



Welcome to Melton Truck Lines!



Pre-Hire Evaluation Prep Guide

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Congratulations - You've been approved to join Melton Truck Lines pending successful completion of your pre-hire evaluation process in Tulsa, OK!

You have been approved to join the premier flatbed carrier in the country to become a professional OTR driver upon satisfactory completion of the application process, providing/completing your DOT physical, passing the urinalysis and hair follicle drug tests, and graduating the 8-day pre-hire evaluation in Tulsa, OK.. We are honored to have you join us and look forward to helping you begin or continue a safe and prosperous driving career. We are committed to ensuring you have all the resources necessary to succeed as the newest member of our professional driving fleet. Our success depends on drivers like you who will continue to help maintain the great reputation Melton has had for the past 70 years. **It is our privilege to welcome you to Melton Truck Lines!**

The following document contains the important information necessary to prepare you for your trip to pre-hire evaluation.

Important Things to Remember Before Pre-Hire Evaluation in Tulsa, OK

- You must submit a copy of your DOT long form and medical card to your recruiter ASAP. If your physical is more than 6 months old from your hire date, you will be asked to complete a new physical prior to coming to Tulsa.
- Melton will arrange for you to take your urinalysis and hair follicle drug test as well as a DOT physical if needed prior to coming to Tulsa. This must be completed, and results reviewed before we will book travel.
 - Please avoid caffeine before your physical and remember to bring your eye glasses if needed.
 - Drink lots of water before the drug screening and be prepared to provide a urine sample.
- **Please be in the front lobby of the hotel no later than 6:00 AM on Monday**
 - There will be multiple shuttles.
 - Mondays will have the most moving parts when it comes to transportation as we have three separate classes we are managing. We appreciate your patience. **Be ready to go at 6:00 AM**, but as the shuttles must make multiple trips to multiple hotels, it could be later. We do our best to communicate unexpected changes to our transportation plan.
- Cell Phone Use - Calls and text messaging should be limited to break or lunch times unless there is an emergency.
- **If a personal or family emergency arises during pre-hire evaluation, you must notify instructors before departing.** Applicants who leave without communication may not be able to return. You will be provided specific contact information on Monday of pre-hire evaluation.
- Meals During Training - The hotel will be offering a hot breakfast. Melton will provide lunch for you during pre-hire evaluation. Bring money for your evening meals for the entire week of pre-hire evaluation.

Emergency Contacts

If you have any issues after hours, please contact the following:

- Recruiter on Duty - [\(866\) 714-2548](tel:(866)714-2548)
- Melton Recruiting Department - [\(833\) 440-8288](tel:(833)440-8288)

Terminal Information

- Terminal Address - [808 N 161st E Ave, Tulsa, OK 74116](https://www.google.com/maps/place/808+N+161st+E+Ave,+Tulsa,+OK+74116)
- Terminal Phone Number - [\(918\) 234-1000](tel:(918)234-1000)

What to Bring to Tulsa!

Documents (Bring All Monday)

- Driver's License
- Social Security Card
- Passport (if you have one)
- DOT Physical Card

Bring glasses if needed to pass the eye exam

Clothing and Bedding

- Bring clothes for one week (laundry can be done over the road) ***Must wear full length pants to pre-hire evaluation, no shorts or sweatpants***
- Bring seasonal outdoor wear, such as overcoats, coveralls, etc.
- Pillow and a couple of pillowcases
- Twin XL sheets
- Blankets for summer and winter use or a sleeping bag

Training Requirements and Safety Equipment **Items available at Melton via payroll deduction**

- Motor Carrier Atlas
- Steel-toed or Composite work boots (ankle protection and a rubber sole)
- Work gloves *
- Safety glasses *
- Hard hat *
- Reflective safety vest *

(*If you already own these items, bring all Monday except your Atlas)

Work History

- Bring a copy of ten-year written driving history with gaps in employment noted (verification for gaps of employment or needed)
- Copy of DD-214 (if you have been in the military in the past 10 years)
- Logbook for last 7 days (if currently driving)

Payroll and Benefits:

- If you wish to set up direct deposit - bring a voided check.
- Adding dependents to the benefits program - bring birth certificates for all dependents on policy and social security numbers (not cards).
- Adding a spouse to the benefits program - bring a copy of marriage license and social security number (not cards).
- You do not qualify for any pay if you do not successfully complete pre-hire evaluation.

Keep in mind: firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of The Company and our commercial vehicles.

