



TO: [REDACTED] National Transportation Safety Board  
FROM: [REDACTED] Chicago Transit Authority [REDACTED]  
DATE: March 27, 2023  
RE: CSA/CSR Medical Requirements Information Request (RRD22LR012)

---

At the time of Mr. [REDACTED]'s hire, CSA/CSRs were required to complete the following evaluations as the medical portion of their pre-employment screening process:

- (1) Non-DOT Physical
- (2) Human Physical Examination
- (3) Unregulated Drug Test

Mr. [REDACTED] would have completed and satisfied all three of these screenings in order to begin employment. In other words, if he had failed any of the pre-employment screenings, then he would not have moved forward to the next step or proceeded to becoming an employee. Though the precise content of these three screenings may have shifted to some degree since that time, they are all part of the pre-employment screening process for CSA/CSRs presently as well.

At the time of his hire, CTA did not keep pre-employment requirement records in personnel files. Starting in 2019, the applicant tracking software program (Taleo) that CTA's recruiting department uses does keep a record of applicants having passed the medical portion of their pre-employment requirements. It is not a paper record with detailed information; it is simply an indication of completion (or not) within the software program.

As for the content of these screenings, the (1) physical includes a health history review by a certified medical examiner (CME). The CME checks vital signs and evaluates a number of health-related categories such as:

- General Appearance
- Extremities
- Lungs and chest
- Heart
- Eyes and ears
- Mouth and throat
- Nervous System
- Back and Spine

The (2) Human Performance Examination (HPE) entails applicants completing physical activities that correlate to job activities and tasks, including:

- Lifting and carrying an object
- Pushing and pulling an object
- Ascending and descending steps
- Squatting down repeatedly
- Keeping balance while standing and while stepping over an object

The HPEs have an element of tailoring of those evaluated activities to the job requirements of the position. There is an HPE that is unique to CSA/CSRs. CTA records indicate that the current version of the CSA/CSR HPE has been in use since at least 2016, though, as noted previously, some version of it would have been completed by Mr. [REDACTED] as a pre-hire requirement at the time of his hire.