



Revised 01/2021



Apprentice Orientation

Des Moines, IA



APPRENTICE ORIENTATION

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 on 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) 754-7386 after-hours or (800) 247-2862 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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Arrival

- Arrive no later than early Sunday evening

Transportation

- TMC will provide transportation to Iowa or pay you if you provide your own (contact recruiter for more info)
- Once you arrive in Iowa, shuttle transportation will be available from the bus terminal/airport to the Employee Hospitality Center/Baymont Inn & Suites. PLEASE CALL (515) 285-0654 FOR THE SHUTTLE
- Do NOT drive your personal car 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 at the [Baymont Inn & Suites](#) at no charge during orientation for double occupancy rooms
- Single occupancy rooms will be available on a first come, first served basis on arrival and are NOT guaranteed. Please see the front desk upon arrival. The occupants will be responsible for the cost of the room at a discounted rate
- While the Baymont Inn & Suites is owned and staffed by TMC, it carries the Baymont name and is open to the public. Please conduct yourself appropriately while in the hotel, you will be around families/children
- Each room is equipped with a refrigerator. Microwaves are available in public areas of the hotel

Orientation Schedule.....

- On-Site Orientation: 12 consecutive days
 - Shuttle will pick you up at 0600 SHARP from the main lobby on Monday (DO NOT DRIVE THE RENTAL CAR TO THE TRAINING CENTER!)
 - Consists of: classroom training, hands-on yard, and road driving training
 - Evaluated on: load securement, commercial motor vehicles, safe driving, federal driving regulations
- Over-the-Road Training: 5 weeks
 - Get hands-on experience on the key components of becoming a Professional Driver





Compensation/Payroll.....

- On-Site Training: \$600/week (gross)
- Over-the-Road Training: \$600/week (gross) with \$150 bonus during week 3 and another \$150 upon completion of training
- Guaranteed a minimum \$1000 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

Meals

- Lunch will be provided throughout the entire program
- Breakfast is \$3.18/day in the hotel
- Evening transportation (usually Wednesday) is provided to Walmart. There are no other 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

Required Items

PLEASE BRING:

- 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
- Check with VOID across the face
- Work Boots
- Gloves (recommended)
- Birthdates & Social Security Numbers of family members being placed on your insurance
- Work clothes/rain jacket
- Rand-McNally Motor Carrier Atlas
- Headphones/earbuds
- 7 days of clothing (washers & dryers are available for \$1.75/load & \$1.50/load respectively)
- Driving School loan paperwork, if eligible for tuition reimbursement and you want to enroll in the program

Prohibited Items

- Valuables (jewelry, computers, etc.); we are not responsible for any lost/stolen items
- Weapons or alcoholic beverages



Pre-Qualification

- Physical Assessment (Monday Morning)
-Based on DOT/FMCSR Regulations and the [essential job functions](#) of a driver at TMC, the physical will consist of: [Physical Agility Assessment](#), DOT Physical, and Drug Screening (please refrain from sweets, caffeine, or 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 that 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



In-Class Training

Combination of:

- Instruction
- Learning modules on a computer



Yard Training

Consisting of:

- Backing and other maneuvers on our on-site training yard
- Driving with a Driver Instructor for practice
- Learning load securement techniques and safety procedures

On-Road Training.....

For 5 weeks, you will be with an experienced TMC Driver Trainer and get hands-on experience:

- Driving and properly securing different types of freight
- Practicing Trip-Planning
- Tracking Hours of Service

*Home time not guaranteed during the Over-the-Road Training portion of Orientation

NOTE: If you have to wait for a Driver Trainer assignment, there is no pay during that waiting period





COMPANY INFORMATION

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 40 years.

Safety Requirements

- Hard hats, work boots and other PPE (Personal Protective Equipment) are required anytime when handling a load
- Hair should be no longer than the bottom of the shirt collar to prevent possible entanglement by recognized hazards. Ponytails of any length and style are unacceptable. Beards must be neatly trimmed
- Passenger policy begins 90 days after assignment of your own truck. Contact your recruiter for specifics

Dress Code

- 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
- Shorts, sweatpants, sleeveless shirts, and sandals are not permitted during work hours

Absences

- 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



CONTACT INFORMATION

Recruiting.....(800) 247-2862
 After-Hours Recruiting.....(800) 745-7386
 Employee Hospitality/Baymont Inn.....(515) 285-0654

Baymont Inn & Suites
 6211 Willow Creek Avenue
 Des Moines, IA 50321