

# Job Analysis Checklist

SPECIFIC JOB TITLE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPLICABLE REGULATIONS: (Check all that apply)

- a) DOT medical qualifications \_\_\_\_\_
- b) DOT drug testing \_\_\_\_\_
- c) Alcohol testing (if applicable) \_\_\_\_\_
- d) Hours of service \_\_\_\_\_
- e) Hazardous materials \_\_\_\_\_
- f) Minimum of \_\_\_ years prior experience \_\_\_\_\_

## MEDICAL STANDARDS IMPOSED BY CARRIER POLICY: (Check all that apply)

DOT medical examination or equivalent:

- a) Pre-employment \_\_\_\_\_
- b) Periodic; is so, how often \_\_\_\_\_ per \_\_\_\_\_ \_\_\_\_\_
- c) Return to work following injury or illness; if so, when is this type of examination required? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Additional drug testing (optional) \_\_\_\_\_

## EDUCATIONAL/INTELLECTUAL REQUIREMENTS: (Check all that apply)

- a) High school diploma or GED \_\_\_\_\_
- b) Ability to accurately read and understand: \_\_\_\_\_
  - Maps and road signs \_\_\_\_\_
  - Shipping papers \_\_\_\_\_
  - Names, addresses, and other shipment information \_\_\_\_\_
  - Entries for hazardous materials shipments \_\_\_\_\_
  - Markings and labels on hazardous material packagings \_\_\_\_\_
  - Emergency instructions for hazardous materials \_\_\_\_\_

- General information \_\_\_\_\_

- c) Ability to assist customers in preparation of shipping papers \_\_\_\_\_
- d) Ability to determine and affix correct placards to vehicle \_\_\_\_\_
- e) Ability to collect freight charges and maintain required records \_\_\_\_\_
- f) Ability to prepare Driver's Record of Duty Status (Driver's Log) \_\_\_\_\_
- g) Ability to prepare Vehicle Condition Report \_\_\_\_\_
- h) Ability to complete accident reports if necessary \_\_\_\_\_
- i) Ability to prepare other required records \_\_\_\_\_
- j) Ability to converse with customers and others \_\_\_\_\_
- k) Other \_\_\_\_\_

**WORK REQUIREMENTS:**

- a) Normal length of on-duty work period  
(driving plus all other on-duty activities) \_\_\_\_\_ hours
- b) Aggregate number of hours driving following last  
period of 10 hours or more off \_\_\_\_\_ hours
- c) Average miles driven per work period \_\_\_\_\_ miles
- d) Hours-of-service control is based on (check one) \_\_\_\_\_ 60 hours/7 days  
\_\_\_\_\_ 70 hours/8 days
- e) Amount of time routinely afforded for meals/rest breaks  
in a period aggregating up to 11 hours of driving \_\_\_\_\_ hours
- f) Percentage of time spent on duty in each of the following time periods:
 

|                     |                     |
|---------------------|---------------------|
| 00:01 - 04:00 _____ | 12:01 - 16:00 _____ |
| 04:01 - 08:00 _____ | 16:01 - 20:00 _____ |
| 08:01 - 12:00 _____ | 20:01 - 24:00 _____ |
- g) Average time loading/unloading per work period \_\_\_\_\_ hours
- h) Number of times enter/exit cab per work period \_\_\_\_\_ times
- i) Number of times enter/exit cargo space per work period \_\_\_\_\_ times
- j) Availability for irregular work schedules \_\_\_\_\_ Yes \_\_\_\_\_ No
- k) Availability for "around-the-clock" trips \_\_\_\_\_ Yes \_\_\_\_\_ No

l) Availability for extended trips away from home \_\_\_\_\_ Yes \_\_\_\_\_ No

**PHYSICAL REQUIREMENTS:**

a) In an average work period, the employee's job requires:

