

ORIENTATION INFO SHEET

O C A L A

Location	Ocala, FL, 2201 SW 57 th Ave, Ocala, FL 34474, 800-633-4346, Fax 352.861.4606
Applicant Arrival if out of town	Monday after 3:00 p.m.
Start Time	Tuesday, 6:30 a.m.
Finish Time	Thursday, 5:00 p.m.
Greyhound drop off for out of town	They will be dropped off at the Ocala bus terminal
Transportation from bus to hotel	If arriving before 5:00 p.m. call Terminal at 800.633.4346 and shuttle will pick them up. After 5:00 p.m. they will need to call a cab* from bus station to hotel - Please keep receipt for reimbursement
Transportation from bus to terminal	If applicants are arriving by bus before 5 p.m. they can call the terminal at 800.633.4346 and the shuttle will pick them up and bring them to the motel. If they arrive after 5 p.m. they will need to take a cab to the motel.
Transportation from hotel to terminal	Shuttle van will pickup applicant at 6:30 a.m. from hotel to terminal
Hotel Terminal Uses	Travel Lodge 4040 West Silver Springs Blvd. (off of I-75, SR 40 West, exit 352) Ph# 352-629-8850
Double Occupancy	Yes
Contact Person to Schedule	All recruiters will need to schedule their own applicants in lotus, then applicant can call to confirm. They can call Donna Penton, 800.633.4346, Ext. 238, Fax 352-861-4616
Alternate Person to Schedule	All recruiters will need to schedule their own applicants in lotus, then applicant can call to confirm. They can call Ruth Ramos, 800.633.4346
Work Well	Tuesday, 7:00 a.m. until all is done
Physicals	Tuesday, 7:00 a.m. until all is done
Road Test	Tuesday, 7:00 a.m. until all is done
Lunch Provided	Yes
Driver Services Coordinator	Diana Vega or Howard Abraham, 800.633.4346, Ext. 216 or 220
Any Other Information	<p>Special instructions for the Recruiter/Processor: </p> <p>Please let us know if the applicant needs a room for Monday night. Please have all applications employment verifications complete before scheduling orientation.</p> <p>Directions to the terminal: Take I75 to SR 40 West, take a left on 60th street, then a left on 25th Street. Left onto</p> <p>Directions from bus to motel: Magnolia Ave South to SR 40 Right (West) onto SR 40 to Comfort Inn</p> <p>Misc instructions: Call terminal for transportation Must live more than 60 miles to be able to schedule for hotel on Monday night. If coming by bus and arriving after 5:00 p.m. have applicant take a cab to the hotel.</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 up at the hotel (hotel does not do wake up service)	
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.	