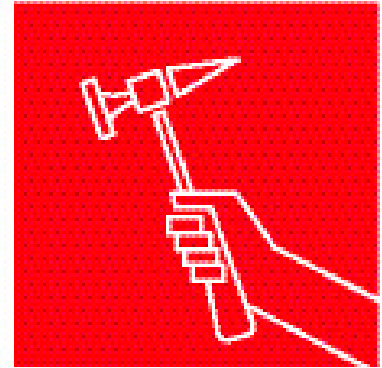
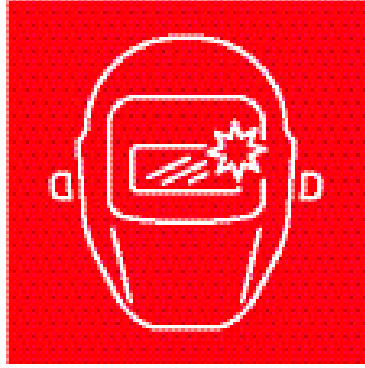
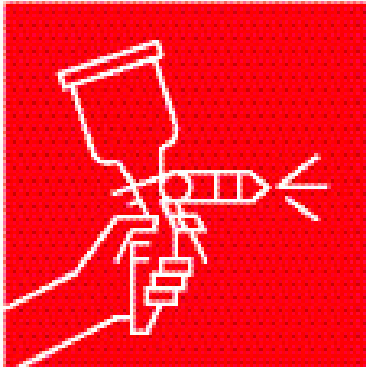


# Toyota & Lexus CR&R Travel Packet



# COLLISION

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**REPAIR & REFINISH**

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# TRAINING



**TOYOTA**



**LEXUS**

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# Information

## **Online Training:**

Before attending instructor led courses, students are required to complete and pass the corresponding pre-requisite online training and test.

Students attending Collision Repair & Refinishing Training (**CR&RT**) have access to the required online training courses through the certification websites found at:

[ToyotaCertification.com](http://ToyotaCertification.com)

[LexusLearn.com](http://LexusLearn.com)

Available online training courses can be found listed under "Testing/E-learning".

## **NOTE**

**Each student must have their own individual TIS ID and password. This is required for completion of Instructor-Led training activities. Students should obtain theirs and confirm that they can log-In to TIS prior to attending training.**

## **Cancellation Policy:**

We understand that there are times when you cannot attend or reschedule class(es). If you are unable to attend registered class(es), please let us know 5 business days prior to the scheduled start date. This allows other students to take your spot. Failure to do so may be subject to full payment of the class.

## **Attendance and Punctuality:**

Please keep the start and end times in mind when planning your travel arrangements. Students who arrive late or depart early from training programs risk "incomplete" status for the class. When scheduling airline flights, be sure to allow adequate time for rental pick-up/drop-off or shuttle/taxi transportation to and from the training location.

## **Class Start Time:**

Class start time is 8:30AM. Please allot extra time the first day of class in case you get lost and need to be directed to the correct location.

## **Late Students:**

Especially on the first day of class, 30 minutes after the designated start time is the longest time permissible for being late. If the student is later than 30 minutes, he/she will be asked to

reschedule the class, with no credit for the attempted class attendance. No Show's will be billed the full course fee.

Exceptions will be reviewed on an individual basis in the following situations:

- Family Emergency
- Hospitalization
- Illness
- Flight Cancellations
- Weather Conditions (for late arrivals)
- Road Closures and Traffic Delays (for late arrivals)

If the student does not meet reasonable exceptions, they will be turned away. A member of the team will notify the employer.

**“No Show” Defined:**

A “no show” is a student who fails to notify the attending Training Center that he/she will not attend their scheduled training course. The sending dealer/sponsored employer will be billed the full course fee for all classes missed.

**Weather/Disaster/State of Emergency:**

If student safety is in jeopardy, cancellation or early dismissal is considered (instructor's best judgment). If early dismissal is necessary, homework or alternate makeup hours will be assigned to compensate for missed class time (where applicable).

**Dress Code:**

Technicians must dress in a manner consistent with the work performed at the Training Center (professional environment). The work will include classroom presentations, workshop/lab and practical demonstrations.

