

PHYSICAL DEMANDS ASSESSMENT

PROFESSIONAL
DRIVER TRAINER

PHYSICAL DEMANDS ASSESSMENT (PDA)

PROFESSIONAL DRIVER TRAINER

As a national organization mandated to identify and support HR needs for Canada's trucking and transportation sector, Trucking HR Canada (THRC) plays a pivotal role in designing and completing projects that directly address HR challenges to support a vibrant and thriving trucking workforce. A key concern is the attraction, recruitment and retention of skilled workers to keep the wheels of the industry turning.

What is the Issue?

Diversity and inclusion lead to strong, skilled workplaces; however, many industries - including the trucking sector - experience difficulties and barriers in engaging and retaining individuals that require accommodations to perform their jobs to their full potential.

How Can Physical Demands Assessments Help Employers?

Physical Demands Assessments are an invaluable HR tool for employers to ensure diverse workplaces in which all workers can effectively perform essential and valuable work.

PDAs help to identify the physical requirements of a position that can then serve as the basis for implementing accommodations to allow workers to perform their jobs effectively and efficiently.

What are Physical Demands Assessments?

Physical Demands Assessments (PDAs) identify the physical job requirements for specific occupations. Once employers are aware of the physical requirements of the job, current employees and new hires can be assessed to determine if they can perform the physical duties. If required, potential accommodations can be put in place to allow workers from various under-represented groups to not only perform, but thrive, in their roles - a mutually beneficial outcome for both workers and employers.

When are Physical Demands Assessments Useful for Employers?

Employers can use Physical Demands Assessments when working with the following diverse groups in the workplace:

- Workers with different physical body strength capabilities than their coworkers in the same role.
- Workers who may not have the same strength, balance, stamina or coordination as their co-workers.
- Employees who are returning to work after experiencing an injury that causes temporary impairment of physical ability or functioning.
- Employees or new hires who have permanent medical restrictions or disabilities that alter the way they perform certain physical tasks.

Physical Demands Assessments are useful for EVERY employee. PDAs promote the consideration of inclusive practices that help all workers to perform their jobs as effectively, safely and comfortably as possible.



PDA OVERVIEW

Job Description: Professional Driver Trainer

Professional Driver Trainers teach driving skills to driver trainees enrolled in formal training programs. Working at a trucking company, Trainers provide carrier-specific orientation and training to new drivers, refresher training to more experienced drivers and specialized training as required. In addition to training, companies may rely on their Driver Trainers to assist in the recruitment, assessment and hiring of drivers. Driver Trainers require technical skills and licensing as well as excellent communication and presentation skills, patience and diligence. Knowledge of adult education and training as well as computer literacy skills are considered assets for this position.

Most physical aspects of the job:

No physical activities requiring **STRENGTH** were identified during the assessment.

The most commonly performed actions requiring **MOBILITY AND PHYSICAL POSITIONING** include:

<p>FREQUENTLY Performed Actions:</p> <ul style="list-style-type: none"> ■ Standing 	<p>OCCASIONALLY Performed Actions:</p> <ul style="list-style-type: none"> ■ Walking ■ Sitting ■ Neck Movements ■ Lower Back Movements ■ Reaching (Forward/Up and Down) ■ Elbow Movements ■ Wrist Movements ■ Gripping ■ Fine Finger Movements (e.g. keying) 	<p>RARELY Performed Actions:</p> <ul style="list-style-type: none"> ■ Climbing (Stairs and Other)
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Legend:

	% of Shift	4hr Shift	8hr Shift	12hr Shift
SELDOM	Not daily	Not daily	Not daily	Not daily
RARE	0-5%	1-12 min	1-24 min	1 - 36 min
OCCASIONAL	6%-33%	13 min- 1hr 19 min	25 min - 2hr 38 min	37 min - 3hr 58 min
FREQUENT	34%-66%	1hr 20 min - 2hr 40 min	2hr 39 min - 5hr 15 min	3hr 59 min - 8hr
CONSTANT	67%-100%	2hr 41 min - 4hr	5hr 16 min - 8hr	8hr 1 min - 12hr

ESSENTIAL JOB FUNCTIONS:

Essential job functions are the fundamental duties required of Professional Driver Trainers; in other words, they are the duties that the incumbent ***absolutely must be able to do*** to perform the job.

The Essential Job Functions of the Professional Driver Trainer are:

- Administer Classroom and In-Vehicle Instruction
- Prepare Learning Materials
- Assess Learners

Professional Driver Trainers spend upwards of 50% of their day Administering Classroom and In-Vehicle Instruction; 25% of their day Preparing Learning Materials; and 25% of their day Assessing Learners

ESSENTIAL JOB REQUIREMENTS

The Professional Driver Trainer position has limited physical requirements, none of which are deemed to be essential for the job. In most cases, accommodations can be made (in keeping with the capabilities of the company) to allow an individual to perform required job functions.

