

ORIENTATION INFO SHEET

G A R Y

Location	Gary, IN, 6500 Industrial Hwy, Gary, IN 46406, 800.240.3021		
Applicant Arrival if out of town	Sunday of week scheduled		
Start Time	Monday, 7:00 a.m.		
Finish Time	Wednesday, 4:00 p.m.		
Greyhound drop off for out of town	Gary or Hammond Greyhound terminals		
Transportation from bus to hotel	Hotel provides shuttle 7am-9am-noon-3pm-6pm and 9pm		
Transportation from bus to terminal	Cab provided by Swift		
Transportation from hotel to terminal	Shuttle provided by hotel		
Hotel Terminal Uses	Best Western Motel, 3830 179th St, Hammond, IN Phone 219-844-2140		
Double Occupancy	Yes		
Contact Person to Schedule	Denise Stidham, Orientation Facilitator, 800.240.3021		
Alternate Person to Schedule	Jeri Ballard and Grace Evans will handle Students with mentors		
Work Well	Monday, 8:00 a.m.		
Physicals	Monday, 8:00 a.m.		
Road Test	Monday, 8:00 a.m.		
Lunch Provided	Yes		
Driver Services Coordinator	Jereyl D. "Jeri" Ballard, 800.240.3021, Ext. 4821/5821		
Any Other Information	<p>We provide DFSC classes and all other safety related classes at our terminal. Our Safety coordinator is Roger Cooper.</p> <p>Special instructions for the Recruiter/Processor: If applicant is arriving by bus make sure that it is to Hammond and not Gary. The applicant must live outside a 50 mile radius to be eligible for either gas or hotel reimbursement. Need to know if they are a smoker or non-smoker. The shuttle will bring them to and from hotel and also to the bus station. The list is faxed to the hotel before 3:00 p.m. on Monday. Contact Denise Stidham. Arrivals before 5:00 will need to contact ECT group at the same 800 number.</p> <p>Misc instructions: Please have applicants make hotel reservations through the Swift office. Contact Denise Stidham. If they get the voicemail system, have them leave a name and number to call back and confirm their hotel stay. Please have applicant contact Donna before 2:00 p.m. Friday prior to orientation and she will send the hotel a list at that time.</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.			