

# NAPA Transportation, Inc.

**DRIVER FOCUSED, SERVICE DRIVEN.**



**Congratulations!** You have been invited to attend **NAPA Transportation's Driver Orientation**. Our orientation is an opportunity for you to learn more about NAPA, understand our policies and procedures, and ensure that NAPA is the right fit for you and you are the right fit for NAPA.

All the details for your upcoming orientation can be found on this page, please be sure to read in its entirety. If you have further questions, please call your Recruiter at (800) 332-0263 option 2.

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## COVID-19

Everyone's safety is our top priority! If you have a fever of 100.4 or more, we ask that you reschedule orientation.

At NAPA, we practice social distancing and require masks to be worn correctly inside our facility. In addition, we encourage regular hand washing and disinfecting work areas throughout the day.

Prior to traveling to orientation, we ask that you please perform a self-screening. [Click here to perform the self-screening.](#)

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## HOTEL INFORMATION

### Comfort Inn Mechanicsburg

1012 Wesley Driver

Mechanicsburg, PA 17055

PH: (717) 766-8380

[Website](#)

- Our team has reserved a single occupancy room just for you.
- Drivers can check-in the night before orientation.
- Hotel amenities include:
  - Truck parking
  - Breakfast
  - Free WIFI
  - Pet-friendly
  - Microwave
  - Refrigerator
  - Laundry
  - 100% smoke free
  - Exercise Room
  - Seasonal outdoor pool

## ORIENTATION LOCATION

**NAPA Transportation, Inc. Headquarters**

**4800 East Trindle Road**

**Mechanicsburg, PA 17050**

**PH: (717) 332-0263 option 2**

[Website](#)

- A NAPA shuttle will bring you to and from orientation daily.
  - Lunch and dinner will be provided.
  - Coffee, water, and vending machines available.
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## ORIENTATION EXPECTATIONS

**DAY 1:** Please meet our Orientation Coordinator in the Hotel Lobby at 7:15am.

We ask drivers to prepare for a full 5 days of orientation, which includes:

- DOT Physical Exam, Drug Screen and Functional Capacity Test
- Open Road Test
- Pro-Tread Training
- Smith System Test
- NAPA Policies and Procedures
- Company Benefits Overview
- NAPA Mobile App Presentation
- Hours of Service Training
- Maintenance Walk-Through

**FOR COMPANY DRIVERS:** Drivers who successfully complete orientation will receive a \$1,000 orientation pay in their first check. Returning NAPA drivers with a shortened orientation will receive a prorated orientation pay.

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## WHAT TO BRING

We want your orientation experience to be as smooth and easy as possible. In order to do that, we ask that:

- **All Drivers bring the following items:**
  - Valid U.S. driver's license
  - Two forms of I-9 acceptable documents (*for examples of acceptable documents, [click here](#)*)
  - Current DOT Medical Card
  - Any medical documents or prescriptions to assist in passing a physical (*A1C results, medication lists, sleep apnea reading from CPAP, etc.*)
  - Direct deposit information (*a voided check or banking information form with account and routing numbers*)
  - Travel receipts (*company drivers only*)
  - DD-214 (*Military Veterans*)
  - Current rabies vaccine paperwork for pet passengers (*if applicable*)
  - Clothes, proper footwear, and toiletries for one week (*including sweater or sweatshirt for orientation room with A/C*)
  - Funds to cover personal expenses until first pay check or settlement
  - *OPTIONAL:* A cup or mug for water and coffee

- **Owner Operators should also bring:**
    - Proof of insurance (*Occupational Accident, Bobtail, and Physical Damage*)
    - Current DOT Inspection
    - Vehicle registration
    - Copy of truck title (*if needing plates*)
    - Current 2290 (*if needing plates*)
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## PHYSICAL EXAMINATION, DRUG SCREED AND FUNCTIONAL CAPACITY TEST

All drivers are required to pass a DOT physical examination, drug screen, and functional capacity test. Here's what you can expect during testing:

- **Physical Examination:**
    - Vision and hearing testing
    - Health history review
    - Blood pressure check
    - Urinalysis reading
    - Health exam
  - **Drug Screen:**
    - Urine collection
    - Hair follicle testing (*goes back 90+ days*)
  - **Functional Capacity Test:**
    - **Although we are 100% no-touch freight, we still require this test to ensure that general tasks can be performed.**
    - Full body range of motion (*arms, legs, neck, fingers, ankles, knees, elbows, back, toes*)
    - Lift test
    - Kneeling and standing without assistance
    - Crawling
    - Pushing/pulling a cart on wheels
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## TRAVEL AND REIMBURSEMENT

### FOR COMPANY DRIVERS

To limit the exposure to other travelers, we are asking drivers to travel to orientation the following ways:

- **Rental car:**
  - Drivers are required to book their own rental cars
  - A \$200 deposit may be required upon pick-up and will be refunded upon drop-off.
  - NAPA will reimburse for the rental amount (not including refundable deposit), tolls, and gas.
  - Receipts are required at orientation in order to be reimbursed.
- **Personal vehicle:**
  - If you are getting your truck at the Mechanicsburg terminal, getting a ride to orientation is advised.
  - NAPA will reimburse for round-trip mileage, tolls, and gas.
  - Receipts are required at orientation in order to be reimbursed.

- **PLEASE NOTE:**

- We do not reimburse travel expenses for Lease Purchase drivers or Owner Operators.
  - All travel to orientation will be reimbursed to the driver in their first paycheck (unless the driver requests it with his/her first load via T-Chek).
  - At the discretion of management, a driver who fails the drug screen, voluntarily leaves orientation or doesn't pick-up his/her first load may forfeit travel expense reimbursement.
  - Travel expenses from orientation back to the driver's home will be reimbursed if the driver has graduated orientation and is waiting on his/her truck to be ready for more than 4 days. If the wait is less than 4 days, NAPA will pay for the driver's stay in the hotel.
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## **REQUIRED PAPERWORK**

Prior to orientation, you will receive an email asking for you to electronically complete onboarding paperwork. Please do so before orientation.

You can also access those documents by going directly to [DriveNAPA.com](https://www.drive-napa.com).

If you do have questions on the paperwork, we would be happy to assist you during orientation.

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## **CLEARINGHOUSE**

Per the FMCSA, all CDL drivers must be registered through the Clearinghouse prior to being hired by any motor carrier. Please follow the links below to register. We are unable to move forward with the process until you are registered.

- [Clearinghouse Registration](#)
  - [Clearinghouse Registration Instructions](#)
  - [Clearinghouse FAQs](#)
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## **TRUCK INFORMATION**

### **COMPANY DRIVERS**

You should expect to get your truck upon graduation at the Mechanicsburg terminal, your local terminal, or at our customer's facility, depending on your position. Your recruiter will communicate that to you prior to orientation.

### **LEASE PURCHASE DRIVERS**

You will have the opportunity to inspect your truck at the Mechanicsburg terminal during orientation and leave with it upon graduation.

### **OWNER OPERATORS**

You will need to bring your truck to the Mechanicsburg terminal on Day 1 of orientation. Our Shop will then inspect it and install our devices while you are in orientation.