

Administrator Guide – Level I & ELDT Training (Nebraska)

This guide provides step-by-step instructions for school administrators to register, manage, and verify drivers completing the Entry-Level Driver Training (ELDT) and Level I School Bus Training requirements.

Who Needs This Training

Level I and ELDT Theory training are required for any driver operating a CDL-required school bus (16+ passengers) in Nebraska. This includes drivers who:

- Are new and seeking a Class B CDL
- Are adding Passenger (P) or School Bus (S) endorsements
- Already have a CDL with P/S endorsements but need Level I certification
- Are returning after their Level I certification has expired

What's Included

Each driver must complete:

- Two online ELDT/Level I theory courses
- One 5-hour in-person or Zoom Level I class
- A Pre-Service Evaluation Form (uploaded to their profile)

This training fulfills both Nebraska Department of Education and federal ELDT theory requirements. Behind-the-Wheel (BTW) ELDT must be completed separately through an FMCSA-registered provider. Search here if you do not already have a provider:

<https://tpr.fmcsa.dot.gov/>

How to Register a Driver

1. Visit the Nebraska Pupil Transportation Website: www.nepupiltransportation.com
2. Click "Register" under "Hello, if you are a new driver..." to add a new driver to the database.
3. If a driver has been in the system before, but could be under a different school, contact the Nebraska Safety Center at bus@unk.edu to move them to your school's driver list.
4. Drivers receive a password via email — they should copy and paste it to log in under "Driver's Login."
5. The driver or the school admin can register a driver for classes. From the driver's dashboard, click "Classes." Register the driver for the two online courses titled "Level I Category C Online Portion." The register button is on the far right, you may need to scroll over.

6. After both online courses are completed, the driver and the admin will receive an email letting them know they can register for the 5-hour “Course Level I Category C” class (in-person or Zoom). This process can take 1–2 business days.

7. Ensure the driver’s Pre-Service Evaluation Form is uploaded to their profile in the Pupil Transportation Database. [PT PreDriveBehindTheWheelEvaluationForm.pdf](#)

Tracking Completion

After a driver completes both online classes, they will receive an email letting them know they can register for the 5-hour class. This process can take 1–2 business days.

Administrators can view progress and verify completion directly in the driver’s record. A driver is fully certified when all three components (two online courses, one 5-hour class, and the Pre-Service Evaluation) are complete.

Renewals and Expiration

- If a driver’s Level I certification has expired, all three classes must be retaken.
- After completing Level I, drivers must take a 3-hour Level II class every 5 years.

Optional: Becoming a Behind-the-Wheel ELDT Provider

Schools may choose to become certified to provide Behind-the-Wheel (BTW) Entry-Level Driver Training (ELDT) in-house. To register or learn more, visit <https://tpr.fmcsa.dot.gov/>

Resources

Helpful links:

[Nebraska Requirements for New Pupil Transportation Drivers](#)

[FMCSA Training Provider Website](#)

Frequently Asked Questions

- **Why do drivers with existing CDLs still need to take these classes?**

Even if a driver already holds a Class A or B CDL with Passenger (P) and School Bus (S) endorsements, these classes meet the Nebraska Department of Education's Level I training requirement. To transport students, every driver must complete these theory classes and the Pre-Service Evaluation Form.

- **If a driver's Level I expires, do they have to retake all classes?**

Yes. When a Level I certification expires, all three classes must be retaken.

- **How often do drivers need renewal training?**

After completing Level I, drivers must complete a 3-hour Level II class every 5 years.

- **Can a driver go to the DMV to test after completing these classes?**

If the driver still needs their CDL or additional endorsements, they must complete Behind-the-Wheel ELDT training first. You can verify approved providers at:

<https://tpr.fmcsa.dot.gov/>.

- **How long can a driver take to finish ELDT?**

Drivers must complete both the theory and Behind-the-Wheel portions of ELDT within one year of starting the first portion.

- **Is the Pre-Service Evaluation Form the same as ELDT Behind-the-Wheel training?**

No. The Pre-Service Evaluation Form is required by the Nebraska Department of Education and is not part of the federal ELDT Behind-the-Wheel (BTW) training. It documents that the driver has been observed operating a school bus safely. This evaluation can be conducted by a person at the school who holds the Level I School Bus Driver certification. Behind-the-Wheel ELDT training must still be completed separately through an FMCSA-registered provider.