

BUSINESS PLAN OF APPLICANT FOR MOTOR CARRIER AUTHORITY

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE APPLICANT'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

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A-2015-2504883

DEC 14 2015

PUC Application Docket No.

Friendly Movers, LLC

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Legal Name of Applicant

Trade Name, if any

351 Spring Street, New Kensington, Pennsylvania 15068

Street Address (principal place of business)	City or Municipality	State	Zip Code
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This document is a business plan, or your proposal for providing the transportation service for which you are making application. Prior to deciding to make application for operating authority from the Public Utility Commission, you likely gave much consideration to the manner in which you would operate the business in order that you could provide satisfactory service to your customers and so that you could make a reasonable profit. As part of the application process, you must provide the Commission with your proposal to provide the transportation service.

You are encouraged to provide as much information as possible to fully explain your plan. If you fail to provide sufficient information about the subjects listed below, it may cause the review of your application to be delayed until you provide the necessary information. If you need more space to provide your explanation, please attach additional pages that list the appropriate item by number.

1. Identify the person providing the information by giving your name and indicate whether you are the owner, employee, officer, or attorney for the applicant.

Adam Findon, Owner of Friendly Movers, LLC

2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

Friendly Movers, LLC is not affiliated with any other carrier.

3. Describe the applicant's business experience, particularly any experience relating to the operation of a transportation service. An explanation of education or training that you believe may be relevant may also be included.

Adam has over ten years in the moving industry and has owned and operated Friendly Movers, LLC as a moving labor service since 2006. Prior to incorporating Friendly Movers, LLC, Adam worked for an Atlas Agent for two years. During this time, Adam was able to gain education on the logistics of the moving industry. Currently, Adam handles all aspects of his moving business to include managing subcontractors, scheduling, providing estimates, tracking and organizing accounting data, and providing outstanding customer service.

4. Describe the physical location, to include the office area, office machines that will be used, and where vehicles will be stored. Household goods in use carriers should include a description of their storage facilities, if applicable.

The physical location of the office and warehouse is 820 Route 910, Cheswick, PA 15024. This location will be where the trucks are stored. Friendly Movers, LLC does not have a storage facility to hold household goods.

5. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and continuous communication with drivers.

Customer requests for transportation will be received via telephone, via our website online submission, or via referrals by U haul or other storage facilities throughout the Pittsburgh area. Since Friendly Movers, LLC only owns one truck at this time, we will book truck jobs by utilizing our calendar scheduling tool. The truck will be dispatched in accordance with the schedule, by job location, and by size of job. Drivers will be notified by 6pm the day before via a telephone call and an email will be added to their personal calendar.

6. Please explain:

- a. Your hiring standards for drivers;

A CDL license is not required to operate our moving truck. Our hiring standards will include previous experience driving large trucks, at least 21 years old, pass a physical exam, pass a drug/alcohol test, hold a valid drivers license, obtain two year driving record, and pass a criminal background check.

- b. Your system to ensure prospective drivers will be subject to a criminal background check;

Our Employment Application will include pertinent information needed to complete a criminal background check such as name, date of birth, social security number, etc.

- c. Your driver training program;

Drivers are required to obtain training before operating the truck. Drivers must learn the functions of the vehicles by reading manuals and receiving hands on training by the owner or other experienced driver. The hands on training will show the driver's were able to comprehend the written rules.

- d. Your system for ensuring that your drivers are properly licensed at all times;

Upon hire, a valid drivers license is required. Every January drivers will be required to provide a license update and the Company will pull driving records. This date is scheduled in the Company's calendar to ensure the date is not missed. All records will be filed in the office for each driver.

- e. Your system to ensure that all drivers will be subject to a criminal background check every two years;

The Company will conduct criminal background checks every other January. The date is scheduled in the Company's calendar to ensure the date is not missed.

- f. Your policies regarding alcohol and drug use by your drivers.

The Company has a policy that allows for random drug/alcohol screenings, drug/alcohol screenings immediately after any accident, return-to-duty screening, and an annual screening in January. Driver will be suspended from duties if there is a failed screening. Follow up testing plan (includes a counselor and minimum of 6 screenings within the next year) will be carried out to ensure driver is free from substances.

7. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below. Taxicabs and limousines may not be used if the vehicle's age is greater than eight model years.

Currently, the Company has one vehicle but has a plan to obtain additional vehicles upon PUC approval and customer demand. At this time, only one vehicle is sufficient to service clients in our geographical area.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>
2006	Ford	F450	3 seats	1FDXE45S06HA86837

8. Describe your vehicle safety program. Please include the following in your explanation:

- a. Your periodic vehicle maintenance plan;

Driver's will be required to complete a daily post-trip inspection that covers the breaks, steering, lighting devices, tires, horn, windshield wiper, rear view mirrors, wheels and rims, and emergency equipment. The Company will inspect vehicles on a monthly basis for other maintenance items such as oil changes, fluid levels, and other such items.

