



Western Nebraska
Community College

**Entry Level Driver Training
Program Guidelines
Commercial Motor Vehicle
Class A**

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Organization and Staff

Western Nebraska Community College (WNCC) is authorized by the Nebraska Department of Motor Vehicles to offer Entry Level Driver Training (ELDT) of Commercial Motor Vehicles (CMV) at the Scottsbluff campus.

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Program Overview

- The Western Nebraska Community College (WNCC) Entry-Level Driver Training (ELDT) is a non-credit course that prepares you to take and pass the Nebraska Department of Motor Vehicles (DMV) Commercial Motor Vehicle Class A examination in order to obtain your Class A CDL. The course is a combination online and behind the wheel (BTW) skills training.
- Online Theory includes 12.5 hours of content
 - Online lessons and exams must be completed prior to driving skills training
 - Students have 30 days to complete the online theory course
 - Students can schedule time with instructors to ask questions and gain clarity on content covered during the online class. This must occur during WNCCs normal hours of operation. Student and instructor interaction may be via phone, in person, or via Zoom.
- Behind-the-Wheel includes 156 hours of instruction
 - Monday – Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 4 p.m.
 - Approximately 20 hours of classroom instruction
 - Approximately 136 hours of driving instruction
 - In person simulator practice plus BTW range and road skills driving
 - The course runs for four weeks however students may complete the course sooner as the program is competency based
- WNCC does not administer the exam or grant a Class A CDL license. You must pass the State of Nebraska* driving skills test to receive your Class A CDL operator's license.
- Upon class completion, WNCC will accompany you to your Nebraska* Commercial Motor Vehicle Class A examination where you will take your driving skills exam administered by the DMV or a certified third-party tester of the DMV.
- Driving skills are taught on WNCC trucks with 10 speed manual transmissions, 53' dry van trailers, and a 48' flatbed trailer.
- At no time will a student operate a commercial motor vehicle without supervision of an instructor.
- Each driving skills class has a maximum enrollment of three (3) students.
 - The instructor-to-student ratio during driving skills training is one instructor per three (3) students.
 - The instructor-to-student ratio for driving on public roads and highways is one instructor per one (1) student.

*Students who have a Commercial Learner's Permit from a state other than Nebraska must make their own arrangements to take the CDL exam in the state of CLP issuance. Following class completion, WNCC will only accompany students who have a Nebraska CLP to their CDL exams.

Before You Apply: Requirements for Admission to Class

Please read this section carefully to make sure you meet these qualifications before you apply. These requirements are regulations of FMCSA, DMV, and/or WNCC.

- You must be 18 years old to take the WNCC ELDT class.
- You must be 21 years old to drive across state lines or operate a vehicle containing hazardous materials.
- You will need a valid email address, access to a computer or smart phone, a phone number with voicemail, and basic ability to use a computer or smart phone.
- Pass the WNCC Driving History Background check which includes all states lived in over the previous three (3) years.
 - No more than four (4) points against driver's license.
 - No DUI convictions within the previous five (5) years.
 - No revoked or suspended license within the previous three (3) years.
- Obtain a Commercial Learner's Permit (CLP)
Students must have a CLP before beginning the WNCC classes and driving on public roads. The CLP exam is a computerized, non-driving test you can take at your local DMV. It includes General Knowledge, Air Brakes, and Combination Vehicles.
- WNCC strongly encourages students to take and pass the DOT physical exam and obtain their DOT Medical Examiner's Certificate because it increases chances for employment.
- Pass the DOT Pre-employment Drug Test*
For ELDT class you are required to take and pass the same pre-employment drug test as a future employer will require of you. A failed test as a student will become part of your permanent record. For more information see Section § 382.103 or [Federal Drug and Alcohol Testing Regulation \(dot.gov\)](#) or <https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing/overview-drug-and-alcohol-rules>

**Drug test requirement may not apply to employer-sponsored students. See the Employer-Guidelines section of this document for more information.*

Tuition

- \$300.00 for WNCC's online theory and tests (independent study outside the classroom).
 - Passing grades are required prior to admission to behind the wheel driving skills portion of the training.
- \$4450.00 for behind the wheel (BTW) road and range driving skills training

Tuition does not include costs for the following:

- Online theory and tests via an organization other than WNCC
- Commercial Learner's Permit (CLP) (approximately \$15.00)
- DOT drug test (approximately \$55.00)
- DOT physical (approximately \$125.00)
- CDL Driving Exam* (DMV test is free, third party test approximately \$150 - \$400)*
- CDL Licensing Fee from DMV (approximately \$60.00)

*Third party tests conducted after February 28, 2023 are not included in tuition.

