



**Paul Transportation, Inc. - Orientation Information  
(PLEASE READ ENTIRE DOCUMENT)**

**Paul Transportation, Inc.**  
15202 East Admiral Place  
Tulsa, OK 74108  
Phone: 800-341-7285

**Catoosa Inn & Suites**  
40 South 193<sup>rd</sup> E. Avenue  
Tulsa OK 74015  
(918) 739-3076

**What to Expect during Orientation**

Orientation lasts 4 - 5 days which includes Load Securement Class. Once hired and seated on a truck, you will receive orientation pay of \$400.00 on your Comdata fuel card.

**You must bring a Voided check or a printout (Screenshot) of your direct deposit information and turn it in to Karen in payroll to set up your direct deposit you can email it to her as well [kobrien@paulinc.com](mailto:kobrien@paulinc.com).**

***Driver must call the Catoosa hotel at (918) 739-3076 upon arriving to baggage claim. This will reduce the waiting time for the Van driver.***

**Catoosa Inn & Suites Contact Person:** Jaydeep Jariwala ([catoosainn@gmail.com](mailto:catoosainn@gmail.com)) (918) 739-3076

Each room features a 40-inch flat screen TV with over 120 HD channels along with free Wi-Fi and a hardwire connection for Internet in-room. Additional amenities include a microwave and mini-refrigerator, coffee maker and air conditioning.

- There are several restaurants within walking distance of the hotel such as Sonic, Subway, Olive Garden, QT Gas Station, Dollar General etc. While in Tulsa, you will be staying at the **Catoosa INN & Suites, 40 193<sup>rd</sup> Ave, Tulsa, OK 74015**. Any guest who smokes in a guest room will be charged \$250.00 daily fee for smoking anything in the

guest room. This includes vaping and or any fumes from incense etc. **Please smoke in the designated smoking areas only.**

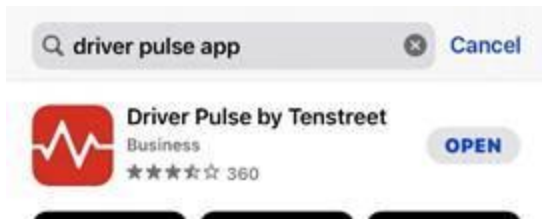
- Daily Breakfast consisting of a full breakfast upon restrictions are released from Coronavirus. Hotel will provide coffee, cereal, juice, honey bun, waffle, fruit and oatmeal.
- Pet policy - Driver must pay \$10.00 per pet per night pet fee and \$100 refundable pet deposit if no damages, poo and Pee on the carpet or bad smell upon check out. Driver must put the pet in the cage when he is out of the room. Pet cannot be left alone without cage.

**PLEASE CHECK OUT OF THE HOTEL UPON COMPLETING ORIENTATION.**

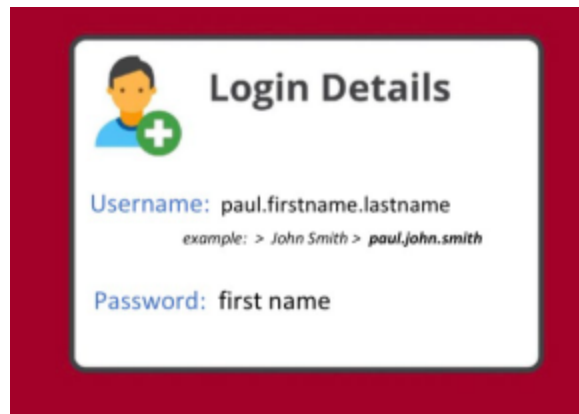
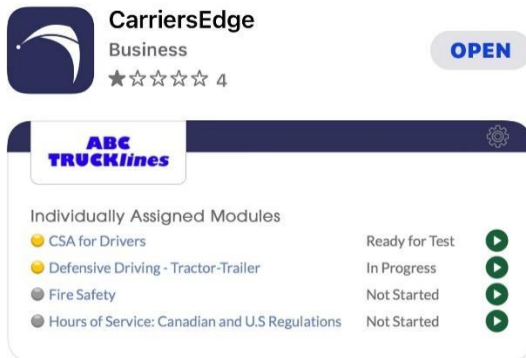
**Paul can deduct travel reimbursements from your final settlement if employed less than 90 days.**

Please download the following apps on your phone or tablet, this will allow you to complete your incoming paperwork for orientation. Attached to this email our step-by-step instructions on how to download the apps with user login information.

- **Driver Pulse – New Hire Paperwork**



- **Carriers Edge – Training Courses** *(You will receive an email after you've been enrolled)*



**MONDAY:** If you are driving to orientation, please arrive at Paul Transportation no later than **7:15 am**. If you are staying at the hotel, the Paul Transportation van will be at hotel at 7:00 a.m., meet in the **lobby by 6:50am**; The Pre-employment drug screens will take place at off-site medical facility. For any last-minute questions or issues please contact your assigned recruiter.

**You will need to bring the following items with you:**

- Class A CDL
- **Medical Card and Long Form**
- Social Security card or certified copy of birth certificate
- Bedding – Pillow, twin sized sheets, and blanket
- Clothing for at least one week (laundry can be done over the road)
- DD214 if you have served in the military in the last 10 years
- **Heart Attack** – Provide a letter from cardiologist stating you are qualified & released to drive commercial trucks and a recent stress test.
- **Stroke** – **Cannot have a stroke in the last 12 months.** Must bring medical release from a Neurologist stating **no restrictions** if stroke is older than 12 months
- **Sleep Apnea** – Must have a **30 Day read out showing 70% compliance** using a sleep machine.
- **1 pair of long pants, 1 long sleeved shirt, gloves and steel toed boots must be in the truck at all times.**
- If you have laptop, tablet, phone, earbuds, please bring with you. You can use to complete driver required online videos.
- Money for Personal Use - Money for dinner for the 4 days of orientation
- Existing bank account or prepaid debit card that can be used in place of a bank account for your payroll.

***\*If you fail Pre-employment drug test or voluntarily leave orientation, you are responsible for your own transportation home\****

**\*\*Subject to change without notice**