

# Des Moines, IA Apprentice Orientation



## Welcome!

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. During 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.

We look forward to seeing you!



**If you are unable to make it to orientation on time you must call 800-247-2862, or 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.**

### **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! There is limited shuttle transportation from the bus terminal and the airport to the Employee Hospitality Center/Baymont Inn & Suites. Please call for a shuttle at 515-285-0654.

### **Employee Hospitality Center/Baymont Inn & Suites:**

515-285-0654 or [click here](#)

6221 Willow Creek Avenue  
Des Moines, IA 50321

This facility is actually owned and staffed by TMC, but it carries the Baymont name and is open to the general public as well. Please conduct yourself appropriately as you will be around families/children.

### **Orientation Shuttle Bus:**

The Employee Hospitality Center/Baymont Inn & Suites is located on the TMC main campus. The training center is approximately 20 minutes away. There will be a large shuttle bus departing from the main lobby on Monday at 0645, SHARP. Do not be late! There is no parking available at the training center, so DO NOT drive your personal vehicle there unless you are a local resident staying at home in the evenings.

### **Work Boots:**

You are required to wear your work boots for the first day of class due to the physical assessment.

*“Come prepared so there won't be any surprises to trip you up.”*



## 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 valid 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 a check with void written across the face, so there are no mistakes and your deposit isn't delayed. Your bank should probably be able to provide you with a single counter check if needed. If you do not have a bank account we can provide you with an ATM card account (you will be responsible for fees). Please contact your recruiter for clarification regarding your first deposit date.

Birthdates and social security numbers of any family members you will be placing on your insurance.

Work clothes/rain jacket. Des Moines can see extreme weather conditions, especially during winter months. Bring cold weather gear Oct-May as part of the training is outdoors.

Work boots are REQUIRED for load securement training. Steel-toed is strongly recommended, but not required. Also bring a pair of closed-toe/tennis shoes. This will help you considerably when driving the truck.

There is always a slight possibility of directly leaving orientation with your trainer, so plan accordingly.

***"Leaving the house too late will set you up for failure."***

Driving school loan paperwork if you want to be enrolled in our tuition reimbursement program.

Rand-McNally truck atlas. If you do not bring your own, you will need to purchase one at the gift shop. Paper with tax is \$17.97 and laminated with tax is \$35.99.

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 and 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, drug screen, and physical therapist assessment will be conducted first thing Monday 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.

Rooms are shared occupancy. 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 begins after 90 days in your own truck. Contact your recruiter for specifics.

Leave valuables such as jewelry, computers, etc., at home. We are not responsible for theft/missing items.

*“Prepare yourself by taking the time to read this welcome packet in its entirety.”*



## General information:

If you are providing your own transportation to orientation, please contact your recruiter for specifics regarding reimbursement for your expenses.

Orientation is two weeks long. 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.

There are no microwaves in the rooms; however, microwaves are available in the public areas. Refrigerators are provided in each room.

Laundry facilities are available onsite.

There is a café located near the Employee Hospitality Center and they do serve breakfast, lunch, and dinner, Monday-Friday. There is also a breakfast room in the hotel at \$3.18 per morning. Lunch will be provided onsite during orientation.

Evening transportation (normally on Wednesday) is provided to a Walmart Supercenter. There are no other businesses within walking distance of the hotel, and additional company transportation is not available, so please pack accordingly. There is a gift/company store located in the hotel and they do carry many food items you would find at a typical convenience store.

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. A \$50 cash advance is made available to you on each Wednesday of orientation.

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 training when applicable.

## 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. Please bring a current printout of your machine's data for the past 90 days of usage in case the physician requests this information from you. We don't have the ability to download this data for you.

Blood pressure - If your blood pressure exceeds the 140/90 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.