

ORIENTATION INFO SHEET

C O L U M B U S

Location	Columbus, OH 4141 Parkwest Dr., Columbus, OH 43207, 2nd floor training room, 800.446.4051, Fax 614.308.2385
Applicant Arrival if out of town	Must be in class NLT 7:00 a.m. sharp
Start Time	Tuesday, 7:00 a.m. sharp
Finish Time	Thursday at 5:00 pm
Greyhound drop off for out of town	111 E. Town St in Columbus
Transportation from bus to hotel	If applicant arrives at bus the night before contact hotel 614.851.1745 and the motel shuttle will pick them up and take them to the hotel.
Transportation from bus to terminal	Shuttle from hotel will bring them from the bus to the terminal.
Transportation from hotel to terminal	Shuttle from hotel will bring them to the terminal and pick them up after class and return them to the hotel.
Hotel Terminal Uses	Microtel, 555 Feder Road, Columbus, OH, 614-851-1745
Double Occupancy	Yes
Contact Person to Schedule	Contact the Memphis processors to schedule at 800.258.2554, Fax 800.770.0580
Alternate Person to Schedule	Contact the Memphis processors to schedule at 800.258.2554, Fax 800.770.0580
Work Well	Tuesday, 8:00 a.m.
Physicals	Tuesday, 8:30 a.m.
Road Test	Immediately following the physicals
Lunch Provided	Yes
Driver Services Coordinator	Kim Kettering, 614.308.2304
Any Other Information	<p>Directions to the terminal: From downtown Columbus take 70 West to Exit 94 Wilson Rd, turn left onto Wilson Rd to the 2nd traffic light, turn right on Fisher Rd, go to next light on Fisher turn left, Phillipi Rd and first street on right is Parkwest Dr. and Swift is at the end of the street.</p> <p>Misc. instructions: Need to make sure that the applicant brings all the info needed for orientation.</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.	