*Tuition prices are subject to change without prior notice.

Tuition Refund Policy

ELDT refunds are in accordance with the WNCC Board of Governors' refund policy.

Online Theory Refund Schedule:

Progress Through Program	Refund
6.25%	100%
12.50%	50%
25%	25%
Over 25%	0%

In-Person Behind the Wheel (BTW) Refund Schedule:

Time Lapsed	Class Time in Days	Refund
6.25%	1.5	100%
12.50%	3	50%
25%	6	25%
Over 25%	6+	0%

Financial Assistance

Community College Gap Funding (Gap Funding) is based on financial need and students are encouraged to find out if they qualify. Gap is not a loan and you do not have to pay it back.

*You must submit the completed ELDT Application form and Driver Background Check form along with your GAP Funding Application

Gap funding eligibility is based on the following:

- Current household income
- Proof of residency in the state of Nebraska for the past 6 months.
- US Citizen or qualified alien under the federal Immigration and Nationality Act.
- The ability to complete this training program during the scheduled period.
- The ability to obtain full time employment with a Class A CDL license.
- Proof that Gap Funding is the only available funding source for the student to use to attend this training course.
- You must supply your most recent state and federal 1040 tax returns.
- You must supply a pay stub if you are employed.

GAP Funding covers:

- Tuition
- DMV CDL Driving Skills Exam
- One DMV CDL Driving Skills Exam Retake
- DOT physical and medical card (approximately \$125.00)(Voucher)
- DOT drug test (approximately \$55.00)(Voucher)

GAP Funding does not cover:

- Commercial Learner's Permit (CLP) (approximately \$15.00)
- CDL Licensing Fee from DMV (approximately \$60.00)

Class Schedule

- The online (theory) portion of the course is independent study, available 24/7, and is completed prior to the BTW driving skills portion of the class.
- The in-person BTW driving skills class runs a maximum of four weeks:
Monday – Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 4 p.m.
- For the schedule for the in-person BTW driving skills portion of the course, call (308) 635-6700 or email davisd10@wncc.edu

Veterans' Educational Benefits

WNCC has been named a Military Friendly School by Military Friendly and VIQTORY for 12 years running. We are also Military Friendly for spouses. If you are interested in utilizing military benefits or want to know if you qualify, contact the WNCC Military and Veterans Affairs office at (308) 635-6152.

- Montgomery GI Bill®, (Chapter 30)
- Vocational rehabilitation, (Chapter 31)
- Post 9/11 GI Bill®, (Chapter 33)
- National Guard and Reservists, (1606)

We can assist Veterans and qualified individuals in finding additional possible benefits and we'll get you started on the path to enrollment in the CDL ELDT program.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

Tuition Payments for Students Utilizing Military Benefits

Effective August 1, 2019, schools are not allowed to penalize or prohibit a GI Bill student from attending or participating in courses while awaiting VA payment (for up to 90 days). Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, Western Nebraska Community College will not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs on recipients of Chapter 31 and Chapter 33 VA Benefits. Western Nebraska Community College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Western Nebraska Community College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, and ending on the earlier of the following dates: 1) The date on which payment from the VA is made to the institution or 2) 90 days after the date the institution certified tuition and fees following the receipt of the COE (Certificate of Eligibility). Contact the WNCC Military and Veterans Affairs office at (308) 635-6152 for more information and visit www.wncc.edu/student-life/student-services/military-veterans-services

Standards of Progress Policy for Students Utilizing Military Benefits

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person Standard of Progress will be determined utilizing the Satisfactory Academic Progress policy as listed in the college catalog consisting of overall grade point average, pace, program length, maximum time for completion, attendance and/or conduct. Contact the WNCC Military and Veterans Affairs office at (308) 635-6152 for more information and visit www.wncc.edu/student-life/student-services/military-veterans-services

Refund Policy for Students Utilizing Military Benefits

The WNCN CDL Program maintains a policy for the unused portion of tuition and fees in the event the veteran or other eligible person fails to enter the course, withdraws, or is discontinued at any time prior to completion. The amount charged for tuition and fees for portion of the course shall not exceed the approximate pro-rata portion of the total charges for tuition and fees that length of the completed course bear to its total length. Only instances where the established registration fee is more than \$10.00 will the amount in excess of \$10.00 be subject to pro-ration. In the event that a veteran or other eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly within 40 days. **Contact the WNCN Military and Veterans Affairs office at (308) 635-6152 for more information and visit www.wncn.edu/student-life/student-services/military-veterans-services**

Checklist for Application & Admission

Documents can be delivered to Deb Davis at the Harms Center or emailed to david10@wncc.edu.

