

# ORIENTATION INFO SHEET

## P H O E N I X

Location	Phoenix, AZ, 2200 S 75 <sup>TH</sup> Ave, Phoenix, AZ 85043, 800.669.7943, Fax 623.907.7640
Applicant Arrival if out of town	Day before orientation before 5:00 p.m.
Start Time	Monday and Wednesdays, 6:30 a.m.
Finish Time	Tuesday and Thursday, 5:00 p.m.
Greyhound drop off for out of town	Bus station in Phoenix
Transportation from bus to hotel	If applicant arrives before 5:00 p.m. they can call for the Swift shuttle at 800.800.2200. If they arrive after 5:00 p.m. they can call a cab*.
Transportation from bus to terminal	If applicant arrives before 5:00 p.m. they can call for the Swift shuttle at 800.800.2200. If they arrive after 5:00 p.m. they can call a cab*.
Transportation from hotel to terminal	The hotel provides a shuttle service to and from orientation
Hotel Terminal Uses	Effective 7/12/08, Orientation will switch to the Premier Inn located at 8399 W. Lynwood Street Tolleson, AZ 85353, Phone Number: 623-533-4660, Fax Number: 623-533-3415, Email address: terryarnold@hotmail.com
Double Occupancy	Yes
Contact Person to Schedule	Kathy Robinson, Cruz Moreno, Carol Ales, Safety Compliance Assistants, 800.669.7943. Ext. 17632-Kathy, 17659-Cruz, 17629-Carol
Alternate Person to Schedule	Kathy Robinson, Cruz Moreno, Carol Ales, Safety Compliance Assistants, 800.669.7943. Ext. 17632-Kathy, 17659-Cruz, 17629-Carol
Work Well	Monday and Wednesday, 6:30 a.m.
Physicals	Monday and Wednesday, 6:30 a.m.
Road Test	Monday and Wednesday, 6:30 a.m.
Lunch Provided	Yes
Driver Services	Sonja Pantoya, Driver Services Supervisor, 800.800.2200, Ext. 17660
Any Other Information	Please be sure that you schedule your people in Lotus Notes, and fill in all information in hire info. We need to know how much experience, whether or not they are a trainee, if they smoke, trainer preference, and if they will need a hote. Please ave all info in the computer by noon on Friday, so that we can make hotel arrangements.  Hotel will provide shuttle service to and from orientation. Van will leave the hotel at 6:00 a.m. and will pick up at 5:30 p.m. and bring back to the hotel. Hotel will provide shuttle service up to 8:00 p.m. A phone call is required with 30 minutes notice.
<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.	
*Save receipt for reimbursement. Will be reimbursed on paycheck from Swift.	