Class A CDL Orientation

Des Moines, IA

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 provided travel is by Rental Car. Travel to orientation will be a ride share with current employees or contingent employees scheduled together. Reimbursement for fuel guidelines are listed below
    - NO pre-paid gas receipts will be accepted for reimbursement
    - ALL fuel receipts must be original and show number of gallons and price per gallon
    - Do not combine any other purchases on the fuel receipts - i.e. food or drinks
    - ANY MOVING VIOLATION IN A COMPANY-PROVIDED VEHICLE WILL DISQUALIFY YOU FROM THE PROGRAM
- If you provide your own transportation
    - Contact your recruiter for travel compensation details prior to attending orientation
- 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
- If you have your own personal vehicle, you are still required to ride the shuttle bus to orientation on the first day. Instructions will be provided during class if you would like to drive your own vehicle for the remainder of the program. Only exception is those who live local and are not staying at our hotel, you may drive the first day

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
    - 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

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
- $600 training completion bonus (paid to you upon delivery of your first load)
- 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*
- ****YOU ARE REQUIRED TO HAVE SOME FORM OF GOVERNMENT ISSUED ID THAT HAS A PHOTO****
- 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)
- Several days of clothing (washers & dryers are available for $1.50/load & $1.50/load)
  *Failure to bring these items will result in a DENIAL from the IA 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.
- Smart Glasses or other wearable recording devices

Meals

- Lunch will be provided throughout the entire onsite program
- Breakfast is $5/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. Hard hats/safety glasses/reflective vests are provided to you
- 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/tongue/nose
- Tattoos that contain demeaning or offensive images/text are not permitted.
  Facial tattoos are not permitted
- Hair should be no longer than the top of the shirt collar when in its natural state. 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. Pants must be free of excessive wear/slogans/logos/no torn or patched look

Absences

- Vacation time is earned after your first year of employment. Any requests for time away from work during your first year with TMC need to be addressed with your recruiter prior to arrival at orientation.

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