

Welcome to TMC and the beginning of a great career!



Columbia, SC Experienced Orientation

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!



Greyhound/Driving Instructions: 1-800-440-7712 or click [here](#)

If you go to this site and enter your from and to locations, it will give you the bus schedules. It is your responsibility to check the bus schedules and leave at the appropriate time in order to arrive at the Country Hearth Inn & Suites no later than early Monday evening.

Buses routinely experience delays which in turn will cause you to be late for class. The best time to arrive is no later than early Monday evening. This allows you time to get settled in and provides for a good night's sleep. Tuesday will be a very long and busy day!

To get from the Columbia bus terminal to the Country Hearth Inn & Suites please call Yellow Checker Cab at 803-799-3311.

When calling, tell the cab company dispatch that the cab fare is direct billed to TMC so they can relay it to the driver.

Country Hearth Inn & Suites: 803-794-7500 or click [here](#)

3020 Charleston Highway
Cayce, SC 29033

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

Orientation:

There will be a shuttle departing the main lobby on Tuesday at 0700, SHARP. Do not be late!

Experienced driver evaluation procedure:

Experienced drivers will be evaluated to determine if OTR team driving/training will be included before release into their own truck. This will mainly be based upon: past flatbed and/or driving experience, road driving test, classroom work, load securement knowledge and driver general knowledge. Training periods are classified from this evaluation and are defined below:

Experienced 0 (E-0) = 3 day orientation, no team driving required

Experienced 2 (E-2) = 4 day orientation to include load securement class and 2 weeks of team driving

Experienced 4 (E-4) = 4 day orientation to include load securement class and 4 weeks of team driving

Things you need to bring:

- Your hard-copy Class A license and another form of i.d. such as your ss card. 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.
- 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 member you will be placing on your insurance.
- Work clothes/rain jacket.
- Work boots are **REQUIRED** for load securement training. Steel-toe is strongly recommended, but not required.
- Sleeping bag/pillow in case you were to leave with your trainer immediately following orientation.
- Driving school loan paperwork if you want to be enrolled in our tuition reimbursement program.
- Calculator.
- Rand-McNally truck atlas.
- If you wear contacts then bring your glasses as well in case you were to lose or damage a contact.
- Your passport if you have one.
- Certified copy of your birth certificate with the official raised seal. If you don't have this you will need to obtain one, ASAP.

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. Covering these up using long sleeves, hats, etc., are not acceptable means to try and circumvent the policy. 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 physical and drug screen will be conducted first thing Tuesday morning. Please refrain from a large breakfast and avoid sweets and caffeine.
- Lunch and lodging will be free of charge during orientation. All other expenses will be at your cost.
- No cash advances.
- 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 room 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. The front desk does have a safe should you need to secure personal effects.

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. We do not recommend driving as sometimes we can assign a trainer to you directly from orientation.
- 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.
- There are microwaves and refrigerators in the rooms.
- There is a continental breakfast at the hotel for no charge. Lunch will be provided on site during orientation.
- Local businesses/grocery stores are located directly behind the hotel.
- Your first pay will be direct deposited on the second Monday following the completion of the orientation program.
- Pay is \$100 per weekday for orientation, up to a maximum of 4 days. Pay with a trainer is \$100 per day with \$500 per week maximum.
- 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 appropriate.
- We cannot guarantee home time during training.

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 will be required to begin the process of obtaining a Hazardous Materials endorsement on your Class A CDL, a Passport or Passcard and a TWIC Card.

HAZMAT

TMC transports a very limited amount of hazardous materials, but because of this you are required to obtain this valuable endorsement. Each State is different so you need to contact your State's Department of Transportation for specifics.

PASSPORT/PASSCARD

TMC also transports freight into and out of Canada, so you will be required to obtain either a [U.S. Passport, or a Passport Card](#) (PassCard). You need to have a certified copy of your birth certificate and it must have the raised seal.

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.

Rental car rules:

Do not sign for any extras at the counter such as:

- Additional insurance
- Fuel Service Option
- Novelties, such as GPS
- Additional Driver (all TMC employee's are allowed to drive the cars even if it's not in their name)
- Make you are reading what is being signed and initialed

Cars **must** be returned in **24 hours** from the time of pick up. Sometimes the cars have to be booked for more than one day in order to get a car. The car still needs returned in 24 hours from the pick-up time no matter what the reservation says. If you are in a round trip rental car then the car will need to be returned Sunday evening when you arrive.

Keep in mind that rental agencies do not recognize time zones. Example: if the car is picked up at 2:30 pm in Eastern Time then it needs to be dropped off by 2:30 pm in Central Time.

Every person in the car is allowed to drive the rental car to help expedite the timely return process.

If for some reason the car is not going to be returned on time:

- You **must** call in to night dispatch (1-800-247-2460 ext 7000) with the reasoning and they in turn need to contact Kristen Laws in Training Dept.
- This needs to be done while en route, not after the car has already been returned late.
- You need additional authorization from TMC to return the rental car late if we are unable to help get it returned on time.

Cars need to be returned **completely full of fuel**. You are welcome to use the fuel pump at the terminal. You just need to get with the shop foreman to get the key.

The airport has a gas station right across the street. If the rental agency has to fill it up they can charge us up to double the current pump price.

Keep all your fuel receipts! We **do not accept pre pay receipts** as there is no way to tell how much fuel was actually put into the car. You must provide a receipt with the gallon amount and price per gallon on it in order to get reimbursed for it. If the receipts are not acceptable then the money will come out of your pocket.

You will be charged any additional charges on the rental car unless pre approved!

If you have any issues or concerns with the rental car please call in to night dispatch so we can get it worked out. Their number is 1-800-247-2460 ext 7000. Anyone answering the phone will be able to assist with any problems.