

# ORIENTATION INFO SHEET

## R I C H M O N D

Location	Richmond, VA, 2841 Charles City Rd., Richmond, VA 23231, 800.347.4698, Fax 804.222.0196
Applicant Arrival if out of town	Tuesday afternoon
Start Time	Wednesday, 7:00 a.m.
Finish Time	Friday by noon
Greyhound drop off for out of town	At the Greyhound station
Transportation from bus to terminal	\$25 - Applicant needs to get a cab from the bus t
Transportation from bus to terminal	Swift van
Transportation from hotel to terminal	Swift van
Hotel Terminal Uses	Micro Tel Inn Suites, 6000 Auburn Drive, Sanston, VA 23150 804-737-3322, Fax 804-737-0807
Double Occupancy	yes, however if the applicant wants their own room they pay the difference \$25 per night.
Contact Person to Schedule	Brigitte Hereford, Orientation Administrator, 800.347.4698, Ext. 68322, Fax 804.222.0196
Alternate Person to Schedule	The applicant's recruiter or processor must schedule in Lotus.
Work Well	Wednesday.
Physicals	Wednesday
Road Test	Thursday afternoons or earlier if there is a mentor available.
Lunch Provided	Wednesday and Thursday. Friday <u>only</u> if orientation goes past noon.
Driver Services Coordinator	Audrey Duff, 800.347.4698, Ext. 68305
Any Other Information	<p>Special instructions for the Recruiter/Processor</p> <p>All Recruiters should get in contact with our terminal before sending anyone to the terminal for orientation please email Bidgette and let her know who is coming.</p> <p>Please make all bus tickets round trip, any unused tickets will be canceled</p> <p>Directions from bus to hotel:</p> <p>Usually the person is given the phone number to the hotel so that the hotel can give them the directions. But it's very rare the majority of applicants come in on Monday. Then they use the hotel shuttle to get back and forth. All drivers arriving by bus should be at the Hotel on Sunday and in the lobby, Mon, 6:45 a.m. to catch the shuttle. We don't pay for orientation, reimbursements will be in their second pay check.</p> <p>Misc. Instructions:</p> <p>All applicants are informed that they will need money to get them from the bus terminal to the hotel (address is given for the terminal). Also they are informed of the need to have extra money on them for meals. We only provide lunch on Wednesday. Applicants are told to keep receipts when driving to orientation or using a cab to get from the bus to the terminal. Cab cost \$25.00.</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	
<b>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>	
<b>Student graduates should bring:</b>	
Driving School Diploma and grades	
Loan agreements (if applicable)	
<b>Be prepared to leave with a Mentor directly from Orientation and the possibility of being away from home for 6 weeks.</b>	
<b>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.</b>	