



Welcome to Michigan Prime Team

You have completed the all stage for becoming a Michigan Prime Associate
(Delivering smile to Amazon clients).

Make sure to have the following application downloaded to your personal cell phone

			
Ementor we send you a link to your email complete the registration	ADP We send an Email from ADP login and complete your registration and onboarding (used for Clock in and out and for payroll)	Amazon Flex Login using the same email and password of Amazon Portal (used as backup in case your rabbit not functioning)	Amazon Chime Login Using same email and password of Amazon Portal (we use for communication < call, texting the manager, dispatcher and the team)

Orientation day Meet at the loading parking

- to get training on loading the van
- Fill up the boarding papers
- Provide a Copy of driving license and social security card
- Get your Uniform
- Provide Bank information for direct deposit
- Set up your schedule for next week
- Get your Gas Pin Code and Badge number.



Driving day

Start

- Meet at the offsite parking 10:45 AM maximum (52405 Grand River Ave, Wixom, MI 48393)
- Park your car and wait for the dispatcher
- The dispatcher will give you a bag with van key, fuel card, and the rabbit) .
- Go to the van turn on check the van and scan QR using your personal phone  the QR located on the door of the van.
- Clock in using ADP application  (if you have an issue tell the dispatcher he will help you to login from the Ipad using your Badge number) and keep your phone on a safe place and do not use it while you are driving.
- Login from the rabbit to Amazon Flex to communicate with the team and the station
- Drive to the station (28415 Automation Blvd, Wixom, MI. 48393) and load your packages, make sure to scan all the packages and the large boxes from the rabbit using Amazon Flex 
- Check if the van has enough gas (Branded dodge, ford , and rented use regular gas, Mercedes Benz use Diesel).
- Go the one of the following gas stations:

Participant Group	Brand Name	Merchant Account Number	Merchant Name	Street Address	City	ST	Zip Code	Miles
SUNOCO	SUNOCO	0460078900	SUNOCO	30560 MILFORD RD	NEW HUDSON	MI	48165	3.3
FIRST DATA RESOURCES	INDEPENDENT	646019310887	SUNOCO	30560 MILFORD RD	NEW HUDSON	MI	48165	3.3
EXXONMOBIL	EXXONMOBIL	9937699	NEW HUDS	30465 MILFORD RD	NEW HUDSON	MI	48165	3.4
EXXONMOBIL	EXXONMOBIL	4819561	A M Y ATTIS	28055 WIXOM RD	WIXOM	MI	48393	4.4
FIRST DATA RESOURCES	INDEPENDENT	330012549888	SAFEWAY C	28055 WIXOM RD	WIXOM	MI	48393	4.4
SHELLTEXACO	SHELL EQUIVA	12665131004	SHELL SER	28790 WIXOM RD	WIXOM	MI	48393	2.3
FIRST DATA RESOURCES	INDEPENDENT	330404670888	SHELL SER	28790 WIXOM RD	WIXOM	MI	48393	2.3
EXXONMOBIL	EXXONMOBIL	1251511	DOWNTOW	31331 OLD WIXOM RD	WIXOM	MI	48393	4.2
EXXONMOBIL	EXXONMOBIL	7642291	WIXOM DEV	31331 OLD WIXOM RD	WIXOM	MI	48393	4.2
BPAMOCO	BP	8684243	BP	31331 OLD WIXOM RD	WIXOM	MI	48393	4.2
MARATHON	MARATHON	00000273680	SAROKIS (N	2167 N WIXOM RD	WIXOM	MI	48393	4.3
SHELLTEXACO	SHELL EQUIVA	12574954009	SHELL SER	710 EIGHT MILE RD	NORTHVILLE	MI	48167	8.2
EXXONMOBIL	EXXONMOBIL	9733262	8 MILE & TA	710 EIGHT MILE RD	NORTHVILLE	MI	48167	8.2
FIRST DATA RESOURCES	INDEPENDENT	330402820881	SHELL SER	710 EIGHT MILE RD	NORTHVILLE	MI	48167	8.2
MARATHON	MARATHON	00000078824	NOVI FILL U	24141 NOVI RD & 10 MILE RD	NOVI	MI	48375	6.5
FIRST DATA RESOURCES	INDEPENDENT	313624859887	OREILLY AL	43131 GRAND RIVER AVE	NOVI	MI	48375	5.2
FIRST DATA RESOURCES	INDEPENDENT	313624012883	OREILLY AL	131 S MILFORD RD	MILFORD CHARTER TOWNSHIP	MI	48381	8.3



- Start your route and follow the GPS on the rabbit go to the first stop (Follow up the customer instruction, scan the package near the door and take a clear picture)
- Complete your route and if you have any issue contact the dispatcher using the rabbit.

End of the route:

- Inform the dispatcher on the chat room that you complete your route, so he will either ask you to return to the station or he will request you to go for rescue
- Check the Gas level and fill up gas at one of the gas station lists above, enter the odometer and your pin code "same as your badge number ". (if you have an issue call the number on the back of the card and report this to the dispatcher) .
- Go the RTS return the empty pins and any return. Scan your badge at RTS and contact the dispatcher to come to RTS and check the van.
- Return the van to the offsite parking and end Ementor , and clock out from ADP.
- Remove all the trash form the van
- Return the bag to the dispatcher.

General rules:

- You can work 4 days a week minimum one weekend day
- Once the weekly schedule issued no call off no showoff no schedule change
- Always be safe away from accident and dogs, in case of any accident immediately report to the dispatcher and call the police and get a police report.
- 2-4 weeks you get a promotion !!!!!

Enjoy your trip and remember safety, Safety, Safety. Yourself, the van, and the package

Phone number :

- Dispatcher : 313-556-4628
- HR : 248-346-2035
- Manager :248-832-9464