

# ORIENTATION INFO SHEET

## I N V E R G R O V E H E I G H T S

<b>Location</b>	Inver Grove Heights, MN, 3134 117th St E. 877.232.2385, Fax 651.480.7857	
<b>Applicant Arrival if out of town</b>	Sunday after 3:00 p.m.	
<b>Start Time</b>	Monday at 7:00 a.m. Swift Terminal, Tuesday at Days Inn in Eagan in the meeting room.	
<b>Finish Time</b>	Wednesday, 5:00 p.m.	
<b>Greyhound drop off for out of town</b>	St. Paul, MN	
<b>Transportation from bus to hotel</b>	We must schedule a shuttle with the Days Inn 24 hours before applicant arrives.	
<b>Transportation from bus to terminal</b>	We must schedule a shuttle with the Days Inn 24 hours before applicant arrives.	
<b>Transportation from hotel to terminal</b>	Done by Days Inn on an ASAP basis	
<b>Hotel Terminal Uses</b>	Days Inn, 4510 Erin Drive, Eagan, MN 55122, 651.681.1770	
<b>Double Occupancy</b>	Rooms are made double occupancy when hotel is full.	
<b>Contact Person to Schedule</b>	Wendy Levasseur, Safety/compliance asst. 877.232.2385, Ext. 51124, Fax 651.480.7850	
<b>Alternate Person to Schedule</b>	Shawn Johnson at the above number Ext 51127	
	Fax 651.480.7857	
<b>Work Well</b>	Monday during orientation or by appt. Times change week to week.	
<b>Physicals</b>	Monday during orientation or by appt. Times change week to week.	
<b>Road Test</b>	Monday during orientation or by appt. Times change week to week.	
<b>Lunch Provided</b>	Yes, bring money for beverage and for dinner	
<b>Driver Services Coordinator</b>	Heather Peterson, 877.232.2385, Option 3	
<b>Any Other Information</b>	<p>To confirm Orientation, set up hotel shuttles or rooms. Please contact Jo Ann Glowartz, 877.232.2385 Ext. 51126, Fax 651.480.7857</p> <p>Directions to the terminal:            Take Hwy 52 or 55 to Inver Grove Heights, MN.            If southbound, turn right onto 117th st. We are the second left. If northbound, turn left onto 117th st, then your second left. There is a signal light and a Conoco truck stop at the intersection of hwy 52/55 and 117th st.</p> <p>Directions from the bus to the hotel:            Take 35E to Cliff Rd Exit in Eagan, MN. Go West on Cliff Rd. Turn right at the 2nd light, and Nichols. The hotel is on the left next to McDonalds.</p>	
<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.		
<b>Student graduates should bring:</b>		
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.		