Depending upon the employer, the Professional Driver Trainer may be required to hold a Commercial Driver's License. If required, the Trainer must meet the basic medical and vision standards to obtain a commercial driver's license (CDL) in their province/territory. If these standards are not met, accommodations cannot be made. Medical and vision standards vary by jurisdiction; however, standards may include:

Vision Standards:

- a visual acuity that is not poorer than:
 - 20/30 with both eyes open and examined together
 - 20/100 in the weaker eye, with or without corrective lenses
- a horizontal visual field with both eyes open and examined together of at least:
 - 150 continuous degrees along the horizontal meridian
 - 20 continuous degrees above and below fixation

Hearing Standards:

Drivers whose hearing in one ear is better than in the other:

- must be able to perceive in the better ear a forced whisper at a distance of 1.5 metres, with or without a hearing aid

OR

- must not have a loss in the better ear of more than 40 decibels at 500, 1000 and 2000 hertz (if an audiometer is used to test the driver's hearing)

POTENTIAL ACCOMMODATIONS

Please note that the accommodations referenced are high-level suggestions for employers. However, any individual requiring accommodations to perform their job tasks should be assessed by an accredited and/or certified professional (e.g. Registered Kinesiologist, Ergonomist, Physio/Occupational Therapist) to develop an accommodation plan that is right for the individual.

Potential accommodations for actions requiring **MOBILITY AND PHYSICAL POSITIONING:**

- **Standing** – orthotic footwear or other means of support for standing; having a portable chair available for sitting when needed; using a desk that adjusts up and down
- **Sitting** – ergonomically-fitted seat and workstation
- **Neck movements** – ergonomic workstation, braces and supports
- **Elbow movements** – ergonomic workstation, braces and supports
- **Reaching** – supportive hooks, bars or grabbing tools; ergonomic workstation
- **Wrist movements** – supportive braces
- **Fine finger movements** – ergonomic keyboard or table computer/smartphone with a touchscreen

Universal Inclusive Practices and Accommodations:

- Ensuring a low-scent or scent-free environment (e.g. in vehicles, loading/unloading areas and offices)
- Providing frequent breaks to allow workers experiencing non-visible disabilities to conserve energy (e.g. workers experiencing chronic fatigue, chronic pain, needing to take medication, needing to eat at specific times, needing to take more frequent bathroom breaks)
- Using electronic devices (e.g. tablet computers or smartphones with touchscreens) to complete administrative tasks requiring fine finger movements or wrist movement
- Providing ergonomic chairs during periods of sitting or when at rest during breaks
- Providing ice packs or heating pads (in-cab or in-office) to assist in pain management
- Stretching during breaks
- Wearing orthotic footwear
- Outfitting computer monitors with screen protection to prevent glare and prevent headaches
- Ensuring all step ladders, step stools and ladders are equipped with grips to ensure stability and prevent slips and falls, as well as grab grips and vision reflection strips.
- Providing headsets for desk jobs that require wrist movement or neck and neck movement
- Utilizing grip holders for use of devices – such as phones or clipboards – that require an open grip
- Using ear plugs to block out excess noise but maintain hearing ability to assist workers with noise sensitivity, post-concussion or auditory processing issues
- Using sunglasses or darkened lenses to manage light sensitivity issues

PHYSICAL DEMANDS PROFILE

Job Title	Professional Driver Trainer	NOC	4021 – College and Other Vocational Instructors
Report Completed By	CBI Workplace Solutions		

JOB OBJECTIVE:

Driver Trainers provide training and direction to new and experienced drivers.

KEY PHYSICAL JOB TASKS

- 1. Develop a competency-based training program**
- 2. Exercise the role of instructor**
 - a. Ensure preparation of instructional site
 - b. Manage the learning environment
 - c. Make presentations
 - d. Use learning technology effectively
- 3. Administer training**
- 4. Ensure trainee compliance with safety regulations and practices**
 - a. Instill a responsible attitude with emphasis on safe work habits and safe driving procedures
 - i. Instruct trainee to use and teach safe work habits
 - ii. Instruct trainee to use and teach safe driving procedures
 - b. Investigate vehicle related occurrences
 - i. Gather evidence

5. Manage in-vehicle learning

- a. Address learners' training needs
 - i. Review in-class performance
 - ii. Observe in-vehicle performance
- b. Deliver in-vehicle lesson plans
- c. Enhance in-vehicle learning
- d. Evaluate learners' progress
 - i. Conduct road test