Road and range driving skills class is limited to 3 students and admission is prioritized according to completion of steps 1- 4. Your best chance to secure a place in class is to complete each step and provide us a copy of your CLP.

STEP 1

_____	Complete the Entry Level Driver Training application in full and submit to WNCC.
_____	Complete the Driver Record Background Check Form, include a copy or photo of the front and back of your driver's license.
_____	Optional: complete the GAP Financial Assistance forms.

STEP 2

_____	Upon approval of driver background check, take the <i>optional</i> DOT physical exam and obtain your DOT Medical Examiner's Certificate (card) <ul style="list-style-type: none">• This exam is required for GAP fund recipients and optional for all other students.• GAP fund recipients will receive a voucher to cover the exam cost• WNCC strongly recommends all students take the exam and obtain the DOT Medical Examiner's Certificate because many employers will require it.
_____	Submit copies of your DOT physical exam results (long- form) and DOT Medical Examiner's Certificate (card) to WNCC.

STEP 3

_____	Upon approval of driver background check, obtain your online theory training (from WNCC or the provider of your choice). WNCC will issue login credentials and instructions for completing the program.
_____	Begin your online theory training course and successfully complete it before driving class start date or within 30 days of first login, whichever comes first.

STEP 4

<hr/> <hr/>	<p>Obtain your Commercial Learner's Permit (CLP) at the DMV. More information including the manual and a practice test can be found on the DMV web site: Commercial Learner's Permit (CLP) Nebraska Department of Motor Vehicles. Upon request, WNCC will provide you with the manual. www.truckercountry.com also offers helpful practice testing.</p> <p>Submit a copy of your CLP (temporary document or driver license with endorsement) to WNCC.</p>
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STEP 5

<hr/>	<p>Take the pre-employment DOT drug test upon receipt of instructions from WNCC. We will provide you with location and required timeframe for taking the test.</p> <ul style="list-style-type: none">• GAP fund recipients will receive a voucher to cover the cost of the drug test. <p><i>*Drug test requirement may not apply to employer-sponsored students. See Employer-Sponsored Student Guidelines for more information.</i></p>
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Employer Guidelines

For organizations who sponsor their employees in the program, the guidelines in this document apply. Additionally, the following guidelines apply:

1. Make sure the employee follows the *Checklist for Application & Admission* in the previous section of this document.
2. Submit your organization's W9 Form to WNCC business office at payables@wncc.edu
3. For all questions regarding transactions, invoices, etc. please contact the WNCC Business Office at (308) 635-6020 or e-accounts@wncc.edu
4. If the employee is not in the FMCSA Drug & Alcohol Clearinghouse, the employee will need to take a 5-Panel DOT drug test within a two week window from the first day of driving class and the results emailed to david10@wncc.edu. WNCC will provide you with the dates of the two-week window once the employee is scheduled for the class.

****NOTE:** If the employee is already in the FMCSA Drug & Alcohol Clearinghouse as a Driver, a drug test is not required. In lieu of drug test you can email the results of a full query on the employee to david10@wncc.edu.

5. If the employee is not already in the FMCSA Drug & Alcohol Clearinghouse WNCC will assist them in establishing their account as a Student Driver. At that time the employee will need to purchase a query for \$1.25 (bring a credit or debit card for online purchase). As required by law, we will run a full query. Then, upon class completion we will assist the employee in changing their role in the Clearinghouse from Student to Driver.

CDL Class Objectives

The Entry-level Commercial Motor Vehicle program has the following objectives:

1. Develop proper safety practices for working around and operating commercial motor vehicles.
2. Develop skills and knowledge to pass the Department of Motor Vehicles' three skills tests:
 - a. Vehicle Inspection Test
 - b. Basic Vehicle Control Skills Test
 - c. On Road Driving Test

Training Completion and State of Nebraska Driving Skills Test

WNCC does not administer the driving skills portion of the CDL test however, depending upon which option a student chooses for testing, they will most likely be tested using WNCC vehicles.

