



SEPTEMBER 12, 2023

TO: All Western Piedmont Workforce Development Area Title I Service Providers

SUBJECT: Truck Driver Training Policy

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Workforce Development Program Manager

A handwritten signature in black ink, appearing to read "C. Hamber".

[Charity Patterson Hamber \(Sep 8, 2023 09:51 EDT\)](#)

Charity Patterson Hamber
Workforce Development Director

TRUCK DRIVER TRAINING POLICY

PURPOSE: To transmit pre-training and other requirements for an approved truck driver training program. *To rescind Western Piedmont Workforce Development Area Pre-Training Requirements for Referral to an Approved Truck Driver Training Program Policy dated May 11, 2023.*

PROCEDURE: Determining an individual's eligibility for the Workforce Innovation and Opportunity Act (WIOA) involves assessing them in terms of suitability for a particular training area and making a determination about their likelihood of success which is a vital case management function. NCWorks Career Advisors must complete the WIOA eligibility, as well as the assessment of specific requirements listed below prior to referring any eligible individual to any truck driver training program. In order for an individual to enter a truck driver training program, they must at a minimum be able to read English, maintain log books, have an acceptable driving record, and present a criminal check whose contents would not prevent them from employment. Documentation should be included in case notes that the minimum requirements have been met and documented. The individual must also be able to take and pass a drug screen and a DOT physical then be licensed with a CDL Class A permit to proceed to the driving portion of the truck driver training.

Therefore, in the Western Piedmont Workforce Development Area (WPWDA), prior to an individual being referred to any truck driver training program he or she must:

1. **Be at least 18 years old:** (Graduates under 21 years old can drive only within North Carolina.)
2. **Hold a valid North Carolina Driver's License** with no disqualifying restriction.
3. **Be able to read and speak English** sufficiently enough to take instructions from highway signs, to converse with officials, and complete the required reports.
4. **Have a high school diploma or high school equivalency diploma.** If no high school diploma, individual will be referred to the local Community College for basic skills assessment.
5. **Have a Seven-year Motor Vehicle Record** with no convictions in the past 3 years of: DUI, refusal to take a chemical test, hit and run, leaving the scene of an accident, or careless and reckless driving.

6. **Obtain a High School or College Transcript where applicable.**
7. **Show proof of permanent residency:** All immigrants must have proper paperwork.
8. **Acquire a North Carolina Class A permit** before the highway driving portion of training.
9. **Take and pass a DOT physical** prior to the driving portion of training and/or hold a valid (12 month minimum) DOT medical card: A current medical card is required to drive on the road.
10. **Take and pass a DOT drug screen:** This should be completed as required by the selected training provider and occur prior to the driving portion of training.

An individual must be able to complete or provide evidence of 1-7 prior to enrollment in truck driver training. Requirements 8-10 must be completed successfully prior to beginning the driving portion of training. If an individual is unable to meet any **of the** above requirements they will either not be enrolled (1-7) or not be allowed to continue training (8-10). If the individual is unable to move forward with truck driver training at any point, they will be provided additional career services and/or referred to other appropriate community or partner services.

WIOA covers tuition, books, fees, and any required tools of the trade. In addition:

WIOA will pay for the following endorsements along with fees for finger printing and background checks if required:

- Endorsement H – Hazardous Materials to increase opportunities for employment that participants may choose to get if completed prior to the end of training.
- Endorsement N – Commercial motor vehicles designed to transport any liquid or gaseous material within a tank or tanks having an individual rated capacity of 1,000 gallons or more that is either permanently or temporarily attached to the vehicle or the chassis.
- Endorsement X – Any vehicle used to transport hazardous materials or waste in placarded amounts as identified above, which requires both the N & H endorsements.

WIOA will pay for the following CDL-B endorsements along with fees for finger printing and background checks if required:

- Endorsement P – Any vehicle designed to transport 16 or more passengers, including the driver.
- Endorsement S – Any school bus designed to transport 16 or more passengers, including the driver.

WIOA will pay for the following endorsement if a participant has previous CDL-B experience within the last 5 years making them eligible to use this endorsement right away or by prior approval from the Workforce Development Administrator:

- Endorsement T – Combination of vehicles with double or triple trailers.

Due to the fact that the Division of Motor Vehicles (DMV) is unable to bill an entity for Commercial Driver's License (CDL) permit and/or CDL License, in cases where a truck driver training participant has the ability to pay for their own CDL permit or CDL license, they may do so and receive reimbursement. The participant must present a receipt and proof of payment (printout from bank account/account statement or cancelled check **which has their name printed and not handwritten**) to receive reimbursement. There are no reimbursements for CASH payments.






Truck_Driver_Training_Policy_Final_09122023

Final Audit Report

2023-09-08

Created:	2023-09-08
By:	Elizabeth Hilliard (elizabeth.hilliard@wpcog.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1G_nee6lvxV4d2KRcRnNQjjWDa5A9IS2

"Truck_Driver_Training_Policy_Final_09122023" History

-  Document created by Elizabeth Hilliard (elizabeth.hilliard@wpcog.org)
2023-09-08 - 1:02:54 PM GMT- IP address: 74.254.113.126
-  Document emailed to Charity Patterson Hamber (charity.pattersonhamber@wpcog.org) for signature
2023-09-08 - 1:03:18 PM GMT
-  Email viewed by Charity Patterson Hamber (charity.pattersonhamber@wpcog.org)
2023-09-08 - 1:51:26 PM GMT- IP address: 174.238.167.249
-  Document e-signed by Charity Patterson Hamber (charity.pattersonhamber@wpcog.org)
Signature Date: 2023-09-08 - 1:51:34 PM GMT - Time Source: server- IP address: 174.238.167.249
-  Agreement completed.
2023-09-08 - 1:51:34 PM GMT