



NEBRASKA TRANSIT DRIVER TRAINING REQUIREMENTS



Effective January 1, 2014, driver training requirements are applicable to all 5311 sub-recipients receiving Federal and State operating assistance for public transit systems in Nebraska. The minimum training as described below is required of all drivers operating a public transit vehicle (full-time, part-time, substitute, volunteer, etc). Failure to comply with the training requirements will jeopardize future funding.

The curriculum has been developed by the Nebraska Safety Center (NSC) to meet the required training as proposed by the Nebraska Department of Roads (NDOR) and currently required by the Nebraska Department of Health and Human Services. Training will be facilitated by NSC and offered at various locations and dates across the state. The training includes core curriculum elements, core curriculum refreshers and elective courses.

Links to course descriptions and enrollment forms will be available on the [Nebraska Transit](#) web page and the [Nebraska Association of Transit Providers](#) website. The courses are sponsored by NDOR and offered at no charge to transit systems. Allowable travel expenses and driver time to attend (straight-time only) will be reimbursed by NDOR.

NSC will maintain a current list of drivers and training records. Monthly, an email reminder will be sent from NSC to each system requesting updated driver information.

The transit systems will be responsible for the following:

1. Providing updated driver information to NSC immediately upon request.
2. Ensuring that drivers are registered for the appropriate courses within the timeframe allowable.
3. Submitting expense reimbursement forms to NDOR for allowable travel expenses and driver time to attend required training(straight-time only)

Curriculum and training requirements for full-time employees (30 or more hrs/wk) and part-time employees (fewer than 30 hrs/wk) are described in detail below.

* Defensive Driving curriculum fulfills the requirement for providing non-emergency transportation services for the Nebraska Department of Health and Human Services (NDHHS), Medicaid and Long-Term Care programs.

DRIVER TRAINING CURRICULUM

Core curriculum courses (8 hrs ea):

1. *Defensive Driving
2. PASS (Passenger Service and Safety)

Annual Core curriculum course refreshers (2 hrs ea):

1. Defensive Driving
2. PASS

Continuing Education/Elective courses (2 hrs ea):

1. CPR/First Aid
2. Defensive Driving and Emergency Procedures
3. Advanced Mobility Device Securement Skills
4. Distracted Driving
5. Emergency & Evacuation Procedures
6. Dealing with Difficult Passengers
7. Safe Kids Buckle Up (Fulfills the NDHHS requirement for transporting children)
8. Other curriculum to be developed

DRIVER TRAINING REQUIREMENTS

1) Full time drivers—*Mandatory for employees driving 30 or more hours per week:*

- i. *Defensive Driving and PASS core curriculum courses completed within 12 months of hire.
- ii. Following completion of core courses, 4 hrs of professional development required **annually**. The driver and/or transit system manager will select from the following training options to fulfill the 4 hr requirement:
 - a. One curriculum refresher- required to alternate Defensive Driving and PASS every other year (2 hrs ea.)
 - b. One elective (2 hrs)
- iii. New driver hires
 - a. *Defensive Driving and PASS core curriculum completed within 12 months of hire
 - b. Following completion of core curriculum courses, see requirements for professional development as per iii. above

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2) Part time drivers---*Mandatory for employees driving fewer than 30 hours per week:*

- i. *Defensive Driving and PASS core curriculum courses completed within 12 months of date of hire
- ii. Following completion of core courses—2 hrs of professional development **annually** required. Driver and/or manager can select either a refresher or elective course.

Please note that drivers who attended the following training in 2013 will be “grandfathered” into the program and will not be required to repeat the training to meet the new requirements:

2013 PASS training—

Oct 1, Norfolk
 Oct 2, Lincoln
 Oct 3, Kearney
 Oct 8, Gering
 Oct 9, North Platte

2013 Defensive Driving—

Sept 17, Kearney (provided at the 2013 Rodeo)

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