

Richmond Academy Students **STUDENT CLOSING FORM**

Bring forms of ID: Social Security Card, valid Driver's license, CDL permit.

(Must have a valid Driver's license for at least 12 months prior to enrolling in the Academy – no paper copies or temporary licenses acceptable)

1. **Must not arrive before Sunday.** You will be charged for a room if you arrive early. If driving save gas receipts. Turn these into your Processor at Orientation. Reimbursement will be on one of your paychecks.
2. **MUST** arrive with a DOT physical that **has been done within the last 30 days** at a Swift approved facility. Bring the long form, medical card, and receipt for reimbursement.
3. On the first Monday only you will be provided with lunch.
4. Bring **Social Security Card, CDL permit, Driver's License, and DOT medical card. Do not pack these items in your luggage.**
5. If unemployed for more than 60 days, bring 2 notarized letters stating why.
6. Supplies needed: Calculator, Pen, highlighter, work gloves, a flashlight, Poncho or Rain suit.
7. All students arriving at Greyhound on Sunday will need to use the Taxi shuttle (MO's taxi - 804-833-1253 or 804-519-4477) that will operate shuttles at 1:00 pm, 4:30pm, 7:00pm and 10:00pm. Please arrange Greyhound to arrive close to those times. Hotel: Candlewood Suites, 4301 Commerce Road (804-271-0016).
8. Monday morning at 5:30am the Academy bus will pick you up at Candlewood Suites. Please be ready and waiting at the rear of the hotel, in the back parking lot. If not staying at the hotel please report to the Academy office at 5350-A Lewis Rd, Sandston, VA (804) 271-3660, before 6:00am. Parking is limited, all students staying at the hotel must ride the bus daily. Bring a jacket/sweater. The classrooms can be cold.
9. Please wear appropriate attire while attending school. The following applies:
 - A. Collar length hair, long hair has to be pulled back in a ponytail.
 - B. Beards and moustaches neatly trimmed.
 - C. No shorts or tank tops.
 - D. No sandals, flip flops, or any open toe shoes.
 - E. No excessive amount of jewelry.
 - F. No shorts allowed during the Classroom and Road training.
10. You must be able to pass substance / alcohol testing, have 20/40 vision or below in each eye, and SWIFT Work Well Program. Please bring any/all medical papers or releases on any recent medications-surgeries-medical issues.
11. Bring glasses, contacts, and hearing aids if required.
12. Bring a credit card /phone card for phone services at the hotel and Academy.
13. Bring money & or payment type for CDL license at state DMV.
14. Bring clothing for various weather conditions. Laundry available at hotel.
15. You will be sharing a suite with 1 other person of the same sex, two queen beds with bedding supplied and one cleaning per week. All suites are non-smoking with a TV, and a kitchen area; stove, pots/pans, dishes, and microwave. Personal hygiene products are the responsibility of the student.
16. Any student found with alcohol or a person of the opposite sex in their room at any time will be terminated and sent home immediately.
17. All married couples must provide a marriage certificate to room together at the hotel. Without verification, students will be placed in a room with someone of the same sex.
18. Must bring money for food and other personal expenses. We recommend at least \$150.00 to live on.

Directions to: Candlewood Suites, 4301 Commerce Road (804-271-0016)

Start out going NORTH on RICHARD E BYRD TERMINAL DRIVE (0.4 miles)
Turn SLIGHT LEFT to stay on RICHARD E BYRD TERMINAL DRIVE (<0.1 miles)

Turn LEFT onto S AIRPORT DRIVE (0.7 miles)

Keep RIGHT at the fork to continue on S AIRPORT DRIVE (0.2 miles)

Turn RIGHT onto CHARLES CITY ROAD (0.6 miles)

Turn LEFT onto S LABURNUM AVENUE (3.6 miles)

Go STRAIGHT (0.1 miles)

Merge onto VA-895 W/ POCAHONTAS PKWY toward I-95 / VA-150 (Portions toll).
(2.6 miles)

Merge onto I-95 N/ RICHMOND-PETERSBURG TURNPIKE toward RICHMOND. (1.6 miles)

Merge onto COMMERCE ROAD / VA-161 N via EXIT 69 toward BELLS ROAD. (0.6 miles)

Make a U-TURN at VA-161 onto COMMERCE ROAD / VA-161 S. (<0.1 miles)

End at CANDLEWOOD SUITES. 4301 Commerce Road, Richmond, VA 23234

