

**DWS
UI-WORKFORCE SYSTEMS-WIA-LMI
Post Office Box 2981
Little Rock, Arkansas 72203**

INFORMATIONAL MEMORANDUM NUMBER PY11-04

Artee Williams, Director

September 01, 2011

To: LWIAs and Service Providers
DWS Area Operations Chiefs and Local Office Managers

Subject: Reintroduction of the Truck Driver Training - Pilot Initiative

1. **Purpose:** To provide local areas, services providers, and DWS local office staff with the implementation process for the reintroduction of this initiative.
2. **General Information:** Governor Mike Beebe has approved the reintroduction of this pilot initiative aimed at training displaced workers and other eligible Arkansans to qualify as truck drivers. The goal is to fill 300 truck driving jobs with Arkansas trucking companies.

Training will begin shortly, and take place through a four-week program at Arkansas State University - Newport. In order to be eligible for training, each applicant must:

- Be at least 21 years of age.
- Be a citizen of the United States or eligible to work in the United States.
- Be a resident of the State of Arkansas.
- Have a valid Arkansas driver's license.
- Be registered as a job seeker with an Arkansas Workforce Center.
- Complete the KeyTrain® instruction at an Arkansas Workforce Center.
- Complete the JOBehaviors™ Long Haul Truck Driver aptitude assessment online at www.TruckingArkansas.com.
- Pass a criminal background check, a U.S. Department of Transportation (DOT) physical, a drug screening, and have a good driving record.
- Be available for, and have transportation to, a four-week program of training at Arkansas State University - Newport.
- Agree to a tuition reimbursement provision, which requires the participant to become employed with a participating trucking company within 90 days of graduation and remain employed with a residence in Arkansas for at least 12 months from the date of original employment.

Truck Driver Training - Pilot Initiative fact sheets and application kits will be distributed to workforce centers the week of September 5, 2011. A distribution list is attached. Additional fact sheets and application kits may be ordered by calling 1-888-701-8981. The contents of the application kit will also be available to download and print at www.TruckingArkansas.com.

A media outreach campaign, focused on attracting individuals interested in the truck driving lifestyle and a self-sufficient wage, will begin the week of September 12, 2011. Information about the initiative, eligibility criteria, and how to apply for training, will be made available online at www.TruckingArkansas.com.

3. **Action Required:** The Arkansas Trucking Association, representing Arkansas' trucking industry, is requesting that our workforce centers be the point of entry for applicants and that DWS staff and other staff of our workforce centers assist with the following. (Instructions are below and a fact sheet is attached.)

When the customer requests information about the initiative

- A. Give the customer a copy of the Truck Driver Training - Pilot Initiative Fact Sheet.
- B. Refer the customer to www.TruckingArkansas.com and offer the use of a Resource Room computer.

When the customer wants to apply for training

- A. Provide the customer with the Truck Driver Training - Pilot Initiative application kit and inform him that he should read the Eligibility Requirements and Application Instructions portion of the Truck Driver Training - Pilot Initiative Fact Sheet included in the application kit before leaving the Workforce Center.
- B. Assist the customer with completing the paper Workforce Center Registration form, if necessary.
- C. Input the information from the paper Workforce Center Registration form to the AJL system and register the individual as a job seeker.
- D. Give the paper Workforce Center Registration form back to the customer.
- E. Administer the KeyTrain® Instruction.
 - Enroll the customer with a unique user name, beginning with **tdt**, and then the first three letters of their last name and the first three letters of their first name. (Example: John Smith should be entered as **tdtismijoh**)
 - Use the word **deliver**, as the password.
- F. Give the customer his KeyTrain® Student Status Report.
- G. Offer to assist the customer in mailing the following to the Trucking Industry Coordinator at the address below using the postage paid envelope included with the application kit.
 - ❑ Completed paper Workforce Center Registration form
 - ❑ Copy of his KeyTrain® Student Status Report
 - ❑ Copy of his Arkansas driver's license
 - ❑ Copy of his birth certificate
 - ❑ Signed Applicant Certification and Release form
 - ❑ Signed Tuition Reimbursement Agreement

Trucking Industry Coordinator
Arkansas Trucking Association
P.O. Box 3476
Little Rock, AR 72203

H. Offer the use of a Resource Room computer so the customer may visit www.TruckingArkansas.com to complete the JOBehaviors™ Long Haul Truck Driver aptitude assessment and complete the application process.

