

# Welcome to TMC and the beginning of a great career!



## Columbia, SC Apprentice Orientation

Welcome to TMC and the beginning of a great career. On behalf of the TMC Family, we are pleased that you have chosen to be a part of our company. You have been extended an offer of employment dependent upon your evaluations during the New Hire Orientation. In orientation, you will be evaluated on the following: road driving, classroom work, load securement knowledge, and driver general knowledge. Based on these evaluations, we will be able to determine the appropriate training required.



If you are unable to make it to orientation on time you must call 1-800-247-2862, or **1-800-745-7386 (after-hours cell phone)** and leave a message. Failure to report for orientation or arriving late without first contacting recruiting may disqualify you for employment with TMC. We look forward to seeing you!

**Transportation Instructions:** Please contact your recruiter to discuss your particular travel arrangements.

The best time to arrive is no later than early Sunday evening. This allows you time to get settled in and provides for a good night's sleep. Monday will be a very long and busy day! Please call checker yellow cab for a shuttle from the bus station to the hotel. It will be provided to you at no charge: 803-799-3311

**Super 8 West Columbia Airport:** 1-803-791-1000 or click [here](#)

650 Cherokee Lane  
West Columbia, SC 29169

Please conduct yourself appropriately as you will be around families/children.

### **Orientation Shuttle Bus:**

The training center is approximately 10 minutes away. There will be a shuttle bus departing from the main lobby on Monday at 0600, SHARP. Do not be late!

### Things you need to bring:

- ❖ Your hard-copy Class A license. If your state is mailing your Class A license to you, then you **MUST** bring your valid permit paperwork showing the Class A license has been issued. Bring your previous hard copy license as well.
- ❖ Your social security card (not the letter saying one has been ordered). If you don't have a social security card, then in its place you will need either a passport or a certified copy of your birth certificate with the official raised seal.
- ❖ Your passport, if you have one.
- ❖ Your TWIC card, if you have one.
- ❖ We only pay by direct deposit. Bring your bank's routing number and your account number OR a blank/voided check. If you do not have a bank account we can provide you with an ATM card account (you will be responsible for fees).
- ❖ Birthdates and social security numbers of any family members you will be placing on your insurance.
- ❖ Work clothes/rain jacket. Part of the training is outdoors.
- ❖ Work boots are **REQUIRED** for load securement training. Steel-toed is strongly recommended, but not required.
- ❖ There is always a slight possibility of directly leaving orientation with your trainer, so plan accordingly.
- ❖ Driving school loan paperwork if you want to be enrolled in our tuition reimbursement program.
- ❖ Rand-McNally truck atlas. If you wear contacts, then bring your glasses as well in case you were to lose or damage a contact.
- ❖ A set of headphones/ear buds. Just the standard jack you would find for MP3 players, etc. (1/8" or 3.5mm)

### Company policies:

- ❖ Hair no longer than collar length; no ponytails/dreadlocks/braids, etc, regardless of length; no mohawks; no visible body-piercing to include earrings and tongue studs. Tattoos that contain demeaning or offensive images/text are not permitted. All tattoos must be covered while at customer locations. Beards must be neatly trimmed. Accommodation of religious beliefs in terms of grooming and/or appearance may be difficult in light of safety issues or if they create an undue hardship, however trainees requesting a workplace grooming and/or appearance accommodation based on religious beliefs should contact the Human Resources department.
- ❖ A company/DOT physical and drug screen will be conducted first thing Monday morning. Please refrain from a large breakfast, and avoid sweets and caffeine.
- ❖ Breakfast, lunch, and lodging will be free of charge during orientation. All other expenses will be at your cost.
- ❖ You will share a room.
- ❖ Any guest you bring will require you to pay for your own room up front and no refunds will be given. Also, you **MUST** notify your recruiter in advance, in regards to a guest. The hotel is often at capacity and it is very possible there will be no private rooms available without advance notice.
- ❖ Shorts, sweatpants, sleeveless shirts, or sandals are not permitted during class hours.
- ❖ Passenger policy is limited to immediate family after 90 days in your own truck. No girlfriends/fiancés.
- ❖ Leave valuables such as jewelry, computers, etc., at home. We are not responsible for theft/missing items.

