



Below are the basic rules and guidelines for Premier Relocations employees. Follow these and you will be set up for success!!

Founded in 2002, Premier Relocations is an established, licensed and insured, full-service moving and warehouse storage company based in Michigan.

As one the largest Mayflower Transit agents in the United States, Premier Relocations provides local, intrastate and interstate moves, corporate and commercial relocations, and secure warehouse facilities for short-to-long-term storage of goods.



Uniform: You are expected to be in your complete Premier branded uniform before the start of your day. Your uniform should be clean, without rips, tears or stains. If there is an issue with your uniform, report it to dispatch.



Attendance: If you need time off please let us know at least 24 hrs. in advance . If you are sick, you will need to call before your scheduled shift. If you do not call within 30 minutes of the start time, it will be considered a "No Call-No Show".



Reporting Responsibilities: The Dispatcher is your main supervisor. While on the job, the driver or crew lead is your boss. You are expected to follow their direction, unless asked to do something unsafe or unethical.



Scheduling: The schedule is posted each night for the next day. You are expected to report to work, in uniform, and ready to work, when you punch in.



Drugs and Alcohol are **NEVER** allowed when on the clock. If a customer offers an alcoholic beverage, politely decline - You allowed to accept non-alcoholic beverages, if offered. Corrigan has a Zero Tolerance policy.



Smoking is **NEVER** allowed in trucks, trailers, the warehouse, or inside any customers residence or building. This includes vaping. You should never be handling customer items when smoking or vaping.



Personal cell phone use is only permitted during lunch and breaks., unless necessary for your job. This includes texting and social media usage.



Welcome to the Premier Relocations team! We know that starting a new job can be overwhelming, so we wanted you to know that we're here to support you. You're a part of our team now, and we know you'll do great things here.

Dispatch Name:

Dispatcher Number:

Labor Line:

Basic Equipment



Bands: used in place of tape or holding down moving blanket, or securing items during a move - Various Sizes / Colors



Two Wheeler/Box Dolly: Lightweight, basic dolly. Used to load and unload boxes, furniture, and bulky items



Tape: Used for closing for sealing boxes - This should not be used to wrap or pad furniture, unless advised. Tape is never to be applied directly to furniture.



Appliance Dolly: This allows the crew to easily wheel out big, heavy appliances like refrigerators and stoves



Padding/Blanket: Used for protection and to wrap items. It will prevent damage by wrapping items with a thick protective layer.



4 Wheeler: Used with crates, or bins to assist with moves with long walks or elevators - allows to move larger items or move more in one trip



Stretch Wrap: This is a thin, stretchable, plastic film used to protect fabric and secure items during transport (couch, chair, dresser)



Kickback Dolly: Primarily used for large, heavy items like safes or large commercial appliances



Rug Runner: Used to protect floors from equipment, weather and traffic during the move - Cardboard or adhesive carpet shield are also used



Panel Cart: Used to move wood panels, large pictures, mirrors, tables, commercial items, etc....



Door Jamb Protector: This helps protect doorways and furniture. It is made out of moving blankets and metal clips and fits to most doors



Pallet Jack: Used to lift and move pallets with minimal effort - primarily with commercial or freight



Hump Strap: A special lifting strap designed to help carry heavy or awkward loads



Services Offered

- Residential Moving
- Commercial Moving
- Corporate Relocation

Career Advancement

Premier Relocations is dedicated to promoting from within. The Corrigan Academy offers numerous classes to help with the growth and development of our employees.

Some of the classes offered are:

- Basic Training
- Advanced Mover Training
- Packing Training
- Crew Leader Training
- International Training
- Vaulting Training
- Installer Training
- Crew Lead Training
- Chauffeur Driver Training
- CDL-A Driver Training
- Owner Operator Apprentice Program

[Click Here](#) or speak to dispatch for someone to contact you about additional training