The following attire is **not acceptable** in ensuring that safety requirements are met and adhered to, as students will be working with power tools and equipment:

- Open-toed shoes and unsuitable footwear
- Ripped, torn and soiled clothing
- Sleeveless tops
- Revealing attire
- Shorts
- Inappropriate or offensive T-shirts and hats
- Unsecured jewelry that can cause injury

Use good judgment when making decision to avoid being sent away for more appropriate attire. Remember, it is a professional training environment and students are representing themselves and their employer.

**Personal PPE:**

The choice to wear COVID-19 PPE is up to each individual at this time. Toyota has the authority to change its policies at any time.

Appropriate sanitizing materials, face masks, and hand wash stations will be provided at the training center.

**Required PPE:**

**For lab activities:**

- Safety Glasses and Face Shields (OSHA approved)
- Task appropriate respiratory protection
- Task appropriate gloves
- Welding capes
- Welding gloves
- Welding helmet
- Hearing protection
- Paint suits
- Shop/Lab appropriate footwear-steel toe

## Travel Arrangements:

### NOTE

**Please do not purchase "non-refundable" airline tickets.** Unfortunately, classes may be canceled due to technician rescheduling, disruptive weather, or a lack of enrollments 10 days before the start of each class.

### Hotel Rates:

To take advantage of the Toyota/Lexus participants hotel rates, inform the hotel when making reservations that you are with Toyota/Lexus. If you are using an app while booking, please use code TOYY for a possible discount. The Toyota & Lexus rate is only available if hotel has availability at that rate. Please make your reservations early.

For training programs held at each of the Collision Repair & Refinish Training Centers, we have included a list of preferred hotels that provide a Toyota/Lexus Rate. Hotel reservations and cancellations are the participant's responsibility.

### Training Center & Hotel Information:

CR&R Training is conducted at 4 training locations. It is important to **note the location and the start time** to prevent students showing up at the wrong location and/or wrong time.

### Hotel Information for all locations:

**Hotel Rates and Amenities:** Please call hotel for rates, amenities, and transportation information.

The following hotels are in the general proximity of the Training Centers. While every effort is made to ensure that hotels are high quality, clean and reasonably priced, no guarantee is expressed or implied as to the availability of rooms, the price of rooms or the quality of accommodations by CR&R.

Reservations should be made prior to the hotel stay to receive the Toyota/Lexus rate (where available). **Toyota/Lexus is not responsible for making the hotel arrangements or payment guarantee. Hotel incidentals, including cancellation fees assessed, are the responsibility of the dealer/student.**

## **Rancho Cucamonga, CA**

10260 Indiana Court  
Rancho Cucamonga, CA 91730  
Class Time: 8:30am-4:30pm  
Instructor-Kevin Earlywine  
Phone Number: 909-758-6442

### Note:

Most hotels listed may offer complimentary shuttle service to the training facilities, some also may offer free airport pick-up and drop-off. Please confirm that these services are available when making reservations or make the necessary transport arrangements.

### **Doubletree by Hilton Ontario Airport**

222 North Vineyard Avenue, Ontario, CA 91764  
Contact: (909) 937-0900 or [www.doubletree.com](http://www.doubletree.com)  
Note: Approximately 3.6 miles from training center.

### **Hyatt Place Ontario Mills**

4760 Mills Cir, Ontario, CA 91764  
Contact: (909) 980-2200 or [www.hyatt.com](http://www.hyatt.com)  
Note: Approximately 3.4 miles from training center.

### **Courtyard Ontario Rancho Cucamonga**

11525 Mission Vista Dr., Rancho Cucamonga, CA 91730  
Contact: (909) 481-6476 or [www.marriott.com](http://www.marriott.com) Note:  
Approximately 2.4 miles from training center.

### **Towneplace Suites Ontario Airport**

9625 Milliken Ave, Rancho Cucamonga, CA 91730  
Contact: (909) 466-1100 or [www.marriott.com](http://www.marriott.com)  
Note: Approximately 2.4 miles from training center.

## West Caldwell, NJ

16 Henderson Drive  
West Caldwell, NJ 07006  
Class Time: 8:30am-4:30pm  
Instructor- Justin Valone  
Phone Number: 862-246-3170

### Note:

Most hotels listed may offer complimentary shuttle service to the training facilities, some also may offer free airport pick-up and drop-off. Please confirm that these services are available when making reservations or make the necessary transport arrangements.