|                                               | Never | Occasionally<br>(1-3 Hrs.) | Frequently<br>(3-5 Hrs.) | Continuously<br>(5-8+ Hrs.) |
|-----------------------------------------------|-------|----------------------------|--------------------------|-----------------------------|
| a. SITTING                                    |       |                            |                          |                             |
| b. STANDING                                   |       |                            |                          |                             |
| c. WALKING                                    |       |                            |                          |                             |
| a. LIFTING                                    |       |                            |                          |                             |
| Sedentary - up to 10 lbs.                     |       |                            |                          |                             |
| Light - 10 to 25 lbs.                         |       |                            |                          |                             |
| Medium - 25 to 50 lbs.                        |       |                            |                          |                             |
| Heavy - 50 to 100 lbs.                        |       |                            |                          |                             |
| Very Heavy - 100+ lbs.                        |       |                            |                          |                             |
| b. CARRYING                                   |       |                            |                          |                             |
| Sedentary - up to 10 lbs.                     |       |                            |                          |                             |
| Light - 10 to 25 lbs.                         |       |                            |                          |                             |
| Medium - 25 to 50 lbs.                        |       |                            |                          |                             |
| Heavy - 50 to 100 lbs.                        |       |                            |                          |                             |
| Very Heavy - 100+ lbs.                        |       |                            |                          |                             |
| c. PUSHING                                    |       |                            |                          |                             |
| d. PULLING                                    |       |                            |                          |                             |
| e. TWISTING                                   |       |                            |                          |                             |
| f. CLIMBING                                   |       |                            |                          |                             |
| g. STOOPING/BENDING                           |       |                            |                          |                             |
| h. KNEELING                                   |       |                            |                          |                             |
| i. CRAWLING                                   |       |                            |                          |                             |
| j. REACHING (i.e. overhead)                   |       |                            |                          |                             |
| k. GRASPING                                   |       |                            |                          |                             |
| l. REPETITIVE MOVEMENTS<br>(i.e., hand, feet) |       |                            |                          |                             |
| m. DRIVING                                    |       |                            |                          |                             |

b) Ability to lift \_\_\_\_\_ lbs. per lift from the floor or ground without assistance:

(Check all applicable items and indicate weight if different than those mentioned above) (see a)

to waist height \_\_\_\_\_ lbs.

to shoulder height \_\_\_\_\_ lbs.

- overhead \_\_\_\_\_ lbs.
- c) Average pounds of cargo handled per work period \_\_\_\_\_ lbs.
- d) Average distance walked per work period \_\_\_\_\_ feet
- e) Sufficient agility to enter and exit the following areas using normally available footholds and handholds:
- Driver's compartment Hgt. above ground \_\_\_\_\_ ft.
- Area behind cab Hgt. above ground \_\_\_\_\_ ft.
- Cargo space Hgt. above ground \_\_\_\_\_ ft.
- f) Ability to handle special equipment: (Check all that apply)
- Chains Weight per unit \_\_\_\_\_
- Webbing \_\_\_\_\_
- Straps Weight per unit \_\_\_\_\_
- g) Can tiedowns normally be secured from ground level? \_\_\_\_\_ Yes \_\_\_\_\_ No
- h) Approximately what percent of the time is the driver required to climb on, over, or across load to complete tiedown? \_\_\_\_\_ %
- i) Is driver required to handle tarps? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Over load itself? \_\_\_\_\_ Yes \_\_\_\_\_ No
- On open top van? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Size of tarpaulin: \_\_\_\_\_ Weight: \_\_\_\_\_
- j) Other special equipment driver must be able to handle including nature, use, and weight: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**ENVIRONMENTAL FACTORS:**

|                                     | Never | Occasionally<br>(1-3 Hrs.) | Frequently<br>(3-5 Hrs.) | Continuously<br>(5-8+ Hrs.) |
|-------------------------------------|-------|----------------------------|--------------------------|-----------------------------|
| a. EXPOSURE (to dust, fumes, noise) |       |                            |                          |                             |
| b. EXPOSURE (to extreme heat/cold)  |       |                            |                          |                             |
| c. UNEVEN TERRAIN                   |       |                            |                          |                             |
| d. HEIGHTS                          |       |                            |                          |                             |
| e. OTHER - Please specify           |       |                            |                          |                             |