

ORIENTATION INFO SHEET

L A T H R O P

Location	Lathrop, CA, 901 D'Arcy Parkway, Lathrop, CA 95330, 800.366.1883, Fax 209.858.7041
Applicant Arrival if out of town	Monday, if they live over 50 miles away and/or have no transportation.
Start Time	Tuesday, 7:30 a.m. for Class A applicants only, school applicants go to TDA in Sacramento on Tuesday morning at 7:00 a.m.
Finish Time	Thursday (unless they are going to school), 4:00 p.m.
Greyhound drop off for out of town	Greyhound bus terminal in Stockton
Transportation from bus to hotel	Call hotel for their shuttle: 209-466-7777 (Pick up only until 10:00 p.m.)
Transportation from bus to terminal	N/A
Transportation from hotel to terminal	Have applicant ask the motel front desk what time to be in the lobby for the shuttle
Hotel Terminal Uses	Red Roof Inn 1707 W. Fremont St. Stockton, CA 95203 (209) 466-7777
Double Occupancy	Yes
Contact Person to Schedule	Applicant should already be scheduled in Lotus notes, prior to orientation, but you may also email/call Angela Coilton, 209.858.7009, or Alice Camara, 209.858.7008 to let us know. Bus tickets should be ordered by processor or recruiters, in most cases. Applicant just tells the hotel they are from Swift when initially checking in. For I-trans recruits please email Angela with applicants name when they are scheduled and if they are a student, trainee, etc. Then please fax us their verifications and any other documentation you may have on them, and we'll take care of the rest.
Alternate Person to Schedule	SEE ABOVE
Work Well	Yes - on site at the school
Physicals	Yes - on site at the school
Road Test	Yes - on site
Lunch Provided	Yes - at orientation, but not at the school
Driver Services Coordinator	Sean McKinney (209-858-7056) and Ann Larson 209-858-7057 ext 3028
Any Other Information	All applicants, whether they are going to school or already have commercial licenses, need to arrive at the Lathrop terminal by Tuesday morning at 7:30 AM. Tuesday consists of Workwell, DOT physical, drug test and road test (if applicable). We also look over their applications and accompanying paperwork, etc. On Tuesday evening, the school students head up to another motel in Sacramento (unless they already live in the area) in order to begin the classes the next day. The applicants that already have their class A licenses return here the next day for orientation. Class A applicants need to arrive at the Lathrop terminal by Tuesday morning at 7:30 AM. Tuesday consists of Workwell, DOT physical, drug test and road test (if applicable). We also look over their applications and accompanying paperwork, etc. Official classroom orientation begins on Wednesday School sign-ups need to arrive at Truck Driving Academy in Sacramento, CA by Tuesday morning at 7:00 AM for Workwell, physical, drug screen and application check. If they live more than 50 miles away, they can check into the Days Inn on Monday afternoon/evening. *The school students need to bring \$64 for their class A permit testing at DMV and money for food. Please be on time and know your medication if you take any. Plan to be here all day on Monday, Tuesday and Wednesday. Please check out of the hotel on Thursday morning. Bus tickets should be ordered by processor/recruiter, in most cases. Applicant just tells motel they are from Swift when initially checking in. For I-Trans recruits, please e-mail Chad or Angela with the applicant's name, when they are scheduled and if they are a student, trainee, etc. Then please fax us their verifications and any other documentation you may have on them, and we'll take care of the rest. :O)

- 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 soft sided bag.