

## SWIFT DRIVING ACADEMY—SAN ANTONIO CLOSING FORM

1. Bus -- **You must arrive in San Antonio on Tuesday.** Our blue school van/white bus only makes scheduled pickups at the bus station at 8:00am, 12:00pm and 4:00pm. The Days Inn van will make pickups at 6:00pm and 9:00pm. All students have to meet the Swift van/bus **outside of baggage claim** to be picked up. We do not go inside Greyhound to pick you up. Swift will not reimburse a student if they arrive at the motel/school by taxi. Please do not wait until late to arrive into San Antonio.
2. Driving -- You can arrive at the Days Inn (3443 IH 35 North, San Antonio, TX 78219 phone 210-225-4040) **after 12:00 noon** on Tuesday afternoon. Any student arriving prior to the day before their class starts will be charged for the cost of those additional day(s). Swift will not pay for any additional days. Check in at the front desk of the motel and they will give you your room key. Local San Antonio residents do not have to stay at the Days Inn. They can drive in every day.
3. **On the first day of class only, all students must arrive at the Days Inn (3443 IH 35 North, San Antonio) at 6:45am.** We will be conducting our DOT physicals and Workwell screening within walking distance of the motel. After the first morning, our bus arrives in front of the Days Inn at 6:30 am to bring students to class and will return when class is finished for the day.
4. Anyone driving to our Academy must have Texas plates on their vehicle or they **must** arrive by bus. This is Texas DPS regulations.
5. You must have proof that you have held a valid driver's license for at least 12 months before attending the Academy.
6. You will be responsible for all meals while you are in training. The motel provides a Continental breakfast starting at 6:00 am.
7. A **non-refundable** Seating Fee of \$150.00 (**cashiers check, money order, Visa or Mastercard**) is required and will be collected on the first day of class. **We can not accept cash or personal checks.**
8. Your marriage license is required if you will be attending our program under the Spousal Agreement. This applies only if your legally married spouse currently drives for Swift or if you and your legally married spouse attend our program at the same time. If your spouse drives for Swift, he/she will be required to sign the Spousal Agreement within the first 2 days that you are at the Academy.
9. Bring your actual Social Security Card and Driver's License. If you have a driver's license from a state other than Texas, you will also need to bring your state-issued birth certificate with the raised seal on it (no copies). The State of Texas will not accept a birth certificate generated by the hospital you were born in. If you do not have your birth certificate, you can go to **vitalchek.com** to order one. It takes 7-10 business days to receive it in the mail. You can not attend the Academy until you have actually received your birth certificate. **Do not pack these items in your luggage.**
10. Bring 2 notarized letters stating why you were unemployed, if more than 30 days, per your processor's instructions. You may be asked to bring your DD214, W-2's or check stubs, a copy of your diploma, or a business license.
11. Supplies needed for school: calculator, pen, highlighter, notebook, alarm clock, work gloves, flashlight, poncho or rain suit, sunglasses, winter clothing (heavy jacket, gloves, long underwear, etc.) or clothing for various weather conditions, 4 changes of clothes, light jacket, and personal toiletries. The motel has a coin-operated laundry facility.
12. 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 mustaches neatly trimmed.
  - c. No shorts or tank tops.
  - d. No sandals, flip flops, or any open toed shoes.
  - e. Shirts with collars are required.
13. After Academy training, you will be sent home that first weekend before going to orientation at the closest terminal to your home. You will be asked about your transportation needs to orientation the last Monday you are in training.
14. Make sure that you are able to pass a D.O.T. physical and controlled substance testing and have 20/40 vision in **each eye**. Please make sure that you have your glasses/hearing aids with you the first day of class in order to pass the DOT physical and again for testing at DPS. Do not pack these things in your luggage. Certain medical conditions (ie diabetes, hernias, sleep apnea, surgeries, and certain medications) will require a Swift medical release that we must have within the first 3 days that you are at the Academy. You can obtain this form from your recruiter/processor and have it completed by your doctor prior to attending the Academy.
15. **Please make sure that you have listed all convictions (misdemeanor or felony) on your application. Your recruiter might make you fill out a conviction form and have it approved by Investigations prior to you attending the Academy.**
16. All motel rooms are two-person non-smoking rooms. Most rooms have a mini-refrigerator and microwave in them. The refrigerator/microwave rooms may not be available your first two nights but may become available after our graduating class has checked out of their rooms on Thursdays.
17. **Any person found with alcohol, drugs, or a person of the opposite sex in their room will be terminated and sent home immediately at their own expense.**
18. Please leave your valuables at home since Swift and the Days Inn are not responsible for such losses.
19. Do not bring any weapons with you. This includes knives and pocketknives.
20. Our Academy is located in the Central Freight Lines terminal on the east side of San Antonio on the corner of Loop 410 and East Houston Street (exit 34 on Loop 410). The address is **5348 East Houston Street, San Antonio, TX 78220**. All mail **must** also have Swift Transportation Co., Inc. on the envelope in order for us to receive the mail.