



Stay at Work / Return to WorkSM
Modified Duty Guidelines
Bus Driving & Transportation Industry

TRANSPORTATION - Transitional Duty

1. Answering phones (headset if “no-handed work”)
2. Checking and repairing safety equipment (smoke detectors, first-aid kits, fire extinguishers)
3. Completing OSHA paperwork (SEDENTARY)
4. Completing equipment inspection logs (SEDENTARY)
5. Entering information into computer (SEDENTARY)
6. Greeting customers
7. Organizing files
8. Performing light clerical work (copying, mailing, delivering mail and messages)
9. Riding along on buses as an aide or observer (if in school industry)
10. Safety inspections & surveys of buildings/vehicles
11. Shredding documents
12. Sorting invoices (SEDENTARY)
13. Supervising students during lunch hours (if in school industry)
14. Update inventory
15. Training new hires
16. Updating safety or other manuals
17. Wiping and cleaning surfaces to prevent the spread of flu viruses
18. Working in dispatch
19. Working in the reception area

TRANSPORTATION - Moderate Duty Options

1. Changing light bulbs
2. Checking and repairing equipment
3. Cleaning and restocking bathrooms, mirrors, break room and lounges
4. Inspecting bus and equipment
5. Painting trim
6. Picking up trash
7. Sweeping and vacuuming
8. Washing and sweeping vehicle
9. Working in the parts crib
10. Working in the shop performing clean-up, sweeping, etc.