

# ORIENTATION INFO SHEET

## D E N V E R

<b>Location</b>	4080 Rosemary, Denver, CO
<b>Applicant Arrival if out of town</b>	Sunday
<b>Start Time</b>	Monday, 7:00 a.m.
<b>Finish Time</b>	Wednesday
<b>Greyhound drop off for out of town</b>	1055 19th St in Denver
<b>Transportation from bus to hotel</b>	Coming in on Sunday, they need to take a taxi
<b>Transportation from bus to terminal</b>	Taxi*
<b>Transportation from hotel to terminal</b>	Walk-we are within 1 ½ blocks
<b>Hotel Terminal Uses</b>	Red Lion, 4040 S Quebec St, 303.321.6666
<b>Double Occupancy</b>	Yes
<b>Contact Person to Schedule</b>	Diana Mitchell, Orientation, Safety & Compliance, 800.220.9585, Ext. 1922, Fax 303.336.1905
<b>Alternate Person to Schedule</b>	Alvina Collins (Dolly), 800.220.9585, Ext. 1941
<b>Work Well</b>	Monday, 2:00 p.m.
<b>Physicals</b>	Tuesday, 3:30 p.m.
<b>Road Test</b>	Monday & Tuesday mornings, and Wednesday if necessary
<b>Lunch Provided</b>	Yes
<b>Driver Services Coordinator</b>	Cory Nicholls, 800.220.9585, Ext. 1914
<b>Any Other Information</b>	It would be nice to have all the paperwork from the applicant coming from other truck driving school and to have all of their paperwork with them. Physical and certificate--I always have to call and have it faxed to me.
	RECRUITERS MUST EMAIL DIANA MITHCELL WITH LIST OF NAMES SO SHE
	CAN RESERVE ROOMS.
<b>All Applicants should bring:</b>	
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.	
*Save receipt for reimbursement. Will be reimbursed on paycheck from Swift	