

ORIENTATION INFO SHEET

A T L A N T A

Location	Atlanta, GA, 5250 Truman Ave, Decatur, GA 30035, 800.645.0931, Fax 678.418.3782
Applicant arrival if out of town	Monday, after 10:00 a.m.
Start Time	Tuesday, 8:00 a.m.
Finish Time	Thursday, 6:00 p.m.
Greyhound drop off for out of town	N/A
Transportation from bus to hotel	Swift shuttle, POC Carl Foster or Marcie Morris, 800.645.0931, Ext. 8742 or 8484
Transportation from bus to terminal	Swift shuttle, POC Carl Foster or Marcie Morris, 800.645.0931, Ext. 8742 or 8484
Transportation from hotel to terminal	Swift shuttle, POC Carl Foster or Marcie Morris, 800.645.0931, Ext. 8742 or 8484
Hotel Terminal Uses	Red Roof Inn 5400 Fairington Rd, Lithonia, GA, 30038 Phone: (770) 322-1400 - Fax: (770) 981-8550
Double Occupancy	All rooms are double occupancy
Contact Person to Schedule	Applicant's processor should schedule orientation, bus transportation and hotel accommodations
Alternate Person to Schedule	Applicant's processor should schedule orientation, bus transportation and hotel accommodations.
Work Well	Tuesday, 9:00 a.m. until finished
Physicals	Tuesday, 9:00 a.m. until finished
Road Test	Tuesday, 9:00 a.m. until finished
Lunch Provided	Yes
Driver Services Coordinator	Betty Jackson, 800.645.0931, Ext. 7805
Any Other Information	<p>Those coming by bus may have to wait at the bus station for some time as the shuttle only picks up 3-5 times a day.</p> <p>The recruiter/processor must notify the Atlanta orientation department at least 24 hours prior to the arrival of applicants by bus. This is so it can be scheduled for their pick up. We also must be notified of all applicants, whether driving or by bus, who will require lodging the night prior to orientation. This notification is to be made via email to any or all of the following: Marcie Morris, or Kirk Will. Meals: we will no longer provide breakfast, a continental breakfast is provided by the hotel. Lunch is provided by Swift. They are on their own for dinner.</p> <p>Directions to the terminal: Take I-20 East to exit 71 (Panola Road). Exit and turn left off of the ramp. Follow to Snapfinger Woods and turn left. Turn right onto Park Central. Turn left onto Truman Drive. Terminal is located at the end of the str Directions to hotel from terminal. Truman dr. to Park Central Blvd .09 miles, right on Park Central .37 miles, right on Snapfinger Woods 2.45 miles Days Inn will be on your right.</p> <p>Misc. instructions: If there are any problems locating lodging please call 678.614.6193. Do not send any applicant prior to following the correct notification procedure. Anyone arriving by bus needs to arrive before 8:00 p.m. There is no one to pick them up after that time. Anyone arriving in and needing lodging should arrive between 3:00 p.m. and 7:00 p.m. If driving in on Tuesday, be at the terminal by 8:00 a.m. Orientation begins promptly at 8:00 a.m.</p>
All Applicants should bring:	
Class A CDL	
Social Security Card (not laminated) and/or Certified copy of Birth Certificate	
Alien Registration Card (if applicable)	
Any medical documentation stating medical conditions that may exist	
Pen (black ink)	
Pad for notes	
If the applicant is staying at the hotel it is strongly recommended that they bring an alarm clock to ensure proper arrival time at orientation.	
Student graduates should bring:	
Driving School Diploma and grades	
Loan agreements (if applicable)	
Be prepared to leave with a Mentor directly from Orientation and the possibility of being away from home for 6 weeks.	
Bring a sleeping bag, pillow, clothes for 6-8 days and any other personal necessities. (student will do laundry as needed) Pack belongings in a duffle or other soft sided bag.	