When received, the trucking industry coordinator will review the application kit, and if determined eligible, contact the applicant to arrange for additional screening.

The industry coordinator will add all qualified individuals to an applicant pool from which students will be selected according to criteria developed by the Arkansas Trucking Association. DWS and the Arkansas Trucking Association will then coordinate applicant placement at Arkansas State University - Newport in collaboration with the training institution.

The truck driver training courses will last four weeks, and the curriculum will meet or exceed the minimum entry-level driver training requirements as currently proposed by the Federal Motor Carrier Safety Administration. During CDL training, students will be given the opportunity to take the WorkKeys® assessment and earn an Arkansas Career Readiness Certificate in order to further enhance their employability.

Employers associated with this program have signed letters of commitment to provide annual wages equal to or in excess of industry standards, and to provide a structured finishing program to graduates upon employment. These requirements have been placed on the employers to provide new entrants to the industry the best chance of success. It is for this reason that graduates will be required to go to work for a participating employer.

Employers desiring access to these graduates should call 1-888-701-8981 to inquire about becoming a participating employer.

DWS and the Arkansas Trucking Association will provide case management and follow-up to track:

- All individuals who enter employment
- Earnings at entry
- Earnings at six and 12 months
- Employment retention at six and 12 months.

Please note: During the initial roll-out of this initiative, we received calls from potential applicants indicating that some of our Arkansas Workforce Centers were turning them away because local area staff was not aware of the Truck Driver Training - Pilot Initiative, and/or because center staff was confusing the initiative with local area truck driver training programs that may require income eligibility determination, a letter of intent to hire from an employer, etc. Therefore, it is critical to the success of this reintroduction of the Truck Driver Training - Pilot Initiative that front line Arkansas Workforce Center staff is fully aware of this workforce development project in order to provide the public with accurate information and to assist with the application process.

IMPORTANT - For this initiative, KeyTrain® has created the licensed organization ‘Truck Driver Training Program’. DWS and WIA personnel that administer the KeyTrain® instruction must use the administrator account that has been set up for this organization for all individuals applying for the Truck Driver Training - Pilot Initiative. The information necessary (user name and password) for DWS and WIA KeyTrain administrators to log into KeyTrain for this initiative is attached to this memorandum. DWS and WIA KeyTrain administrators will need to create students and:

- Enroll the customer with a unique user name, beginning with **tdt**, and then the first three letters of their last name and the first three letters of their first name. (Example: John Smith should be entered as **tdtismijoh**)
- Use the word **deliver**, as the password.

The organization ‘Truck Driver Training Program’ has been set to take the pre-test for Reading, Math, and Locating Information so that the customers that are entered into this site will automatically be given the assignment for the pre-test.

All applications to the Truck Driver Training - Pilot Initiative should include a copy of the applicant's KeyTrain Student Status Report. We realize that some applicants will have already taken the KeyTrain instruction, and we do not intend that they be made to take it again. These individuals should simply be assisted with accessing their KeyTrain account to print out their existing Student Status Report.

We will gladly accept a copy of an Arkansas Career Readiness Certificate (CRC), rather than the KeyTrain Student Status Report, in cases where the applicant has already completed KeyTrain, WorkKeys, and earned the CRC.

Please ensure that all KeyTrain administrators are aware of this information.

4. **Inquiries:** Mike Kennedy at (501) 682-3142 or mike.kennedy@arkansas.gov
For more information about the initiative, visit www.TruckingArkansas.com or call 1-888-701-8981.
5. **Attachments:**
 - Truck Driver Training - Pilot Initiative Fact Sheet - Background, Eligibility and Application Instructions
 - Fact Sheet and Application Kit Distribution List
 - Truck Driver Training - Pilot Initiative Fact Sheet - Arkansas Workforce Center – Staff Guidance
 - KeyTrain® Internet License
6. **Expiration Date:** December 31, 2013