**Students will need to consult with their WNCC instructor before scheduling the driving skills portion of the CDL test to make sure WNCC vehicles are available.

In the State of Nebraska, there are two (2) options for the driving skills portion of the CDL test.

1. The first option is to schedule an exam time with the Scotts Bluff County or Dawes County Department of Motor Vehicles. These are the only DMV offices in the Panhandle that conduct CDL Driving Skills tests. To schedule a test, please call 402-471-7983 for appointment information. You will drive WNCC vehicles when testing through the DMV. This option is free.
2. The second option is to coordinate a test with a certified third-party tester. This testing option is paid by WNCC. Each student will have two attempts paid for as long as the student meets attendance and performance standards. Your WNCC trainer will work with you to schedule these driving tests.

Facility

The offices, classroom, break room and restrooms are located at The Applied Technology building in room 306 on the Scottsbluff campus of Western Nebraska Community College. Parking is available on the west side of the Applied Tech Building.

The classroom is approximately 600 square feet and provide socially distant spacing for up to six students. Vending machines are available in the Applied Technology building for your convenience.

Western Nebraska Community College, Scottsbluff Campus

Applied Technology Building, **Room 306**

1601 E. 27th St.

Scottsbluff, NE 69361

Please use the entrance in the area circled in **red**. The classroom is inside the first set of doors. The closest parking is available in the areas shaded in **yellow**. (See map on next page.)



Equipment

The course uses WNCC trucks with 10 speed manual transmissions, 53' dry van trailers, and a 48' flatbed trailer. Students with little or no experience driving a manual transmission vehicle may struggle getting started but are still encouraged to enroll in the program. Experience with manual transmissions is helpful but all students will be instructed on shifting a manual 10-speed transmission. Students will use the following equipment:

- Three 1999 International tractors (10 speed manual transmissions)
- Two 2014 Freightliner tractors (10 speed manual transmissions)
- Three 53' dry van trailers
- One 48' aluminum flatbed

The vehicles are equipped with adequate seating and seatbelts for one student and one instructor. These vehicles are representative of vehicles a student may drive upon completion of the course. WNCC uses public streets, highways, interstates, and a private lot for driving and backing instruction.

ELDT Class Curriculum

Online Theory Instruction

1. Basic Operation
2. Safe Operating Procedures
3. Advanced Operating Practices
4. Vehicle Systems and Reporting Malfunctions
5. Non-Driving Activities

Behind-the-Wheel (BTW) Range Skills

1. Vehicle Inspection Pre-Trip/Enroute/Post- Trip
2. Straight Line Backing
3. Alley Dock Backing (45/90 Degree)
4. Off-Set Backing
5. Parallel Parking Blind Side
6. Parallel Parking Sight Side
7. Coupling and Uncoupling

Behind-the-Wheel (BTW) Road Skills

1. Vehicle Controls Including:
 - a. Left Turn and Right Turns
 - b. Lane Changes
 - c. Curves at Highway Speeds
 - d. Entry and Exit on the Interstate or Controlled Access Highway
2. Shifting and Transmissions
3. Communications and Signaling
4. Visual Search
5. Speed and Space Management
6. Safe Driver Behavior
7. Hours of Service (HOS) Requirements
8. Hazard Perception
9. Railroad (RR)-Highway Grade Crossing
10. Night Operation
11. Extreme Driving Conditions
12. Skid Control and Recovery
13. Jackknifing, and Other Emergencies

ELDT Class Guidelines and Policies

What You Should Bring

- ✓ A positive attitude and willingness to learn.
- ✓ Pen or pencil and a notebook for writing.
- ✓ *Note:* A Class 2 Reflective Orange safety vest will be provided for you. It is your responsibility to bring it to class when you drive. This vest *must be worn* while outside of truck on the range.

Attendance Policy

Due to the short-term and intense nature of this program, attendance is vitally important. It is the student's responsibility to inform the instructor of any absences no later than the 8:00 a.m. of the day of absence.

During the driving session of the course, the student must complete their hours of driving time no later than the date specified by the instructor. Depending on the size of the class, students may be done sooner than this date.

Conduct

Cell Phone Usage – Cell phone usage by students is not allowed when operating a WNCC commercial motor vehicle.

