

**MAY 12, 2022**


**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 Administrator



---

Donna Gilbert  
Interim 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 2, 2022.*

**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 above requirement 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 endorsement if a participant has previous CDL-B experience within the last 5 years making them

eligible to use these endorsements right away or by prior approval from the Workforce Development Administrator.

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






# Truck Driver Training Policy - Final - 5-12-22

Final Audit Report

2022-05-10

Created:	2022-05-10
By:	Elizabeth Hilliard (elizabeth.hilliard@wpcog.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAz50jYa8kh3qg1WcyITTyWPggjMYJDqaO

## "Truck Driver Training Policy - Final - 5-12-22" History

-  Document created by Elizabeth Hilliard (elizabeth.hilliard@wpcog.org)  
2022-05-10 - 2:40:51 PM GMT- IP address: 74.254.113.126
-  Document emailed to Donna Gilbert (donna.gilbert@wpcog.org) for signature  
2022-05-10 - 2:41:07 PM GMT
-  Email viewed by Donna Gilbert (donna.gilbert@wpcog.org)  
2022-05-10 - 4:30:46 PM GMT
-  Document e-signed by Donna Gilbert (donna.gilbert@wpcog.org)  
Signature Date: 2022-05-10 - 4:31:05 PM GMT - Time Source: server
-  Agreement completed.  
2022-05-10 - 4:31:05 PM GMT