

ORIENTATION INFO SHEET

H A R R I S B U R G

Location	3154 State Rd Rt 72, Jonestown, PA, 800.800.7315, Fax 717.865.1817
Applicant Arrival if out of town	Sunday
Start Time	Monday, 7:00 a.m.
Finish Time	Wednesday
Greyhound drop off for out of town	Lebanon, PA, Please try to get your applicants to the bus station between 4-6pm, for better pick up schedule
Transportation from bus to hotel	Contact Terminal for ride, 800.800.7315 - hit 0 for operator, ask to be picked up at the Greyhound
Transportation from bus to terminal	Van
Transportation from hotel to terminal	Van
Hotel Terminal Uses	Day's Inn - 3 Everett Ln. (exit 90 off I-81), Jonestown, PA 17038 Ph# 717-865-4064
Double Occupancy	Yes
Contact Person to Schedule	Michele Stroupauer/Frank Allen, 717.861.7015, Fax 717.865.1817
Alternate Person to Schedule	Michele Stroupauer/Frank Allen, 717.861.7015, Fax 717.865.1817
Work Well	Monday
Physicals	Monday
Road Test	Monday and Tuesday
Lunch Provided	Yes
Driver Services Coordinator	Jennifer Tessier, 800.800.7315
Any Other Information	<p>Special instructions for the recruiter/processor: Email either myself, the processor, the recruiter the people that are going to attend orientation. Bus tickets need to be ordered arriving in Lebanon, PA and not Harrisburg. The terminal is 7 miles from Lebanon. It is 30 miles from Harrisburg to the terminal.</p> <p>Misc. Instructions: Please bring non laminated SS Card. Must be original card, CDL license with Hazmat. Any information that will help the process of being hired quicker. Also Alien registration card if it applies. Letter from the SS Office is okay if they do not have the SS Card. If company is out of business proof of work history like the W2 paystubs is okay.</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	
Alarm clock to wake you up at the hotel	
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.	