

STEP-BY-STEP ENTRY-LEVEL DRIVER TRAINING (ELDT) PROCESS

You have just hired a new driver and they do not possess a current CDL or the necessary endorsement that they will need to drive for your agency...

— STEP 1 —

Check if you have a person on staff who meets the following requirements to be an ELDT trainer:

This person must hold a current license or endorsement for the license or endorsement their driver is seeking.

AND at least one of the following two options:

At least 2 years of experience driving vehicle requiring the same license or endorsement their driver is seeking.

OR

At least 2 years of experience as a behind-the-wheel CMV instructor

If No, email support@mnrtap.net to set your driver up to take training at another agency via virtual meeting.

If Yes, continue

— STEP 2 —

Does this person have the time to do the necessary ELDT training?

If No, email support@mnrtap.net to set your driver up to take training at another agency via virtual meeting.

If Yes, continue to Step 3

— STEP 3 —

Register your agency and trainer (the person who meets the requirements listed in Step 1) in FMCSA's Training Provider Registry: <https://tpr.fmcsa.dot.gov/Provider>

— STEP 4 —

Have your driver take the written test to obtain their Commercial Learner's Permit (CLP). You might choose to provide them with the ELDT curriculum at this point to help them study for the permit test, but this is not required.

— STEP 5 —

Your trainer who meets the requirements in Step 1 will train the driver on the ELDT Theory Curriculum contained in the PowerPoints distributed by MnRTAP and located here: <https://www.mnrtap.us/eldt-training/>

— STEP 6 —

Your trainer will administer the ELDT Theory test to your driver. Theory tests can be found here: <https://www.mnrtap.us/eldt-training/>

If your driver does not pass, readminister the test until they do

If your driver passes with a score of 80% or higher, continue to Step 7

— STEP 7 —

Your trainer will certify that your driver has completed the ELDT Theory training in the TPR. ***This must be done by midnight of the second business day after training is completed.*** You may be asked to provide the following information when you do this:

- The driver-trainee's name
- The driver trainee's CLP and state of licensure
- CDL class or endorsement and type of training (Theory)
- Name of the Training Provider (this is your agency's name as it appears in the TPR)
- TPR Identification Number (this will be provided to you when you register in the TPR)
- Date the training was completed

— STEP 8 —

Your trainer will complete the behind-the-wheel training using the checklists located here: <https://www.mnrtap.us/eldt-training/>

- This training must be completed by a person who meets the requirements outlined in Step 1. The behind-the-wheel instructor can be a different person than the theory instructor, but they must both meet the requirements listed in Step 1.

- It must be completed in a vehicle and the driver trainee must have control of the vehicle during training.
- The training must take place in the same type of vehicle that the driver is seeking a license or endorsement to drive. For example, if the driver is seeking a Class B license, the training vehicle must be a Class B vehicle.

— STEP 9 —

Your trainer will certify that your driver has completed the Behind-the-Wheel training in the TPR. ***This must be done by midnight of the second business day after training is completed.*** You may be asked to provide the following information when you do this:

- The driver-trainee's name
- The driver trainee's CLP and state of licensure
- CDL class or endorsement and type of training (Behind-the-Wheel)
- Total number of clock hours the driver spent completing Behind-the-Wheel (there is no minimum, they just want to know)
- Name of the Training Provider (this is your agency's name as it appears in the TPR)
- TPR Identification Number (this will be provided to you when you register in the TPR)
- Date the training was completed

— STEP 10 —

Schedule your driver's CDL road test. The state licensing agency will verify that the driver has completed their ELDT training prior to scheduling the test.

— STEP 11 —

Have your driver sign the self-certification form attesting that they will comply with U.S. Department of Transportation regulations in parts 40, 382, 383, and 391, as well as State and/or local laws, related to controlled substances testing, age, medical certification, licensing, and driving record. You can download that form here: <https://www.mnrtap.us/eldt-training/>

— STEP 12 —

Once your driver has passed their road test and obtained their CDL and any endorsements, keep the following records for a minimum of 3 years.

- Self-certification form from Step 10
- A copy of the driver-trainee's CLP and CDL
- Instructor qualification documentation: RTAP recommends you include a scanned copy of your CDL and a document attesting to your work history of 2+ years as either a driver of the vehicle you are training on or 2+ years of experience as a behind-the-wheel instructor.

- Lesson plans for theory and BTW (range and public road) training curricula: Keep a copy on file of the RTAP ELDT PowerPoint and Behind-the-Wheel Checklist for this purpose.
- Records of individual entry-level driver training assessments: Keep each driver's ELDT knowledge test showing a score of 80% or higher.