

**SWIFT DRIVING ACADEMY—SAN ANTONIO
CLOSING FORM**

Bring forms of ID: Drivers License, State Certified Birth Certificate, and Social Security Card (actual card)
Do not pack these items in your luggage.

- 1. A HIGH SCHOOL DIPLOMA/GED IS REQUIRED. IF UNABLE TO PROVIDE DOCUMENTATION, STUDENTS MUST PASS THE SCHOLASTIC LEVEL EXAM WITH A MINIMUM SCORE OF THIRTEEN (13).**
2. Bus -- **You must arrive in San Antonio on Tuesday.** Our blue school van/white bus makes scheduled pickups only at the bus station at 8:00am, 12:00pm and 4:00pm. The Days Inn van will make pickups at 6:00pm and 9:00pm. All students have to meet the Swift van/bus **outside of baggage claim on the southeast side of the building** to be picked up. We do not go inside Greyhound to pick you up. Swift will not reimburse a student if they arrive at the motel/school by taxi.
3. Driving -- You can arrive at the Days Inn (3443 IH 35 North, San Antonio, TX 78219 phone 210-225-4040) **after 12:00 noon** on Tuesday afternoon. Any student arriving prior to the day before their class starts will be charged for the cost of those additional day(s). Swift will not pay for any additional days. If driving, save your gas receipts. You will turn these receipts in at Orientation and you will be reimbursed on one of your paychecks.
4. **On the first day of class only, all students must arrive at the Days Inn (3443 IH 35 North, San Antonio) at 6:30 am.** We will be conducting our DOT physicals within walking distance of the motel. After the first morning, our bus arrives in front of the Days Inn at 6:30am to bring students to class and will return when class is finished for the day.
5. Anyone driving to our Academy must have Texas plates on their vehicle or they **must** arrive by bus. This is Texas DPS regulations. You can not have a personal vehicle in the state of Texas without having it registered in the state of Texas.
6. You must have proof that you have held a valid driver's license for at least 12 months before attending the Academy.
7. You will be responsible for all meals while you are in training. The hotel provides a Continental breakfast starting at 5:30 am.
8. A Seating Fee of \$150.00 (**cashiers check, money order, Visa or Mastercard**) is required and will be collected the first day of class. We **can not** accept cash or personal checks. **This fee is only refundable within the first 72 hours of the beginning of the program.**
9. Your marriage license is required if you will be attending our program under the Spousal Agreement. This applies only if your legally married spouse currently drives for Swift or if you and your spouse attends our program at the same time. If your spouse drives for Swift, he/she will be required to sign the Spousal Agreement within the first 2 days that you are at the Academy.
10. Supplies needed for school: calculator, pen, highlighter, notebook, work gloves, flashlight, poncho or rain suit, sunglasses. You need to bring weather appropriate clothing and outdoor wear. Bring a sweater/jacket with you to class since the classroom can be cold.
11. Please wear appropriate attire while attending school. Long hair has to be pulled back in a ponytail. Beards and mustaches neatly trimmed. No shorts or tank tops. No sandals, flip flops, or any open toed shoes.
12. You must be able to pass a D.O.T. physical, and a controlled substance test. You must have 20/40 vision in each eye. You must have your glasses/hearing aids with you the first day of class in order to pass the DOT physical. Do not pack these things in your luggage. A Swift medical release is required for anyone with diabetes, sleep apnea, and proof that an inguinal hernia has been repaired.
13. Please make sure that you have listed all convictions (misdemeanor or felony) on your application. Your recruiter might make you fill out a conviction form and have it approved by Investigations prior to you attending the Academy.
14. All hotel rooms are two-person non-smoking rooms.
15. **Any person found with alcohol, drugs, or a person of the opposite sex in their room will be terminated and sent home immediately at their own expense.**
16. Please leave your valuables at home since Swift and the Days Inn are not responsible for such losses.
17. Do not bring any weapons with you. This includes knives and pocketknives.