associated Role Statements for a Bus Driver (Surfside Buslines Pty Ltd and Transit Australia Pty Ltd)

This section of the report may be used:

- To facilitate the development of suitable duties plans by rehabilitation staff. (Rehab Case Managers)
- To identify musculoskeletal/psychological hazards for prioritization of future risk assessments. (OHS Staff)
- To inform Medical and Allied Health Practitioners providing treatment and reporting services for injured workers, particularly those providing medico-legal or fitness for duty assessments. (Medical Practitioners, Physiotherapists and Occupational Therapists)
- To identify parts of the work process which would benefit from the inclusion of equipment or safety infrastructure investment. (OHS Staff)
- To inform the development of recruitment/selection functional or medical assessments. (Pre-Employment Medical /Allied Health Providers)
- To identify activities that may be suitable for automation. (OHS Staff and Managers)
- To facilitate the development of safe work procedures for tasks with a high rate in injury or incident reporting. (OHS Staff)
- To provide a basis for the development of general induction training and specific injury prevention training packages for staff. (HR, Management and OHS Staff).
- For guidance regarding those activities which can be viewed as essential requirements of the position in cases where workers may not be able to perform these (IR, HR, Claims Management Staff—must be read in conjunction with descriptions on page one which indicate how essential activities are determined)
- To use as supplementary information in the development of injury prevention training packages for staff. (OHS Staff)
- To identify environmental hazards for prioritization of future risk assessments. (OHS Staff)
- To provide a basis for the development of psychological injury prevention training packages for staff (e.g. Resilience or Supportive Management program training) (OHS Staff and Consultants)
- To provide a basis for the development of wellness/exercise/injury prevention training packages for staff (only if lead by an Exercise Physiologists, Occupational Therapist or Physiotherapist). (Physical wellness program designers)
- To communicate with Medical Practitioners regarding available duties. (RTW Coordinator)
- To guide Medical Practitioners selection of suitable duties for workers with Physical or Psychological injuries. (Medical Practitioner)
- For completion of Functional Capacity Evaluations for injured staff. (Rehabilitation Case Managers and assessing Occupational Therapists or Physiotherapists)

Overview:

The role of a Bus Driver with Surfside Buslines Pty Ltd and Transit Australia Pty Ltd is to transport the general public along certain routes in a safe and timely manner. The Bus Driver's shift process includes:

- Arrive at the depot.
- Sign on with their allocated card, at which point they are allocated a bus and a route.
- Complete a breath alcohol test.
- Retrieve their shift book for that day which includes routes, timetables, information and functions.
- At the designated time they head to their allocated bus.
- Complete a bus inspection including inside and outside the bus.
- Sign in on the screen in the bus.
- Start the shift at the correct starting time as per the allocated route.
- Follow the timetable as per the shift book for each run (each shift will have approximately 10 runs per shift and each run takes approximately 30-40minutes).
- Return to the depot at the completion of the final run of the shift.
- Sign off the screen located in the bus.
- Retrieve personal items from the bus.
- When back in the depot, the financial takings need to be counted and recorded.
- Sign off the screen at the depot prior to leaving site.

When they sign in for each shift they are given any memos or important information required for them. Some of the Bus Driver's may be OHS reps or WCC reps that may have to attend other meetings as required. Notice boards, display screens as well as adhoc meetings are also used to communicate and consult with bus drivers.

Assessment Details:

Assessment of the Bus Driver role was conducted at Surfside Buslines, Lot 2 Old Coach Road, Upper Coomera on Monday, 13 April 2015.

Hours of Work and Scheduled Breaks:

Bus Driver's hours are very variable due to the nature of the role. Buses are in operation 24hours a day, seven days a week. Shift lengths vary and are dependent on each particular geographical location and the corresponding busline (for details see the Enterprise Agreement). These are all inline with heavy vehicle legislative requirements. However as a guide activity frequencies have been calculated using a standard 8 hour shift as this is the average full time hours per working day.

Uniform Requirement

Bus Drivers are required to wear a uniform and suitable closed in footwear. Optional extras include jumpers, caps and jackets. Drivers are required to wear high visibility vests in the yard at the depot and generally whenever they are outside their vehicle. Personal Protective Equipment (PPE) includes sunglasses and sunscreen.

Standard Environmental Features of Bus Environment:

Bus Drivers are primarily stationed in their designated bus for that shift which changes from day to day. The Bus by nature has a combination of natural and artificial light. Air flow is mostly by air-conditioning however when the door opens to let people on and off there will be some natural air flow. Temperatures are primarily dependent on the seasons (i.e. cold in winter and hot in summer). There is minimal to no dust exposure and chemical exposure is also not required for this role. Vibration is also minimal due to the design of the bus and the cushioned chair.

Equipment Used:

There are essentially five types of buses used by Transit Australia Group including Volvo, Bustek, VST, Scania and Mercedes. Bus Drivers are also required to use a ticket machine and use the wheelchair ramp.

