

June 27, 2016

**Via Electronic Filing**

Rosemary Chiavetta, Esquire  
Secretary  
PA Public Utility Commission  
Commonwealth Keystone Building, 2 North  
400 North Street  
Harrisburg, PA 17120

**Re: Docket No. A-2016-2544790  
Application of B & M Limousine Services, Inc. (Airport Transfer Service)  
Business Plan of Applicant for Motor Carrier Authority**

Dear Secretary Chiavetta:

Attached for filing is the Business Plan of Applicant for Motor Carrier Authority in the above captioned proceeding.

If there are any questions, please do not hesitate to contact me.

Very truly yours,

Reger Rizzo & Darnall LLP



Debra L. Roscioli

DLR/dim

Enclosure

cc: Mr. Joshua Kwiatkowski [via Electronic Mail – [jkwiatkows@pa.gov](mailto:jkwiatkows@pa.gov)]  
Mr. John Pillar, Esquire [via Electronic Mail – [pillarlaw@verizon.net](mailto:pillarlaw@verizon.net)]  
Robert Greer [w/enc.]

**Re: Docket No. A-2016-2544790  
Application of B & M Limousine Services, Inc. (Airport Transfer Service)  
Business Plan of Applicant for Motor Carrier Authority**

**CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of the foregoing document has been served upon the following person(s), in the manner indicated, in accordance with the requirements of § 1.54 (relating to service by a participant).

**Via Electronic Mail**

Mr. Joshua Kwiatkowski  
Bureau of Technical Utility Services  
PA Public Utility Commission  
Commonwealth Keystone Building, 2 North  
400 North Street  
Harrisburg, PA 17120  
[jkwiatkows@pa.gov](mailto:jkwiatkows@pa.gov)

Dated: June 27, 2016



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Debra L. Roscioli, Esquire

# 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.

**A-2016-2544790**

PUC Application Docket No.

**B&M LIMOUSINE SERVICES, INC. (Airport Transfer)**

Legal Name of Applicant

Trade Name, if any

**6 ALLEGHENY AVENUE**

**CUDDY**

**PA**

**15031**

Street Address (principal place of business)

City or Municipality

State

Zip Code

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.

**Marla C. Miller is the President and an 80% shareholder in B&M Limousine Services Inc. with a telephone number of 412-352-7996 and as a shareholder and officer in the corporation; she is authorized to speak on behalf of the corporation. Mr. Robert S. Greer owns the remaining 20% of the shares of the company.**

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

**Neither B&M Limousine Services, Inc., nor its owners have any affiliation, management responsibility or control over any other certificated 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.

**Robert S. Greer, Vice-President of B&M Limousine Services, Inc., has maintained and operated stretch limousines and other commercial vehicles for the past five years for Paul Liberati t/a An Exceptional Limousine, 108 Shadyhill Road, Pittsburgh, PA 15205; (412) 277-5041|PA PUC Limousine Authority:**

Docket Nos.: A-00119031 and 2516980]. Robert S. Greer is also a certified ASE mechanic and has been so certified since 1985.

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 and facility for B&M Limousine Services, Inc. is located at 512 Millers Run Road, Morgan, PA 15064. It includes a complete automotive shop including work bays. It also includes an office space with office machines consisting of a computer, fax machine, photocopy machine, and telephone. The facility includes the ability to house vehicles inside and out. All records that are required by state, federal law and the PUC will be maintained in the normal course of business in this office. These records include but are not limited to a record of trips booked and completed, bookkeeping and tax records in addition to other business records. B&M Limousine Services, Inc. utilizes the services of an accountant, Lou Ann Franks [412-221-7768]. The business will receive bookings through the internet and by telephone for contract requests. Although B&M will be available 24/7, operational hours depend upon the requests of the customers. Contact with drivers will be maintained via cell phone.

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.

B&M Limousine Services, Inc. will receive requests for service via email as well as over the telephone for reservations. Dispatchers will provide all information that customers are calling for. Once customers decide that they are interested they will provide the dispatcher with the following information: time, phone number, name, pickup and drop off address and number of seats needed. Drivers will be informed of specific jobs via cell phone and e-mail. Continuous communication will be maintained via cell phone.

For transportation to/from an airport, dispatcher will call customer (2 hours prior from pick-up) to confirm that customer will be ready for pick-up. After all customers are confirmed (an hour later) driver will get ready to attend his route, a list of customers with pick-up and drop-off information will be provided to driver. Driver will be on his way to start picking up customers and the dispatcher will call customer to inform that driver is on his way (driver will inform office ETA). When driver picks up customer he will inform the dispatcher that customer is a positive and will be on his way to the next customer. Finally when all customers are picked up the driver will inform the office that he is ready to proceed to the final destination. Driver will drop off customers and once he is done he will inform the office.