Professionalism – Students enrolled in this course are expected to behave in a professional manner. Employers expect their drivers to interact with the public and with their customers in a fashion that reflects positively on their businesses. This program expects the same for each student:

1. Be on time to class.
2. Treat your instructor and fellow students with respect.
3. Use professional language.
4. When on the driving range, wear your reflective vests at all times that you are not in a vehicle.
5. Cell phone usage during class is for emergencies only. You can use your phone during breaks.

As an institution of higher learning, WNCC seeks to provide the best educational environment for its students, faculty, and staff. As such, WNCC is mindful that academic freedom is an essential element of college life. The purpose of the Student Code of Conduct is to help ensure a safe and educationally productive environment for students, employees, and visitors. Behavior that adversely affects a student's responsible membership in the academic community shall result in appropriate disciplinary action.

Equal Access

Western Nebraska Community College seeks to make all programs and services, including electronic and information technology, accessible to people with disabilities. In this spirit, and in accordance with the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), WNCC provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs and activities of the college. For assistance or further information, students with disabilities should contact the Counseling Director (and disability officer) at (308) 635-6090. Helpful information is also available in the *“Transition Guide for Students with Disabilities”* on the WNCC Web site under Disability Services.

Title IX Statement

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational institution that receives federal funding. WNCC strictly prohibits any form of sexual harassment, which includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking. All reported incidents will be thoroughly investigated and those found responsible dealt with as necessary, whether criminally charged or handled through the College’s sexual harassment grievance and investigation procedure. College policy also prohibits retaliation against a person for reporting sexual harassment or participating in the investigation or resolution of such a complaint. Help and support are available for any student who experiences any form of sexual harassment.

Questions or concerns about a student’s rights, the resources available, or to file a Title IX complaint, should contact the College’s Title IX Coordinator at 308.635.6105. More information about reporting options and resources at WNCC and the community are available at [Consumer Information \(wncc.edu\)](http://www.wncc.edu/consumer-information) or <https://www.wncc.edu/about-wncc/consumer-information/index>.

If a student wishes to speak to someone confidentially, they should contact the Counseling Director at the WNCC Counseling Center on the Scottsbluff campus or by calling 308.635.6090. Appointments are available at all WNCC locations.

Discrimination, Harassment, and Retaliation

WNCC is committed to providing a college environment free from harassment, discrimination, and retaliation, and all students, employees, volunteers, and visitors are prohibited from participating in any harassment, discrimination, or retaliation based on any protected class status.

If a student feels that he or she is the victim of discrimination, harassment, or retaliation, it is important to remember that there are supportive people at WNCC who are resources for discussing and helping to clarify what constitutes discrimination, harassment, or retaliation and the action steps that can be taken. The College has established both formal and informal procedures to report complaints.

Students should not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. Off-campus harassment, misconduct, or violence that creates a hostile environment on campus should be brought to the attention of the College.

To file a complaint or get help, students should seek assistance through WNCC’s Institutional Civil Rights Officer and Title IX Coordinator (308-635-6105). More complete information about the reporting process can be found in the WNCC Student Handbook.

Western Nebraska DMV Office Locations

Make sure you call the DMV office to verify hours and CLP testing services offered.

<p>Banner County Courthouse 204 State St Harrisburg, NE 69345 (308) 436-5260</p>	<p>Kimball County Courthouse 114 E 3rd Kimball, NE 69145 (308) 235-2242</p>
<p>Box Butte 524 Box Butte Ave Alliance, NE 69301 (308) 763-2949</p>	<p>Morrill County Courthouse 602 L St Bridgeport, NE 69336 (308) 262-1927</p>
<p>Cheyenne County Courthouse 1000 10th St Sidney, NE 69162 (308) 254-2733</p>	<p>Scotts Bluff County Administration Building 1825 10th St Gering, NE 69341 (308) 436-6597</p>
<p>Dawes County Courthouse 451 Main St Chadron, NE 69337 (308) 432-6112</p>	<p>Sheridan County Courthouse 301 East 2nd Rushville, NE 69360 (308) 327-2902</p>
<p>Deuel County Courthouse 718 3rd Chappell, NE 69129 (308) 874-3497</p>	<p>Sioux County Courthouse 325 Main St Harrison, NE 69346 (308) 668-2422</p>
<p>Garden County Courthouse Annex 619 Main St Oshkosh, NE 69154 (308) 772-3924</p>	