Professional Background:

Bus Drivers are required to hold a MR (medium rigid) licence and complete a Drivers Authority which will include a medical assessment. Once employed Drivers are required to complete and "in-house" driving assessment and complete mentoring which is used to ensure that Drivers can control the buses in suburban streets and to learn the routes.

Photographs	Task Description Driving
    	<p>The role of a Bus Driver with Surfside Buslines Pty Ltd and Transit Australia Pty Ltd is to transport the general public along certain routes in a safe and timely manner. The Bus Driver's shift process includes:</p> <ul style="list-style-type: none"> • Arrive at the depot. • Sign on with their allocated card, at which point they are allocated a bus and a route. • Complete a breath alcohol test. • Retrieve their shift book for that day which includes routes, timetables, information and functions. • At the designated time they head to their allocated bus. • Complete a bus inspection including inside and outside the bus. • Sign in on the screen in the bus. • Start the shift at the correct starting time as per the allocated route. • Follow the timetable as per the shift book for each run (each shift will have approximately 10 runs per shift and each run takes approximately 30-40minutes). • Return to the depot at the completion of the final run of the shift. • Sign off the screen located in the bus. • Retrieve personal items from the bus. • When back in the depot, the financial takings need to be counted and recorded. • Sign off the screen at the depot prior to leaving site. <p>There is no set shift length or length of each run as they are dependent on the route that the particular driver has been allocated for the day.</p> <p>Bus Drivers are required to be constantly sitting and controlling the bus which requires pushing, pulling, handling and reaching while completing their required tasks for the duration of their shifts.</p> <p>Completion of the task requires a well designed bus setup to decrease injury risks. Good physical capabilities including range of movement, strength, flexibility and endurance is required due to the high level static sitting and dynamic upper and lower limb demands of role. The role also requires good attention, planning, time management, conflict resolution, fatigue management, calmness, interaction with public, customer service skills and problem solving skills to correctly, safely and efficiently complete the required tasks.</p> <p>Activity Frequency Estimate: Constant (up to 100% of the day)</p> <p>Essential Activity? Yes</p> <p>Recommendations and Injury Concerns:</p> <ol style="list-style-type: none"> 1. The high demand for static sitting while operating buses increases the risk of lower back injuries. To minimise this risk a regular stretching regime should be/has been incorporated into a standard day. 2. Due to the repetitive nature of operating buses there is an increased risk of Occupational Overuse Syndrome (OOS). This can also be somewhat reduced through the above stretching protocols which have been implemented and self monitoring of symptoms. 3. Commercial driving with incorrect angles of the upper limbs and long

lever lengths increase the risk of tension and therefore injury particularly through the neck, shoulders and upper trapezius. This can be minimised by ensuring adjustability of the bus ergonomics along with education on correct posture and setup along with stretching protocols.

Physical Demands of This Activity:

Sitting (while driving)	Walking (while inspecting the bus)	Operating Controls (operating the ticket machine)	Visual Activity (while driving)	Standing (while completing the bus inspection)
Climbing (in and out of the bus or onto the second storey of a double decker)	Handling (while driving)	Pushing (pushing wheelchairs and the steering wheel)	Crouching (while completing the bus inspection)	Lifting (up to 15kg of lifting on a rare basis)
Pulling (pulling wheelchairs and the steering wheel)	Reaching (while operating the ticket machine)	Hearing (for horns, radio conversation and bus sounds)	Fine Motor (while operating the ticket machine and operating the destination sign)	Talking (communicating)
Stooping (while operating the ramp and helping with luggage)	Carrying (up to 15kg)	Kneeling (while completing a bus inspection)		

Psychosocial/Social/Interpersonal Demands:

The role also requires good attention, planning, time management, conflict resolution, fatigue management, calmness, interaction with public, customer service skills and problem solving skills to correctly, safely and efficiently complete the required tasks.

Functional Job Demand	Conditioning Requirements	Conditioning Considerations
Constant sitting (67%-100% of a shift) while operating/driving buses.	Static and dynamic strength and endurance of back, neck and hips. Non-restrictive neural tension of the lower limb. Static and dynamic core strength.	<p>Static and dynamic strength, flexibility and endurance of the thoraco-lumbar spine and lower limb muscles including the core muscles.</p> <p>Static and dynamic core strength.</p> <p>Neural tension tests of the lower limb negative.</p>
Constant reaching, handling, pushing and pulling (67%-100%) along with frequent operation of controls and fine motor skills (34%-66% of a shift) when operating/driving buses.	Static and dynamic strength and flexibility of the shoulders and upper limbs. Static and dynamic core strength. Non-restrictive neural tension of the upper limb.	<p>Static and dynamic strength and flexibility of the shoulders and upper limb.</p> <p>Static and dynamic core strength.</p> <p>Neural tension tests of the upper limb negative.</p> <p>Grip strength and wrist flexibility.</p>