### Best Western/Fairfield Executive Inn

216 Rt. 46 East Fairfield, NJ 07004  
Contact: 973-575-7700 or [www.bwfei.com](http://www.bwfei.com)  
Notes: Approximately 4 miles from training center.

### Ramada

130 route 10, West East Hanover, N.J. 07936  
Contact: 973-386-5622 or [www.ramada.com](http://www.ramada.com) Notes:  
Approximately 7 miles from training center.

### Holiday Inn Hotel & Suites

707 Rt. 46, East Parsippany, NJ 07054  
Contact: 973-263-2000 or [www.parsippanyholidayinn.com](http://www.parsippanyholidayinn.com) Notes:  
Approximately 7 miles from training center.

### Ramada Inn

334 Rt. 46 East Wayne, NJ 07470  
Contact: 973-256-7000 or [www.wyndhamhotels.com](http://www.wyndhamhotels.com)

Notes: Approximately 4.5 miles from training center.



## Plano, TX

Toyota Motor North America Plano Headquarters Campus  
6712 TX-121 Highway, Plano Texas 75024  
W4 Building  
Class Times: 8:30am-4:30pm  
Instructor- Vaughn Mills  
Phone Number: 469-265-4867

### Note:

Some hotels may offer free airport pick-up and drop-off. Please confirm that these services are available when making reservations or make the necessary transport arrangements.

### Holiday Inn-The Colony

4301 Paige Rd, The Colony, TX 75056

Contact: 469-384-8165 or

[www.ihg.com/holidayinn/hotels/us/en/the-colony/dfwct/hoteldetail](http://www.ihg.com/holidayinn/hotels/us/en/the-colony/dfwct/hoteldetail)

Notes: Approximately 2.3 miles from training center.

Full-service hotel with restaurant. Enter in the corporate **ID #100287417** to receive the Toyota Rate in the Rate Preference Section.

### Staybridge Suites Plano-The Colony

5280 Memorial Dr., The Colony, TX

Contact: 469-362-1100 or [www.ihg.com/staybridge](http://www.ihg.com/staybridge)

Notes: Approximately 2.3 miles from training center.

### Marriott Fairfield Inn & Suites, The Colony

6600 Cascades Ct., The Colony, TX

Contact: 469-287-0078 or [www.marriott.com](http://www.marriott.com) Notes:

Approximately 1.9 miles from training center.

### Courtyard Dallas Plano/The Colony

5917 Stone Creek Drive, The Colony, TX

Contact: 214-469-2525 or [www.marriott.com](http://www.marriott.com) Notes:

Approximately 1.0 miles from training center.

### La Quinta Inn

3750 Market St., The Colony, TX

Contact: 469-294-0323 or [www.laquintathecolony.com](http://www.laquintathecolony.com)

Notes: Approximately 3.4 miles from training center.

## **Jacksonville, FL**

For Body Technician Classes: 401 West State Street, Rm T-109

For Paint Classes: Transportation Technology OR

30.33535767431068, -81.65980703682324

Jacksonville, FL 32202

Class Time: 8:30am-4:30pm

Instructor-Dan Hodges Phone

Number: 912-276-4586

### Note:

Most hotels listed may offer complimentary shuttle service to the training facilities, some also may offer free airport pick-up and drop-off. Please confirm that these services are available when making reservations or make the necessary transport arrangements.

### **Crowne Plaza Jacksonville Airport**

14670 Duval Road, Jacksonville, FL 32218

Contact: 904-741-4404 or [www.cpjacksonvilleairport.com](http://www.cpjacksonvilleairport.com)

Notes: Approximately 11 miles from training center.

### **Hyatt Regency**

225 E. Coastline Drive, Jacksonville, FL 32202

Contact: 904-588-1234 or [www.Hyatt.com](http://www.Hyatt.com)

Notes: Shuttle available from JAX to hotel.

### **Crown Plaza Jacksonville**

1201 Riverplace Blvd., Jacksonville, FL 32207 Contact:

904-398-8800 or [www.cpjacksonville.com](http://www.cpjacksonville.com)

Notes: Approximately 1.5 miles from training center.

### **Wyndham Riverwalk Hotel**

1515 Prudential Drive, Jacksonville, FL 32207 Contact:

904-396-5100 or [www.wyndham.com](http://www.wyndham.com)

Notes: Approximately 2 miles from training center.