EQUIPMENT	PERSONAL PROTECTIVE EQUIPMENT
Computer; presentation equipment; training materials; evaluation/assessment forms.	Safety boots; safety vest (in-vehicle training)

STRENGTH REQUIREMENTS		Frequency					Mass (KG)		Task #	Comments
		S	R	O	F	C	Max	Usual		
Lifting/Lowering	Floor to Bench									Not Required.
	Bench to Shoulder (89-149 cm)									
	Floor to Shoulder (0-149 cm)									
	Above Shoulder (>150 cm)									
Carrying	Weight									Not Required.
	Distance (meters)									
Pushing/Pulling (Force)	Up/Down									Not Required.
	Unilateral									
	Bilateral									

DISCLAIMER:

It should be noted that no significant strength requirements were identified for the Professional Driver Trainer position as the majority of the training conducted is classroom based. However, when in-vehicle training or assessment is being conducted, the Driver Trainer may be required to demonstrate effective performance of tasks that require strength.

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MOBILITY AND POSTURAL REQUIREMENTS	Frequency					Task #	Comments
	S	R	O	F	C		
Standing				✓		2,3,4,5	<ul style="list-style-type: none"> Delivering classroom based training. Observing driver inspection procedures (in-vehicle learning). Investigating driver incidents.
Walking			✓			2,3,5	<ul style="list-style-type: none"> Delivering training (classroom and in-vehicle).
Sitting			✓			1,2,3,5	<ul style="list-style-type: none"> Delivering classroom and in-vehicle training. Travelling to training sites.
							<ul style="list-style-type: none"> Preparing lesson plans and training materials.
Climbing	Stairs	✓				3	<ul style="list-style-type: none"> Facility stairs.
	Ladders						Not Required.
	Other	✓				5	<ul style="list-style-type: none"> Entering cab of truck for in-vehicle training.
Balancing							Not Required.
Kneeling							Not Required.
Crouching/Squatting							Not Required.
Crawling							Not Required.
Neck Movements			✓			2,3,5	<ul style="list-style-type: none"> Delivering classroom based training. Observing driver during in-vehicle training.
Low Back Movements			✓				<ul style="list-style-type: none"> Delivering in-vehicle training.

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MOBILITY AND POSTURAL REQUIREMENTS		Frequency					Task #	Comments
		S	R	O	F	C		
Reaching	Horizontal (Forward)			✓			2,3,5	• Delivering training (both classroom and in-vehicle).
	Vertical (Up/Down)			✓			2,3,5	• Delivering training (both classroom and in-vehicle).
	Extension (Behind)							Not Required.
	Lateral (Side)							Not Required.
Elbow movements				✓			2,3,5	• Delivering training (both classroom and in-vehicle). • Demonstrating techniques to learners.
Wrist movements				✓			1,2,3,5	• Preparing training materials. • Demonstrating techniques to learners. • Delivering training.
Gripping				✓			2,3,5	• Holding training materials, including assessment forms and clipboards.
Pinching								Not Required.
Fine finger movements (e.g. keying)				✓			1,2,3	• Creating training materials and completing assessments on the computer.
Striking with hand								Not Required.
Foot action								• Closing dock plate.

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ADDITIONAL CONCERNS AND DEMANDS

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Environmental Conditions		Hot	✓	Adequate lighting	<ul style="list-style-type: none"> Professional Driver Trainers must ensure a physical environment conducive for learning for classroom based training. Professional Driver Trainers may experience glare from computer screens. Screen glare devices can be used
		Cold		Moving objects	
		Outdoor		Working at heights	
	✓	Indoor		Slippery surface	
		Dry		Congested area	
		Humid		Sharp edges	
		Noise		Fumes/vapours/gases	
		Vibration		Electromagnetic fields	
	✓	Glare			
Cognitive Demands		Work under pressure (deadlines)		Influence people	<ul style="list-style-type: none"> Professional Driver Trainers must create a learning environment that meets the needs of all learners. They may be responsible for developing their own competency-based training programs.
		Fast pace work		Confrontation situations	
		Deal with multiple tasks		Incentive/piece work	
	✓	Perform complex and varied tasks		Irregular hours	
		Attain precise standards/attention to detail		Overtime	
		Control of work pace	✓	Reading	
	✓	Direct control/plan of work		Working alone	
		Close supervision		Working in a group	
		Follow instructions		Travelling	
Sensory Demands	✓	Hearing		Spatial perception	<ul style="list-style-type: none"> Professional Driver Trainers must be able to facilitate classroom and in-vehicle training in a way that ensures learner comprehension.
	✓	Speech		Tactile	
		Colour vision		Smell	
		Near vision		Taste	
		Far vision			