Interpersonal and Psychosocial Demands of this Position:

- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Responsible for others' Health and Safety – Taking responsibility for the health and safety of others in this or other workplaces.
- Working alone – Working in a Solitary manner for long periods without contact with co-workers.
- Dealing with unpleasant or angry people – Dealing with unpleasant, angry or discourteous individuals as a usual part of the job.
- Resolving conflicts and negotiating with others – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Environmental & Personal Considerations for Risk Assessment:

- Bus seats within the Transit Australia Group's bus fleet have a recommended maximum weight limit of 130 kg. Where driver's weight exceeds the recommended limit, there is a risk of injury as the suspension system may not adequately cope with the load, and/or another driver may be injured if the seat has been damaged by a driver who exceeds the maximum weight limit.
- Whole body vibration could be an issue however with modern bus driver's chairs this is unlikely, except when driver's weight exceeds 130 kg as stated above.
- Due to the high risk of accidents in a commercial driver such as a bus driver [because of the much greater duration of exposure to that risk], it is recommended that a seatbelt be worn at all times. Assessing Fitness to Drive 2013 for commercial and private vehicle drivers (Austroads, 2014) states that "there is really no medical condition for which a person should be unable to wear a seatbelt". It further states "it must be stressed an exemption due to any medical condition should be an extremely rare exception to the uniformity of a rule that enforces the legal obligation of the driver to wear a seatbelt if fit to drive".
- Work can be performed in temperatures of 16 degrees or lower.
- Work can be performed in temperatures above 24 degrees.
- Prolonged static sitting may lead to lower limb and back musculo-skeletal disorders.
- Inadequate warm up and cool down stretches may increase risk of injury.
- Inadequate blood sugar levels due to prolonged periods standing and walking can leading to mental and physical fatigue.
- Inadequate water consumption during prolonged periods on duty may lead to lack of concentration, muscle fatigue and dehydration.
- Poor lifting postures and technique may cause an increased risk of injury particularly for the lumbar spine.

Sensory and Perceptual Demands of This Position

- Near vision– the ability to see details at a close range (within a few feet of the observer).

- Far vision– the ability to see details at a distance.
- Night vision – the ability to see under low light conditions.
- Peripheral vision– the ability to see objects or movement of objects to one’s side when the eyes are looking ahead.
- Glare sensitivity – the ability to see objects in the presence of glare or bright lighting.
- Visualization - the ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Depth perception– the ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- Spatial orientation- the ability to know your location in relation to the environment or where other objects are in relation to you.
- Visual colour discrimination – the ability to match or detect differences between colours, including shades of colour and brightness.
- Shape and size constancy– the ability to identify the same shapes in various sizes and orientations.
- Sound localization– the ability to tell the direction from which a sound originated.
- Visual acuity– the ability to discriminate fine details of objects and numbers within the visual fields.
- Visual tracking– the ability to scan the environment, both vertically and horizontally, for information.
- Figure ground discrimination– the ability to identify individual objects from their background.
- Visual closure– the ability to identify and/or recognize an object in circumstances where the whole object is not visible.
- Accommodation– the ability to focus and refocus the lens of the eye efficiently and appropriately, to view near and far objects.
- Binocularity– the ability to use both eyes simultaneously and to fuse two visual images into one, three dimensional image.
- Convergence– the ability to use both eyes simultaneously and turn the eyes inward to maintain single vision during near vision.

Considerations for Assessment of Physical Job Fitness:

- Assessment of sustained sitting capacity.
- Assessment of standing and walking capacity.
- Assessment of lifting (up to 15 Kilograms).
- Assessment of sustained reaching and handling at waist height and grip strength.
- Assessment of symmetry, range and discomfort with movements of the spinal and peripheral joints,

including hips, knees, ankles, shoulders and wrists.

- Assessment of the neuro-dynamics of the upper and lower limb.

Other Considerations

- History of lower back injury/discomfort associated with particular postures or work activities.
- History of neck injury/discomfort associated with particular postures or work activities.
- History of upper limb (shoulder, forearm, wrist or hand) injury or pain with particular postures or work activities.
- History of lower limb (hip, knee, ankle, foot) injury or pain with particular postures or work activities.
- Knowledge of ergonomic principles for lifting, sitting and standing.
- Knowledge of general workplace safety policies.

Recommendations of Physical Job Health and Fitness:

- Encouragement of a strength (including core strength), flexibility, proprioception (balance) training programs.
- Incorporation of a 10 minute stretching program during each shift.
- Bus Drivers are advised to be aware of their posture while sitting, standing, stooping and lifting to balance through the spine.
- Bus Drivers may wear a lumbar support if lower back pain is experienced.
- Bus Drivers should consume one to two litres of water each shift depending on temperature and perspiration rate.