

STUDENT CLOSING FORM

Bring forms of ID: Valid Driver's license and CDL permit.

(Must have a valid Driver's license for at least 12 months prior to enrolling in the Academy – no paper copies or temporary licenses acceptable)

1. **Must not arrive before Sunday.** You will be charged for a room if you arrive early. If driving save gas receipts. Turn these into your Processor at Orientation. Reimbursement will be on one of your paychecks.
2. **MUST** arrive with a DOT physical that **has been done within the last 30 days** at a Swift approved facility. Bring the long form, medical card, and receipt for reimbursement.
3. On the first Monday only you will be provided with lunch.
4. Bring **Social Security Card, CDL permit, Driver's License, and DOT medical card. Do not pack these items in your luggage.**
5. If unemployed for more than 60 days, bring 2 notarized letters stating why.
6. Supplies needed: Calculator, Pen, highlighter, work gloves, a flashlight, Poncho or Rain suit.
7. All students arriving at Greyhound on Sunday will need to use the Taxi shuttle (ZOOZA Taxi Service - 804-501-6020) **Call for the Taxi when you arrive at the Bus Station.** Hotel: Candlewood Suites Richmond Airport, 5400 Audubon Drive, Richmond, VA 23231 (804-652-1888).
8. Monday morning at 5:30am the Academy bus and Shuttle from the hotel will pick you up at Candlewood Suites. Please be ready and waiting at the front of the hotel, in the front parking lot. If not staying at the hotel please report to the Academy office at 2841 Charles City Rd., Richmond, VA 804-588-5274 before 6:00am. Parking is limited so park in the front west lot at the school. Bring a jacket/sweater. The classrooms can be cold.
9. Please wear appropriate attire while attending school. The following applies:
 - A. Collar length hair, long hair has to be pulled back in a ponytail.
 - B. Beards and moustaches neatly trimmed.
 - C. No shorts or tank tops.
 - D. No sandals, flip flops, or any open toe shoes.
 - E. No excessive amount of jewelry.
 - F. No shorts allowed during the Classroom and Road training.
10. You must be able to pass substance / alcohol testing and have 20/40 vision or below in each eye. Please bring any/all medical papers or releases on any recent medications-surgeries-medical issues.
11. Bring glasses, contacts, and hearing aids if required.
12. Bring a credit card /phone card for phone services at the hotel and Academy.
13. Bring money & or payment type for CDL license at state DMV.
14. Bring clothing for various weather conditions. Laundry is free. Student just needs to supply cleaning supplies.
15. You will be sharing a room with 2 other persons of the same sex, two full beds and a roll away bed with bedding supplied and one cleaning per week. All rooms are non-smoking with a TV, a refrigerator, a microwave and kitchenette. Credit Card required for all rooms. If you don't have one then you will be paired with someone that has one. Personal hygiene products are the responsibility of the student.
16. Any student found with alcohol or a person of the opposite sex in their room at any time will be terminated and sent home immediately.
17. All married couples must provide a marriage certificate to room together at the hotel. Without verification, students will be placed in a room with someone of the same sex.
18. Must bring money for food and other personal expenses. We recommend at least \$150.00 to live on.

Directions to: Candlewood Suites Richmond Airport, 5400 Audubon Dr. (804-652-1888)

Located 7 miles southeast of downtown Richmond and 1 mile southwest of downtown Sandston.

Traveling on I-64: Exit at S Airport Drive, exit #197-A (Richmond International Airport exit) and travel straight after exit to the first traffic light. Turn right and the property will be visible on the right side of the road.

Traveling on I-95: Exit onto I-64 East, exit #75. Follow I-64 east 6 miles to exit #197-A (Richmond International Airport exit) and travel straight after exit to the first traffic light. Turn right and the property will be visible on the right side of the road.

From Richmond International Airport: Follow Airport Drive to the second traffic light, Audubon Drive and turn left. The property will be visible on the right side of the road.