### **General information:**

- ❖ If you are driving to orientation, we do not directly reimburse you for your travel costs. However, we do pay a bonus to try and help cover some of these expenses (you must contact your recruiter for the exact amount). This bonus will be applied to your first direct deposit.
- ❖ Orientation is 5-7 days, depending upon evaluation. Over-the-road training is five weeks long. We cannot guarantee home time.
- ❖ If you took a bus to orientation, we will provide you with rental car transportation back upon completion of orientation. Buses going home are only used as an absolute last resort and are very rare.
- ❖ Microwaves and refrigerators are provided in each room.
- ❖ There is a breakfast room in the hotel at no cost. Lunch will be provided on site during orientation.
- ❖ Evening transportation is made available for supplies, etc. There are very limited businesses within walking distance of the hotel.
- ❖ Payroll is always for the week prior. Your first week's pay will be direct deposited on your second Friday. Afterwards, you will receive a direct deposit every Friday.
- ❖ Pay is \$500 gross per week for orientation and \$500 gross per week while with a driver trainer.
- ❖ If you have to wait for a trainer assignment there is no pay during the waiting period (normally, there is minimal to no waiting).
- ❖ Days off during training are not permitted except for special circumstances such as military duty, major family emergencies, etc. and must be approved by your recruiter prior to arriving at orientation when applicable.

### **Are there any additional endorsements/requirements I need to obtain to drive for TMC?**

Yes. Just as other professions require tools of the trade, professional truck drivers are no different. After reaching 30 days in your own truck, you are encouraged to begin the process of obtaining the below:

#### **HAZMAT**

TMC transports a very limited amount of hazardous materials, but because of this you are encouraged (not mandatory) to obtain this valuable endorsement.

#### **PASSPORT/PASSCARD**

TMC also transports freight into and out of Canada, so you are encouraged to obtain your choice of either a [U.S. Passport, or a Passport Card](#) (PassCard) or enhanced license if your state offers one.

#### **TWIC**

Finally and most importantly, is the [TWIC](#) card. In order to gain access to U.S. Ports you must have a Transportation Worker Identification Credential. You can begin the pre-registration process at the above link.

### **Summary of the physical you will be taking during the pre-hire process:**

Based on DOT/FMCSR regulations/recommendations and the essential job functions of a driver at TMC, we would like you to understand the process, so you can come better prepared.

- ❖ You will be taking a physical. The physical is not only designed to meet minimum DOT/FMCSR requirements/recommendations, but it is also designed to meet the essential job functions of a driver's position at TMC.
- ❖ Medications – It is possible that the physician may require documentation pertaining to your medication and the diagnosis that required that medication based on DOT/FMCSR regulations/recommendations. The process is quicker if you know your physician's name, phone and fax numbers prior to attending orientation in case this information is inquired of by the physician performing the physical.
- ❖ Hernias/injuries/surgeries – These situations could restrict you in performing the essential functions of the job. If you had any surgeries or medical problems that might prohibit you from performing the job, then the physician may require you to provide documentation from your surgeon. Your surgeon may be required to complete a form identifying any physical limitations you may or may not have in performing the job. If you have an existing hernia that has not been repaired, then it is almost certain that you will not pass the physical until it is repaired.
- ❖ Cardiovascular – The DOT/FMCSR regulations/recommendations are very specific and normally require a stress test annually after a cardiac event. The process will be faster if you know your physician's name, phone and fax numbers in case the physician performing the physical has any follow up questions. (They need annual cardiologist reports which may require studies to show ejection fractions along with medication tolerance. Depending on your condition, will determine how often stress tests are needed.)
- ❖ Sleep Apnea – If you have been diagnosed with sleep apnea the DOT/FMCSR regulations/recommendations require an annual study to show that you have no problems during the daytime and that you are using your machine as instructed.
- ❖ Blood pressure – If your blood pressure exceeds the 159/99 mark, then based on DOT/FMCSR regulations/recommendations you will be required to see your physician to get your blood pressure under control before you can operate a vehicle requiring a CDL.
- ❖ Sugar/protein/blood in urine – If levels of these are above normal you may be required to see your physician due to DOT/FMCSR regulations/recommendations.
- ❖ Vision – Your vision must be correctable to no worse than 20/40 in each eye separately due to DOT/FMCSR regulations/recommendations.
- ❖ Hearing – If you suffer from any type of hearing loss the physician may require that you take an audio exam at your cost. If you wear hearing aids, then you need to make sure you meet the DOT/FMCSR regulations by carrying spare batteries. You may also be required to provide audiogram results with your hearing aids in place.
- ❖ Psychiatric disorders – If you have been diagnosed with depression, anxiety, bi-polar, etc, then your physician will be required to complete a form for us based on DOT/FMCSR regulations/recommendations. Be sure and let your recruiter know ahead of time, so we can get this completed prior to you taking the physical in orientation.

We recommend that you visit the [load securement page](#) of the TMC Training Centers web site which includes a visual list of the essential job functions of a TMC driver as well as a brief video of the load securement program.