Detailed Packing List

Clothing and Bedding

- Twin size sheets with deep sides or twin XL sheets
- Pillow and a couple of pillowcases
- Blankets for summer and winter use

General Items

- 5 changes of clothes (shirt, pants, underwear, socks). You will not need more this amount - we do laundry on the road.
- Laundry bag
- 2 long sleeve shirts (can be t-shirts in style)
- 1 towel (for terminal showers)
- 1 sleeping attire
- 1 set of toiletries (need a small shower bag & flip-flops for shower)
- 1 pair of steel-toed boots
- 1 pair of comfortable shoes (for driving times only)
- 1 small notebook
- Safety equipment issued at Pre-hire evaluation (hard hat, safety glasses, and gloves)
- Atlas
- 2 collapsible type travel bags and a backpack

Seasonal Items

Winter Add-Ons	Summer Add-Ons
<ul style="list-style-type: none">• 1 pair of insulated coveralls• 1 stocking cap• Extra wool stockings are advised• 3-4 hooded sweatshirts• 1 pair of thermal underwear• Winter working jacket• Winter work gloves	<ul style="list-style-type: none">• 2 pairs of shorts (for driving times only)• 1 bottle of sunscreen• 5 washcloths (sweat rags)

Keep in mind: firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of The Company and our commercial vehicles.

Transportation

General Transportation Information

- 1. You will receive an email from your recruiter with your specific transportation**
2. Melton can contribute to reimbursement for transportation to pre-hire evaluation. A receipt for travel expenses is necessary and should be submitted to the pre-hire evaluation supervisor for reimbursement. This reimbursement can be paid on first or second settlement. Your recruiter will advise you of the expenses and the amount that can be
3. Melton can deduct travel expense (AIR, BUS, RENTAL, FUEL, AND OTHER TRAVEL RE-IMBURSEMENTS) from your final settlement if employed for less than 90 days.
4. Driver applicants who are disqualified, fail to complete pre-hire evaluation, or decline our offer will not be entitled to receive reimbursement for submitted travel expenses to pre-hire evaluation.
5. Notify the Recruiter on Duty if your arrival time has changed.
6. Call the hotel at [\(918\) 249-8008](tel:918-249-8008) when you arrive in Tulsa to schedule your pick-up from the bus station or airport.
7. Keep in mind that we may need to fly you to meet your trainer or another terminal to get your truck upon completion of pre-hire evaluation/training so please keep your belongings under 100 lbs that can be evenly packed in two collapsible bags and one carry-on backpack to avoid hefty fees at the airport. You are responsible for all bag-

Transportation Continued

Traveling by Greyhound Bus Lines

- Once you've received your bus confirmation ticket via email, please confirm the departure date and time with your recruiter and be prepared to be at the station 2 hours prior to bus departure.
- You can check 1 - 50 lb bag and have 1 - 25 lb carry-on bag for free (Additional bags will cost \$15-\$25 at the time of check in.)
- **Greyhound does not require passengers to wear a mask while on board, but it is suggested. If you do not have a mask, please request one from a Greyhound employee.**
- If you have issues when travelling by Greyhound, please call [\(800\) 440-7712](tel:8004407712) and select option 1.

Traveling by Rental Car

- You will receive a text on Friday before pre-hire evaluation with a reminder to text back as soon as you turn in the rental car. Please reply to the message as soon as you have returned the rental car and then call the hotel.

Traveling by Flight

- **Please arrive at the airport at least 2 hours before your flight departure time.**
- Please keep in mind that over 50 lb bags incur hefty fees at the airport, and we may need to fly you to meet your trainer or to another terminal to get your truck.
- Please be prepared to pay your own baggage fees when flying. You may be eligible for reimbursement depending on the total cost of your plane ticket compared to a bus ticket.
- Review the COVID guidelines for traveling by commercial airlines. It will be included in your flight itinerary email.

Lodging

Hotel Accommodations

- While in Tulsa, you will be staying at the SureStay by Best Western at [12416 E 51st St, Tulsa, OK 74146](#) (Phone # [\(918\) 249-8008](#)).
 - The hotel is non-smoking. There will be a \$250 fee if the room is smoked in.
- You'll be in a shared room during the pre-hire evaluation process. If you wish to reserve a private room, you must notify your recruiter beforehand and be able to pay \$30.00 per night upfront.
- There is a \$15/day non-refundable pet deposit. You must pay the hotel directly and will not be reimbursed for this expense. Pet must be kenneled when you are not in the room.
- If the SureStay is over booked, you may be placed in an alternate hotel.
- Please call the hotel at [\(918\) 249-8008](#) when you arrive in Tulsa to schedule your pick-up from Greyhound or the Tulsa Airport.
- **If you will not be using the hotel Melton provides, your first day will start either in the Hotel Lobby or at Melton's Training building.**

Day One Start at Hotel

- Please be in the front lobby of the hotel no later than **6:00 AM** on Monday morning.
- Please mention your name to the shuttle driver so they can record you as present for the day.

Day One Start at Melton Truck Lines

- Please arrive at [1225 N 161st East Ave. Tulsa, OK 74116](#) by **7:00 AM** Monday morning.