

Pupil Transportation Information - Nebraska Safety Center (NSC)

This is a brief overview of the classes we provide (and how to register for Level training classes) that are required by the Nebraska Department of Education. Here is a link to the Department of Education's website – there is an abundance of information related to Pupil Transportation:

<https://www.education.ne.gov/fos/pupil-transportation/>

The Nebraska Safety Center's website is www.unk.edu/bus.

Nebraska Safety Center Database – www.nepupiltransportation.com

School Login:

The school log-in is to be used for whoever at your school needs to look at the drivers' training information. You can view your list of drivers to check when they have last taken a class to ensure they are up to date with their training. If you need someone added as a school administrator in the Pupil Transportation database (or removed), you will need to contact the Safety Center to do that. You should email bus@unk.edu – this is typically the quickest way to contact us. We will need the first and last name, email address, and phone number. Once added, an email will be sent with the password. You will log in at www.nepupiltransportation.com as the SCHOOL using the email address and the password that was emailed to you. (Please note, the password is VERY long; I would highly recommend using the copy / paste function to log in – it is virtually impossible to type it in correctly. Be sure there are no spaces before or after the password. And no, the password cannot be changed; please save it to your browser for the next time you need to log in.

Registering a driver:

To register for a class, your driver must first be registered in our database at www.nepupiltransportation.com. Either you (as the school admin), or the driver can register them as a new driver, if they are not already registered. If they have taken Level training previously, they should already be in the database – the system will not allow you to register them as a new driver if that is the case. Contact us to switch that driver to your school if they do not show up on your school's dashboard. To register a new driver:

1. Visit www.nepupiltransportation.com and click on the “register” button under the section “Hello, if you are a new driver, please register here”. Complete all the required fields.

2. After registration, the driver will receive an email with a password. They will go back to www.nepupiltransportation.com and log in under “Driver's Login” with their email address and the password that was emailed to them. (Copy & paste this password; it is very long and nearly impossible to type correctly). This is how a driver can see the last training class they took, and they can also register for classes. (The school admin can also register a driver for a class – they will login under the School Login, they can view their drivers and “manage courses” to register for classes).

3. If you need any of your drivers REMOVED from your list, please email bus@unk.edu. You are not able to remove any drivers – that goes through the NSC.

What class does my driver need to take?

If you have a new driver, OR a driver with expired Level training, they will need to take a Level I class. We have 3 different categories of Level I training. The class your driver will need to take depends on what size of vehicle being driven.

Level I | Three Hour Course | Category A

The three-hour Level I course is designed for drivers who will be driving **ONLY** a small vehicle (10 or less passengers) on a route. Individuals who need the three-hour course will attend the first three hours of the first day of the 11-hour, Level I course. (There are also occasionally a 3-hour small vehicle only class, but that is not often). Registrations must be done through the database to take the course. In addition, individuals must complete a Behind the Wheel/Pre-Drive to be qualified to drive. (See link below for the required form.) A driver is required to take a Level II within five years of their Level I.

Level I | 11 Hour Course | Category B

The Level I 11-hour course is designed for drivers who will be driving a small bus with 14 or less passengers (category B). Registrations must be done through the database to take the course. In addition, individuals must complete a Behind the Wheel/Pre-Drive to be qualified to drive. (See link below for the required form.) A driver is required to take a Level II within five years of their Level I.

Level I | ELDT Course | Category C

The Level I ELDT course is designed for drivers who will be driving a school bus with 15 or more passengers (category C). The driver will complete the Class B and Passenger endorsement training classes online - approximately 6 hours including testing. Then the driver can register for the in person (or zoom) 5-hour School Bus endorsement class (Level I Category C). Registrations must be done through the database to take the course. In addition, individuals must complete a Behind the Wheel/Pre-Drive to be qualified to drive. (See link below for the required form.) All drivers are required to take a Level II within five years of their Level I. Please review this document for more information about ELDT / Level I for School Bus drivers: [Level I & ELDT \(CDL Required Vehicle\) for School Bus drivers](#)

Every driver completing a Level I also must complete the Pre-Service Evaluation Form required by the Department of Education. [Pre-Service Evaluation Form](#)

Level II | Three-hour course

The Level II course is a refresher course for all drivers who have completed Level I training. The course must be taken within five years of your Level I course and every 5 years thereafter. Registrations must be done through the database to take the course. If a driver does not complete their Level II BEFORE the expiration date, they will be required to take the Level I training again. And yes, if they are driving a school bus, that includes the 2 online classes and the 5-hour in-person class as these classes together are the Level I.

Two-Hour In-Service

All drivers are also required to participate in annual two-hour in-service provided by district

The Nebraska Safety Center created a 2-Hour In-Service available for purchase - [Two-Hour In-Service 24/25](#) OR the school can provide their own training as long as the following topics are covered: As per the Department of Education Rule 91: *003.03E Employers shall annually provide a minimum of two (2) hours of in-service training for all pupil transportation vehicle drivers that, at a minimum, include emergency evacuations, loading/unloading, student management, vehicle inspections and the school's Safe Pupil Transportation Plan.*

This training is required annually for ALL Pupil Transportation drivers.

What are the other requirements for drivers?

Please note – the Nebraska Department of Education determines the rules and requirements for Pupil Transportation drivers. Here are links to view the requirements for new & existing drivers:

[Requirements for New Pupil Transportation Drivers](#)

[Requirements for Current Qualified Drivers & Their Employees](#)

If you have specific questions regarding rules, those should be directed to the Department of Education:

NDE Pupil Transportation:

Stephanie DeGroot
stephanie.degroot@nebraska.gov
402-540-0649

You can contact me if you have any questions about the training classes:

Nebraska Safety Center:

Amanda Ransdell
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308-865-1550