

Phoenix Driving Academy

Student Closing Form

Name: _____ SS#: _____

1. **Must arrive no later than 5pm on Sunday.** If driving, save gas receipts. Turn these into your Processor in Phoenix when you return for Orientation. Reimbursement will be added to your paycheck.
2. On Monday only, we will provide you a \$5.00 lunch token.
3. Bring **Social Security Card and Driver's License.** (If you do not have a Social Security card please apply for one before you leave for school. Bring the letter stating you have applied for one. **This letter must show the students name and Social Security Number**). **DO NOT LAMINATE** Social Security Card. Long Form DOT Physical & Medical Card; must be less than 60 days old and have a minimum of One (1) year on expiration date. CA students need to bring H6. Do not pack these items in your luggage.
4. If unemployed for more than 30 days, bring 2 notarized letters stating when and why.
5. Supplies needed: Calculator, Pen or Pencil, Highlighter, Work Gloves, Flashlight, Pancho or Rain Suit.
6. From the bus station call 800-800-2200, tell the operator you need the shuttle to come to the Greyhound station and bring you to the hotel. After 5pm students will have to take a taxi costing approx. \$25. If driving, the Legacy Suites is located at 8225 W McDowell Rd., Phoenix, AZ Phone number 623-388-6950.
7. Monday morning at **5:00 - 5:10 a.m.** the Shift shuttle will pick you up outside your building. If driving, please report to the Employment/Training Building before **5:45 a.m.** Bring a jacket/sweater. The classrooms can be cold.
8. Please wear appropriate attire while attending school. **Extremely hot on the range. Please bring a hat & sunscreen.** 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 toed shoes.
 - E. No excessive amount of jewelry.
9. After the Academy training you will attend Orientation for **2 1/2** days and then you go out with a Mentor for 6 weeks. While out with a Mentor you will not be guaranteed any home time.
10. You must be able to pass a D.O.T. physical, substance/alcohol testing, have **20/40** vision or below in **each** eye.
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 clothing for various weather conditions. Coin laundry available at hotel.
14. The students will be staying in dorm style rooms with up to 5 people per room. All rooms have refrigerator, oven and microwaves.
15. Any student found with alcohol / drugs or a person of the opposite sex in their room **at any time** will be terminated and sent home immediately.