



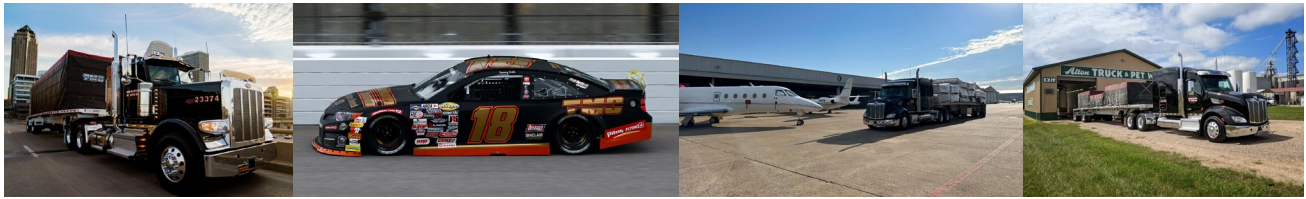
**An Employee-Owned Company**



# Class A CDL Orientation

Des Moines, Iowa





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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## CLASS A CDL ORIENTATION PROGRAM

### Arrival

- Arrive no later than early Sunday evening

### Transportation

- TMC will provide transportation to Iowa (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)
- Once you arrive in Iowa, shuttle transportation will be available from the airport/bus terminal to the Employee Hospitality Center/Baymont Inn & Suites. PLEASE CALL 515.285.0654 FOR THE SHUTTLE
- Do NOT drive your personal vehicle to the training facility unless you are a local resident staying at home in the evenings, as there is no parking available

### Lodging

- TMC will provide lodging in double occupancy rooms at the Baymont Inn & Suites, 6221 Willow Creek Ave, Des Moines, IA, 50321, 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
- While the Baymont Inn & Suites is owned and staffed by TMC employees, it carries the Baymont name and is open to the public. Please conduct yourself appropriately while in the hotel as you will be around families/children
- Each room is equipped with a refrigerator. Microwaves are available in public areas of the hotel

### Schedule

- Onsite Orientation: 19 consecutive days
  - Shuttle will pick you up at 0645 SHARP from the south entrance of the hotel (DO NOT DRIVE YOUR VEHICLE TO THE TRAINING CENTER!)
  - Consists of: classroom training, hands-on securement training, yard/driving
  - Evaluated on: classroom proficiency, load securement, driving skills
- Over-the-Road Training: 4 weeks with a Professional Driver Trainer



## Compensation/Payroll

You will receive a tuition advance of \$500/week during the first 3 weeks. You must complete each week to be eligible for the advance.

- \$500 on Friday of the first week, \$500 on Friday of the second week, \$500 on Friday of the third week, OTR Training is \$500/week
- Guaranteed minimum of \$1,000 gross for each of your first two weeks in your own truck
- \*all compensation, to include any bonuses, is dependent upon your availability to work

## Required Items

- Hard-copy state license\*
- Class A CDL Permit\*
- Hard-copy of Social Security Card\*
- 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 (may purchase at the gift shop if you don't have one)
- Headphones/earbuds (pc's only accept 3.5mm corded)
- 7 days of clothing (washers & dryers are available for \$1.75/load & \$1.50/load)

\*Failure to bring these items will result in a DENIAL from the Iowa Department of Transportation

## General Testing Information

- On the third Wednesday, you will be tested for your Class A CDL (results will be electronically sent to your home state)
- All students who successfully complete the program will become TMC Employees on the third Friday of the onsite program
- As part of the value exchange of TMC helping you obtain your Class A CDL, you will be required to sign a one year commitment to drive for TMC
- TMC will transport you back to your home state once you have been employed, where you will obtain your Class A CDL from your state DMV. Once you have your Class A CDL, you will be scheduled for OTR (over-the-road) training



## 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.

## Meals

- Lunch will be provided throughout the entire onsite program
- Breakfast is \$3.18/day at the hotel
- Evening transportation (usually Wednesday) is provided to a Walmart Super Center. There are no businesses within walking distance of the hotel and additional transportation is not available. There is a gift shop/company store located inside the hotel that carries many food items you would find at a typical convenience store

## 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**

Employee Hospitality/Baymont Inn & Suites

515.285.0654

Baymont Inn & Suites  
6221 Willow Creek Avenue  
Des Moines, IA 50321