6. Please explain:

- a. Your hiring standards for drivers;

At this time, the sole driver for B&M Limousine Services will be Robert S. Greer. Additional drivers will be hired as business expands. At present and due to the nature of the limousine business, B&M only intends to hire drivers that maintain a CDL. B&M intends to perform background checks annually.

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

See 6.a. above.

- c. Your driver training program;

**Each driver will be subject to undergo a period of training in customer service and what is expected of them while transporting customers. Drivers will undergo random driving tests performed by company personnel.**

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

**B&M will perform annual checks with its insurance carrier as well as requiring periodic reports from PennDOT.**

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

**Employees will sign a waiver upon hire which permits criminal and driving background checks.**

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

**B&M has a zero tolerance policy with regard to drug and alcohol use. B&M will perform pre-employment and post-employment and incident drug testing. All CDL drivers are entered in a local drug testing program that requires periodic unannounced drug tests.**

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.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>
2012	CHRYSLER	300	12	2C3CCAAG9CH108479
2011	INFINITY	LIMOUSINE	20	JN8AZ2NF3B9501079

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

- a. Your periodic vehicle maintenance plan;

**All vehicles are maintained every week or 3,000 miles, with a 172 point inspection. An oil change, tire rotation or new tires replacement and brake inspection are conducted to determine if replacement is needed. In addition, all repairs that need to be resolved will take place at this time. No vehicle will leave the Service Department without having all issues resolved. Each vehicle will receive a walk-around visual inspection prior to leaving the storage area. Each vehicle will have a checklist upon which defects can be noted. If any defect is noticed, that vehicle will be placed "out-of-service" until the problem can be corrected. Each vehicle will also have a form in the vehicle upon which a driver can note any problems that he/she experienced with the vehicle during a trip. Any noted problems will be fixed prior to the vehicle being returned to service.**

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

**B&M will have vehicles maintained regularly and will keep detailed records of all repairs performed on every vehicle. Once a vehicle does not comply with PennDOT inspection and the PUC's equipment**

standards, that vehicle will be taken out of route and replaced with a newer vehicle that will comply with PennDOT's standards and the PUC's equipment standards. Each vehicle will undergo a safety check every 3,000 miles to insure compliance with PennDOT and PUC equipment standards. Each vehicle will be inspected for cleanliness and defects during the daily walk around.

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

N/A

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

N/A

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.

**Liz Gatalica, Commercial Account Manager  
McGroarty & Bradburn Insurance, Inc.  
Banas Insurance Agency  
4175 Steubenville Pike  
Pittsburgh, PA 15205**

**\$4,200/annually**

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.**

**B & M LIMOUSINE SERVICES INC  
STATEMENT OF FINANCIAL POSITION  
ONE YEAR PROJECTED INCOME STATEMENT**

**REVENUES:**

OPERATING REVENUE	97500
TOTAL REVENUE	97500

**EXPENSES:**

ADVERTISING	8000
BANK/MERCHANT FEES	300
DEPRECIATION	15200
FUEL	5000
INSURANCE	2700
INTEREST	3600
OFFICE SUPPLIES	800
OPERATING SUPPLIES	2000
PROFESSIONAL FEES	1500
RENT	9600
TELEPHONE	2400
VEHICLE EXPENSE	4000
TOTAL EXPENSES	55100

EXCESS OF REVENUE OVER EXPENSES:	42400
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B & M LIMOUSINE SERVICES INC  
STATEMENT OF FINANCIAL POSITION  
BALANCE SHEET  
AS OF MARCH 31, 2016

ASSETS

CURRENT ASSETS:

CASH 9215

OTHER ASSETS:

MOTOR VEHICLE EQUIPMENT 47500  
LESS: ACCUMULATED DEPRECIATION -13300  
34200

TOTAL ASSETS 43415

LIABILITIES

LONG TERM LIABILITIES:

MOTOR VEHICLE LOAN 40586

TOTAL LIABILITIES: 40586

NET WORTH/OWNER'S EQUITY: 2829

NET WORTH / OWNER'S EQUITY (Subtract total liabilities from total assets) \_

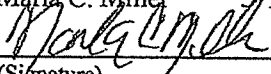
**Disclaimer:** Applications are public records and can be accessed on the PUC's website. DO NOT provide social security numbers, credit card numbers, bank account numbers, tax information, or any other confidential information on your application, business plan, or verified statement forms.

**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.

Marla C. Miller

5/9/2016

 5-9-16

(Signature)

(Date)