

## Driver Instructions

### Requirements for School Bus Drivers – CDL (ELDT) – Level I Training

ELDT is a federal requirement for school bus drivers who want to obtain a Class B CDL for the first time or who need to add the passenger and/or school bus endorsement to their already existing CDL. We ONLY provide **theory** training for Class B CDL, Passenger & School Bus Endorsements. You will need to do your Behind the Wheel ELDT training with a provider registered through the FMCSA. You can search for providers here if necessary:

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

These are the steps for registering in our database and registering for the appropriate classes for school bus drivers (16+ passenger, CDL required). These classes meet the ELDT federal requirements as well as the Level I training for School Bus drivers in Nebraska.

1. Register as a driver in our database (if you are not registered already) – go to <https://nepupiltransportation.com/> and click on the “register” button under the section “Hello, if you are a new driver, please register here”.
2. After you register, you will receive an email with a password. You will go back to <https://nepupiltransportation.com/> and log in under “Driver’s Login” (Copy & paste this password; it is very long and nearly impossible to type correctly) (If you are a school admin in our database, you can log in as the school and register your drivers for classes also – the process is just a bit different as you will see your list of drivers and then select the person you are wanting to register for a class)
3. On the upper left side of the screen, click on “Classes” & you will see all available classes.
4. You will begin with the 2 online classes - the course name “Level I Category C Online Portion”. Click the blue register button clear to the right.
5. You will receive an email with a link to a 2-page PDF document – one page per course. Please read through the document and then click on the link to register for the course. You will need to do this for each online course.
6. Once you have completed both classes, we will receive notification to enter in your grades. The document asks you to send us a completion email, but this is not necessary. We check grades continuously throughout the day and will see that you have completed the courses.
7. After we have entered in your grades for the online courses, you will register for the “Course Level” I “Category” C class (a 5-hour class). The process is the same as when you registered for the online portion. You will go to “Classes” in your profile at <https://nepupiltransportation.com/>, “view course details” of the class you want to take and then enroll in the course.
8. You will receive a confirmation email with the details. If you registered for a Zoom class, you will receive the Zoom link a couple of days before the class starts. Be sure the email address in your profile is correct; this is where all confirmation emails will be sent.
9. You will also need to complete and upload to your profile the Pre-Service Evaluation Form – [Pre-Service Evaluation Form](#)
10. Once you have completed all 3 classes and uploaded the Pre-Service Evaluation Form to your profile, you will have completed the Level I training for School Bus drivers as well as the ELDT theory training.
11. Please see this link for other requirements set by the Department of Education: [https://www.unk.edu/offices/safety\\_center/files/ne-reqs-to-become-qualified-to-drive.pdf](https://www.unk.edu/offices/safety_center/files/ne-reqs-to-become-qualified-to-drive.pdf) You will want to look under the orangish color – School Bus 16 or more Passengers CDL Vehicle column.

## Frequently Asked Questions

*My driver already has their CDL with the Passenger and School Bus endorsements – why do they need to go through all these classes?*

**These 3 classes meet the requirements set forth by the Department of Education for Level I training. You will need to take the 3 classes and upload your Pre-Service Evaluation to be qualified to drive students. If you already have at least a Class B CDL with the School Bus & Passenger Endorsements, you do not need to do the Behind the Wheel training. You need to complete these theory classes to meet the requirements for the Level I training.**

*My Level I expired – do I have to take all these classes?*

**Yes, you will need to take all the classes again if your Level expires.**

*How often do I have to take a class?*

**After you have completed the Level I training, you will need to take 3-hour Level II class every 5 years.**

*Can I go to the DMV to test for my CDL after I have completed these classes?*

**We do not know everyone's specific situation. However, if you do not have your CDL already, or need to add the S and/or P endorsements, there will be some Behind the Wheel, ELDT training that is a federal requirement. See the top of these instructions for the website to search for a provider if necessary. If you already have your CDL but do not have the proper endorsements, you will need to do the Behind the Wheel ELDT training before the DMV will allow you to test for your CDL or add any of the missing endorsements (P & S) to your CDL.**

*How long can drivers take to complete ELDT?*

**The regulations do not address how long a driver may take to complete entry-level driver training (ELDT). Do note though, the driver must complete the theory and behind-the-wheel portions of ELDT within one year of completing the first portion.**