

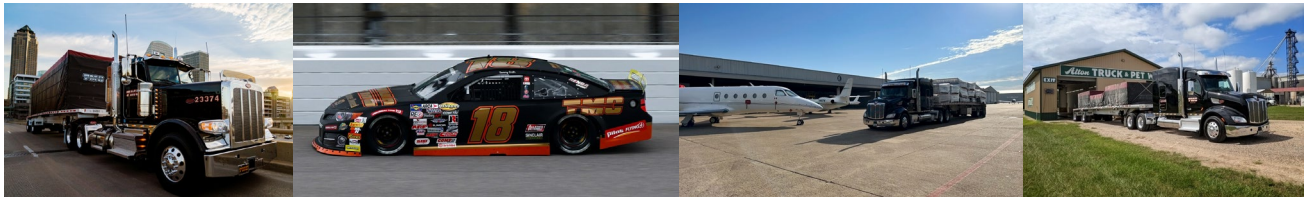


**An Employee-Owned Company**



# Apprentice Orientation

Columbia, SC



On behalf of the TMC Family, we are pleased that you have chosen to be a part of our company. You have been extended a conditional offer of employment dependent upon your successful completion of our New Hire Orientation. We look forward to seeing you!

NOTE: If you are unable to make it to orientation on time, you must call 800.247.2862 or **800.745.7386 after-hours** and leave a message.

Failure to report for orientation or arriving late without first contacting Recruiting may disqualify you for employment with TMC Transportation.

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# APPRENTICE ORIENTATION PROGRAM

## Arrival

- Arrive no later than early Sunday evening

## Transportation

- TMC will provide transportation to South Carolina (IF WE PROVIDE YOU WITH A RENTAL CAR, YOU MUST OBTAIN THE TRUE GAS RECEIPTS. PRE-PAID RECEIPTS WILL NOT BE ACCEPTED! KEEP GAS PURCHASE RECEIPTS SEPARATE FROM PERSONAL ITEMS SUCH AS POP, FOOD, ETC.) or pay you if you provide your own transportation (contact recruiter for more info)
- If you wish to drive your personal vehicle to the training facility, you may. NO RENTAL CARS!
- You are REQUIRED to keep your rental car with you at the hotel. Our shuttle driver will provide you with the rental car procedure Monday morning at 0600 SHARP

## Lodging

- TMC will provide lodging in double occupancy rooms at the Microtel Inn & Suites at no charge during orientation
- Due to limited space, single occupancy rooms will not be provided. If you require a single occupancy room, you are requested to arrange lodging elsewhere at your expense as well as providing your own transportation to and from orientation
- Please conduct yourself appropriately while in the hotel as you will be around families/children
- Each room is equipped with a refrigerator and microwave

## Schedule

- Onsite Orientation: 12 consecutive days
  - Shuttle will pick you up at 0600 SHARP from the main lobby
  - Consists of: classroom training, hands-on securement training, yard/road training
  - Evaluated on: classroom proficiency, load securement, driving skills
- Over-the-Road Training: 4 weeks with a Professional Driver Trainer



## Compensation/Payroll

- Onsite Training: \$650/week (gross)
- Over-the-Road Training: \$650/week (gross)
- Guaranteed a minimum \$1,000 gross for each of your first two weeks in your own truck
- Advance: \$50 each Wednesday (deducted from payroll the next pay period)
- Earnings each week are paid the following Friday (first deposit end of your second week)
- \*all compensation, to include any bonuses, is dependent upon your availability to work

## Meals

- Lunch will be provided throughout the entire onsite program
- There are several restaurants within walking distance

## Required Items

- Hard-copy Class A License (if your state is mailing it to you, then you MUST bring valid paperwork showing the Class A CDL License has been issued. Bring your previous hard-copy license as well)
- Hard-copy of Social Security Card (or passport/certified copy of birth certificate with official raised seal)
- Passport, if you have one
- TWIC Card, if you have one
- You must bring your account and routing numbers with you for direct deposit. If you are using a checking account and have a paper check, write void across the face and bring it with you. Submitting incorrect account or routing numbers, will delay your direct deposit by a week or longer
- Work Boots (required to wear on the first day of class) and Gloves
- Birthdates and Social Security numbers of family members being placed on your insurance
- Work clothes/rain jacket
- Rand-McNally Motor Carrier Atlas
- Headphones/earbuds (pc's only accept 3.5mm corded)
- 7 days of clothing (washers & dryers are available for \$1/load)
- Driving School loan paperwork, if eligible for tuition reimbursement and you want to enroll in the program



## Prohibited Items

- Valuables (jewelry, computers, game systems, etc); we are not responsible for any lost/stolen items
- Weapons or alcoholic beverages. No firearms allowed, period! This applies to all TMC properties, motels, and ALL company vehicles to include company-provided rental cars.

## Pre-Qualification

- Physical Assessment (Monday morning)
  - Based upon DOT/FMCSR Regulations and the Essential Job Functions of a driver at TMC
  - Drug Screening, DOT Physical, Physical Agility Assessment (please refrain from sweets, caffeine or a large breakfast)
- Let your recruiter know if you have had any of the following, as you may be required to present documentation to the DOT Examiner to certify you meet DOT/FMCSR Physical Requirements
  - Hernias/Injuries/Surgeries
  - Cardiovascular problems (cardiac events)
  - Sleep Apnea
  - High Blood Pressure
  - Sugar/Protein/Blood in Urine
  - Less than 20/40 Vision (each eye)
  - Hearing Loss
  - Psychiatric Disorders
  - Take any Medication



## Mission

- The mission of TMC is to be recognized as the standard-bearer of quality performance in flatbed transportation. We will accomplish this by searching out the very best people, training them in the fundamentals of quality and empowering them to develop innovative techniques focused on customer satisfaction. Emphasis will be placed on continuous process improvement in all measurable aspects of our business.

## Culture

- The life values of TMC's founder, Harrold Annett, are the driving force behind the TMC philosophy. His dedication to honest, hard work and his unyielding commitment to excellence are the core values of our operation. We take great pride in TMC and it shows in everything we do. There is a TMC way of doing things and these fundamental beliefs have guided us for more than 50 years.

## Safety Requirements

- Hard hat, work boots and other PPE (Personal Protective Equipment) are required anytime you are working around the truck/trailer/load
- Hair should be no longer than the bottom of the shirt collar to prevent possible entanglement by recognized hazards
- Passenger policy begins 90 days after assignment of your own truck. Contact your recruiter for specifics

## Appearance Policy

- No visible body-piercing to include earrings and tongue studs
- Tattoos that contain demeaning or offensive images/text are not permitted
- Ponytails of any length and style are not permitted. Beards must be neatly trimmed
- Shorts, sweatpants, sleeveless shirts, or sandals are not permitted during working hours

## Absences

- Days off during training are not permitted except for special circumstances such as military duty, major family emergencies, etc. When applicable, time off must be approved by your recruiter prior to arriving for training



## CONTACT INFORMATION

Recruiting 800.247.2862

**After-Hours Recruiting 800.745.7386**

Microtel Inn & Suites 803.999.5141

Microtel Inn & Suites by Wyndham Columbia/At Fort Jackson

7504 Garners Ferry Road, Columbia, SC, 29209

Columbia Training Center, 2716 Shop Road, Columbia, SC, 29209