- b. Your system for ensuring your vehicles will continuously comply with Pennsylvania's inspection standards and the Commission's equipment standards;

Inspections will be conducted in accordance with FMCSA Standards. Vehicles will undergo annual PA inspections by a qualified inspector.

- c. If applying for Taxi or Limousine Authority, explain how vehicles will be replaced once they are greater than eight model years in age;

Not applicable

- d. If applying for Household Goods Authority, explain how it will be ensured that vehicles meet all USDOT equipment standards.

9. As proof that an effort has been made to determine that insurance is affordable, list the name and phone number of insurance agents you have contacted and the prices of premiums they have quoted.

RFP & Associates, LLC - Ron Pastor 724-532-5500 \$3,300
Lords & London Cargo Insurance \$2,200

10. Criminal Record. Has the applicant* been convicted of a misdemeanor or felony for which applicant remains subject to supervision by a court or correctional institution?

YES. NO X

11. Financial Data. In addition to demonstrating your technical fitness, you must also demonstrate that you possess the financial fitness to provide the proposed transportation service. You may use the "Statement of Financial Position" which follows this page or supply a balance sheet prepared by an accountant. You need only provide the applicable information. Please feel free to also provide clarification information with your "Statement of Financial Position", which explains why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner.

Note: Commission regulations require that if the applicant is a partnership, limited partnership, limited liability partnership, limited liability company, or corporation, this question applies to all partners, members, shareholders and corporate officers. Each individual holding any of these positions should provide a separate page identifying the individual and a statement of his/her financial position.

Statement of Financial Position (Balance Sheet)

As of (date) December 1, 2015

ASSETS

Current Assets		
Cash	41,217	
Other Current Assets (specify)		
Other Assets		
Motor Vehicle Equipment	32,503	
Building and Structures		
Office Equipment		
Investments and Funds (specify)		
	<u>TOTAL ASSETS</u>	<u>73,720</u>

LIABILITIES

Current Liabilities (Due within one year of date)		
Long Term Liabilities (Due after one year of date)		
	<u>TOTAL LIABILITIES</u>	<u>30,113</u>

<u>NET WORTH / OWNER'S EQUITY (Subtract total liabilities from total assets)</u>	<u>43,607</u>
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Disclaimer: Applications are public records and can be accessed on the PUC's website. DO NOT provide social security numbers, credit card numbers, bank account numbers, tax information, or any other confidential information on your application, business plan, or verified statement forms.

Verification of Statement

The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.



(Signature)

12/14/2015

(Date)

Adam Findon, Owner

(Name and Title, printed or typed)

RECEIVED

DEC 14 2015

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Friendly Movers, LLC
351 Spring Street
New Kensington, PA 15068

Commonwealth of PA
PA Public Utility Commission
PO Box 3265
Harrisburg PA 17105-3265

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CUSTOMER USE ONLY FROM: (PLEASE PRINT) PHONE (717) 356-5 Friendly Power LLC 551 Spring St New Kensington PA 15068

PAYMENT BY ACCOUNT (if applicable)

DELIVERY OPTIONS (Customer Use Only) SIGNATURE REQUIRED Note: The mailer must check the "Signature Required" box if the mailer: 1) Requires the addressee's signature; OR 2) Purchases additional insurance; OR 3) Purchases COD service; OR 4) Purchases Return Receipt service. If the box is not checked, the Postal Service will leave the item in the addressee's mail receptacle or other secure location without attempting to obtain the addressee's signature on delivery. Delivery Options: [] No Saturday Delivery (delivered next business day) [] Sunday/Holiday Delivery Required (additional fee, where available) [] 10:30 AM Delivery Required (additional fee, where available) "Refer to USPS.com* or local Post Office" for availability.

TO: (PLEASE PRINT) PHONE () COMMUNICATIONS OF PA 10000 Utility Company P.O. Box 3005 Harrisburg PA 17105-0005

ZIP+4* (U.S. ADDRESSES ONLY) 17105

For pickup or USPS Tracking™, visit USPS.com or call 800-222-1811. \$100.00 insurance included.

Table with columns for ORIGIN (POSTAL SERVICE USE ONLY) and DELIVERY (POSTAL SERVICE USE ONLY). Includes fields for PO ZIP Code (15065), Scheduled Delivery Date (12-15), Postage (\$19.99), Date Accepted (12-14-15), Scheduled Delivery Time (2 NOON), Insurance Fee (\$), COD Fee (\$), Time Accepted (3:00 PM), 10:30 AM Delivery Fee (\$), Return Receipt Fee (\$), Live Animal Transportation Fee (\$), Weight (1.30 lbs), Sunday/Holiday Premium Fee (\$), Total Postage & Fees (\$19.99).

Table with columns for DELIVERY (POSTAL SERVICE USE ONLY). Includes fields for Delivery Attempt (MM/DD/YYYY), Time (AM/PM), Employee Signature.



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