

ORIENTATION INFO SHEET

M E N A S H A

Location	Menasha, WI, 2476 American Dr., Neenah, WI 54956, 800.771.6319, 800.771.6319, Fax 920.991.0081
Applicant Arrival if out of town	After 3:00 p.m., Sunday
Start Time	Monday, 7:00 a.m.
Finish Time	Wednesday
Greyhound drop off for out of town	Bus depot in Appleton, WI
Transportation from bus to hotel	Call Fox Valley Cab*, 920.734.4546
Transportation from bus to terminal	Call Fox Valley Cab*, 920.734.4546
Transportation from hotel to terminal	The hotel runs a shuttle to the Swift terminal. It leaves at 6:00 a.m. and you must sign up for a ride the night before at the front desk.
Hotel Terminal Uses	LaQuinta, 3920 W. College Ave, Appleton, WI 54914, 920.734.6070
Double Occupancy	Yes
Contact Person to Schedule	Annette Cragun, 800.771.6320, Fax 920.991.0081
Alternate Person to Schedule	Keith H. Gehring, 800.771.6320, Fax 920.991.0081
Work Well	Monday morning
Physicals	Monday morning
Road Test	Monday afternoon
Lunch Provided	Yes
Driver Services Coordinator	Brandon Cragun, 800.771.6319, Ext. 113
Any Other Information	<p>If applicant is coming by car, please drive it to the terminal instead of taking the hotel shuttle. We still need everyone to get to the clinic for the physical and the terminal has only 1 car for he people coming by bus. As of 8-9-05 the terminal car is broke and needs to be replaced. Applicants will need to take a taxi.</p> <p>Directions to the terminal: From hotel, go back to Hwy 41 and go south. Prospect Ave Exit 136. Go right at the bottom of the ramp to first stoplight. Turn left on American Dr. The terminal is about 1/4 mile on the right.</p> <p>Directions from bus to motel: Check in is after 3:00 p.m. on Monday and you will check out on Thursday before returning to orientation. Expect to have a roommate. Reservations are based on Double Occupancy. From Hwy 41 Exit College Ave, Exit 137. Go East at the bottom of the ramp. The motel is on the left with access via frontage Rd. Call Fox Valley Cab</p> <p>Meals: The hotel has a continental breakfast. Lunch is provided at orientation. All other meals are the responsibility of the applicant.</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.	
*Save receipt for reimbursement. Will be reimbursed on paycheck from Swift.	