



Driver Candidate Guidelines and Orientation Classroom Etiquette Rules

Required - Candidate Personal Information (must have for Federal I9 Form):

- 2 Forms of Identification: Driver License, social security card and/or birth certificate
- Banking Information: Must have voided check and/or bank card with routing number and account number
- Dependent Information for Insurance (**if applicable**): Social security number and birth date

Candidate Orientation Arrival Rules:

- Candidates must report to orientation on time Monday – Thursday
- Candidate's whom encounter travel issues getting to orientation Sunday - Monday due to weather and/or broken down bus transportation must report to orientation by 07:00 Tuesday morning. Late arrivals will be sent to the clinic for Physicals and Drug Screens at 15:30 on Tuesday and Paperwork will be caught up on Wednesday at 15:30.
- Candidates whom encounter travel issues that are unable to report to orientation by Tuesday at 07:00, will be sent home and rescheduled for the following week.
- There are no exceptions to the above arrival rules.

Classroom Etiquette Rules:

- Cell Phone use **is not allowed** during class with the exception of downloading work related apps during specific class segments. Cell Phones are to be placed in silent mode and put away where they are not a disruption to the individual and/or class.
- Candidates are expected to show up to class on time as we are an on time company. Time management is a critical component to success in our industry.
- Candidates are expected to have a good attitude, pay attention, follow instruction, to be alert (not sleeping, no heads down or laying in chair) and prepared to participate. Our orientation program is setup as a 4 day interview process from start to finish.
- Candidates are expected to respect the speaker, including any individuals in class whom are asking questions and/or answering questions from the speaker.
- Conduct and Language is expected to be professional at all times.
- USA Truck has a No Tolerance Policy regarding the use of Alcohol and/or Drugs at any time. Alcohol is only permitted when an individual is at their home residence, not operating equipment and per DOT laws. Drugs are not allowed at any time. Alcohol and/or drugs are not allowed on board any commercial vehicle owned by USA Truck at any time. All cases are deemed an automatic termination of employment.
- Candidates are expected to follow the company dress code. Any time a USA Truck

Candidate, Driver Team Member and/or Passenger is entering/exiting our equipment or facilities where a fellow employee, customer and/or the general public can observe, the attire and grooming will be consistent with the business-like manner in which we operate our Company.

Dress Code:

Approved Attire

- Appropriate casual clothing and full-length trousers
- Full cover, hard-sole shoes

Non-Approved Attire

- Tank tops/sleeveless shirts
- Shorts/joggers pants/sweat suits
- Sandals, shower shoes, open toe shoes, etc.
- Hats or clothing with lewd or suggestive written matter that would be deemed as unprofessional