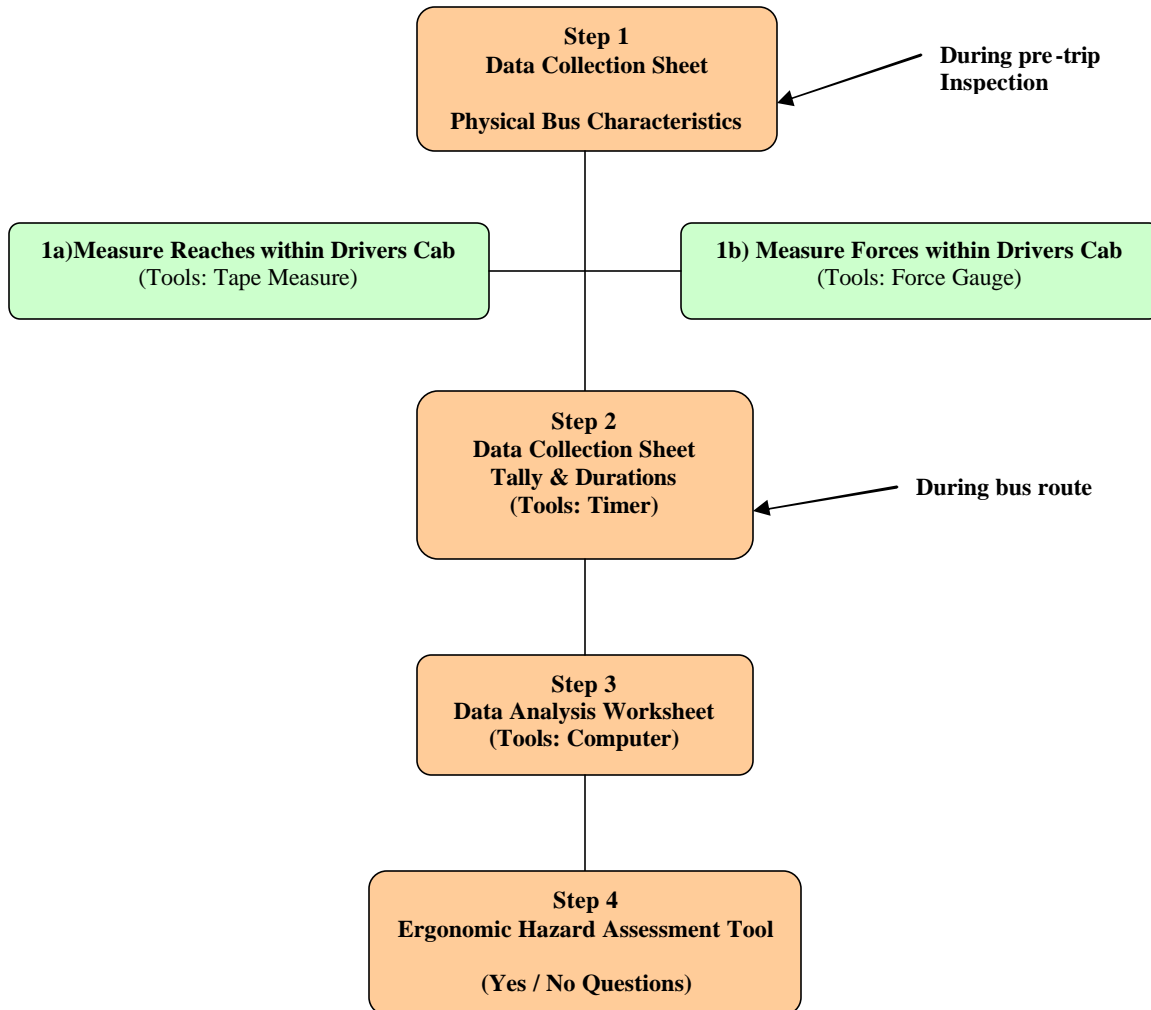


## Performing an Assessment on Bus Driver's Task



#### 4-STEP PROCESS:

### 1. Data Collection Sheet – Physical Bus Characteristics.

**Purpose: To measure those force applications and reaches common to the bus driver's tasks.**

- i. During *pre-trip inspection* and/or *layover periods*, measure the force applications and reaches (vertical, forward, lateral / sideways) and note on pg. 2-3. Please make a note of the following:
  - ◆ The data collection sheet is not limited only to those measurements listed. If the driver expresses concerns with other forces and / or reaches not listed in the sheet (e.g. forces to operate the door handle), then these aspects should be measured and noted.
  - ◆ Reaches should be measured after the bus driver has adjusted his/her seat to reflect the actual reaches of the driver while (s)he is driving. This will also allow you (the assessor) to determine if far reaches are a result of poor bus design or improper adjustment.
- ii. During *route*, note down what force applications and reaches require awkward shoulder postures on pg. 1.
- iii. When *time permits*, answer Miscellaneous (Yes / No) questions on pg. 4-5. Some questions require operator input – ask Operator when it is safe for him / her to answer.

### 2. Data Collection Sheet – Tally & Durations.

**Purpose: To assign frequencies and durations to the force applications and reaches measured in Step 1.**

During the *route*, note down the following:

- i. Durations (i.e. time) to complete turns and layover stops.
- ii. Tally (i.e. count) of force applications and reaches. Please make a note of the following:
  - ◆ Due to the placement of the power switch and hill holder switch (on left-side instrument panel on trolley buses only), it is difficult for you (the assessor) to see when the bus driver is using the switches. Therefore, it is important to inform the bus driver at the beginning of the route to inform you each time (s)he operates these switches.

### 3. Data Analysis Worksheet.

**Purpose: Analyze the data obtained from Step 1 and 2.**

Plug in the numbers from Step 1 and Step 2 into the excel file. This step can be performed manually if you prefer. You will need the following values for Step 4:

- ◆ Forces (in kg)
- ◆ Reaches (in cm)
- ◆ Frequencies of Reaches
- ◆ Awkward Shoulder Postures – Frequency Calculation, Percentage (%) of Shift

### 4. Ergonomic Hazard Assessment Tool.

**Purpose: Complete the Ergonomic Hazard Assessment Tool.**

- ◆ For each question, mark an appropriate selection, i.e. Yes, No or N/A based on values (from Step 3 – data analysis worksheet) and Miscellaneous (Yes / No) responses (from Step 1 – data collection sheet – pg 4 -5).
- ◆ Questions where the response is “Yes”, further risk assessment is required. Alternatively, refer to list of modifications below each question – these modifications may address the problem.