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2016 JUN 28 PM 1:09

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SECRETARY'S BUREAU

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BUREAU OF
TECHNICAL UTILITY SERVICES

2016 JUN 27 PM 4:19

VERIFIED STATEMENT OF APPLICANT

BUSINESS PLAN OF APPLICATION FOR MOTOR CARRIER AUTHORITY

A-2016-2540851

THE MOVE SMITH, LLC
147 MUNICIPAL DR.
BUSHKILL, PA 18324

1. My name is Garret Plunkett. I'm the Managing Member of the single member LLC and will act as sole manager of the operation.
2. See attached 'Resume'.
3. As you'll notice in my resume, I have a logistics degree from Penn State University and have worked for two Fortune 500 companies in various logistical roles. I left the corporate world to become an entrepreneur in 2010, co-founding a new moving venture. With a lot of hard work, we reached tremendous levels of success in terms of growth and revenue in a short amount of time. In 2015 I decided to leave my own company as a result of a difference of opinion on the future of that company. Shortly thereafter, I went to work for an international moving operation and van line agent learning a great deal more about the moving industry as a whole. With new found knowledge and an emphasis on quality, I decided to return to the industry as founder of my very own venture.
4. Our facility is located on a small private plot of land on a side street in Bushkill, PA. The truck(s) will park on a well lit, paved lot that is maintained year round. The facility is located directly across from the borough municipal building and fire station, each which operate a fleet of trucks. My office is located within the structure on the property. I will utilize a cell phone, laptop computer, a multi-function device (printer, copier, scanner) and retain records in a small filing cabinet. Older files will be boxed and stored on site for record retention purposes. Files that require periodic updates will be done via a schedule contained within the file itself and reminders will be set within the company calendar. All files will be audited for compliance on an annual basis. Client storage will not be conducted at this facility. All inquires for transportation will come in over the web via an online form or over the phone. All booked transportation services will be placed on our calendar. A week prior to the service date, a truck and crew will be assigned to execute the service. Final confirmation messages will go out to the client and crew a day prior to the service date. On the morning of the service, the crew will arrive, prep the truck with proper materials, perform a safety inspection of the vehicle and dispatch accordingly. The crew leader will be required to have a cell phone in which communication will be engaged throughout the day. My intended business hours are Monday through Friday from 8-6pm and Saturdays throughout the summer.

5. I plan to hire 4-5 crew members to assist me (the driver) with labor efforts related to packing and moving services. Specifically the crew will be responsible for packaging/protecting client property - both their facility and their possessions while efficiently loading and unloading the property to and from our fleet. This number is sufficient as I plan to only operate a single crew throughout 2016. My emphasis is to ensure maximum client satisfaction through superior quality of service. I will not take on more work than I can handle and allow quality to suffer.
6. I will be the only driver in 2016. Ideally I will be in position to hire a few more drivers as we grow into 2017. However 1 driver will be sufficient to start as it allows me to maintain a laser focus on quality.
 - a. Please note our operations will not require CDL drivers, as we do not operate trucks in excess of 25,999 GVW. All drivers must be 21 years of age or older, complete an application, a background check and drug screening and submit an MVR. If they possess prior commercial driving experience, an inquiry to previous employers to include driving record and alcohol/drug screenings will be made. Additionally all drivers must possess or acquire a Medical Examiner's certificate. Driver's must then undergo company training (explained below) and demonstrate safe operation of a vehicle under supervision. Only then will they be permitted to drive a company vehicle. A Driver Qualification file will be kept for each driver consisted of all aforementioned documentation. Background checks updates and license checks will be placed on the company calendar.
 - b. All employees must agree and sign off on our employment agreement during onboarding. As taken from our Employee Agreement: Background Check and Drug Screen. Employee employment is conditioned on an initial background check, including driving record and drug and alcohol screen.
 - c. Driving training consists of both oral and written instruction, at least 20 passenger hours, at least 10 hours driving under supervision. It continues throughout the year with monthly driver meetings and daily coaching. All drivers must demonstrate the ability to operate all vehicles in a safe and responsible manner. All trainees start out driving our cargo van, and only once can they demonstrate safe driving techniques advance to our box truck. Specially instruction includes, but is not limited to vehicle inspection - pre & post trip, log books, urban driving, rural driving, inclement weather driving, driving empty vs. under load, mirror use, backing, clearance, fueling, what to do in the event of an accident, DOT inspections, weigh stations, commercial routes, parking, passengers, cell phone usage, seatbelts, chalk, triangle and fire extinguisher use, truck cleanliness, etc.
 - d. Our insurance agent, The Selzer Company, has agreed to run a driver's license check to verify eligibility on a quarterly basis. In addition, our Employee Agreement states: Employee acknowledges and agrees that

he/she: (iv) shall immediately notify the Company of (a) any suspension, revocation or termination of his/her driver's license.

- e. A schedule is located in each driver file and a reminder is added to our calendar system. In addition, our Employment Agreement states: Employee acknowledges and agrees that he/she: (iv) shall immediately notify the Company of (b) any arrest, citation or penalty, whether misdemeanor, felony or otherwise, including, but not limited to, traffic violations and parking violations issued on a Company vehicle, whether or not occurring within the scope of employment, but specifically excluding parking violations issued on Employee's personal vehicle.
- f. See policy below from our Employee Handbook:

DRUGS AND ALCOHOL

The possession of drugs, controlled substances, or unopened containers of alcohol while performing services for Move Smith or on Move Smith's premises is strictly prohibited. Any employee who is found to be in possession of drugs, controlled substances, or unopened containers of alcohol at Move Smith offices and/or facilities or job-sites, or under the influence of alcohol or a controlled substance while operating company vehicles, tools or equipment, or at any time during working hours, will be in violation of the stated policy and will be subject to disciplinary action, up to and including the termination of employment.

As a condition of employment and if a workplace accident occurs or if reasonable suspicion exists of drug or alcohol use during working hours of employment, or upon random selection at times determined by Move Smith, the employee may have his/her work area searched (including, but not limited to, any vehicle driven by employee) and/or may be subject to a drug and alcohol screening test. Upon such event, the employee will be immediately escorted from the work premises and requested to submit to a drug and alcohol screening test. Failure to submit to the test or positive test results will result in disciplinary action up to and including the termination of employment.

Observation of any one or more of the following may constitute reasonable suspicion of drug or alcohol use: slurred speech, loss of balance, the odor of drugs or alcohol, the presence of alcohol or drug-related paraphernalia, observation of the use of drugs or alcohol, red eyes, irregular work pace, decline in productivity, mood swings, frequent absences, excessive time away from the work place, trembling, disorientation, aggressive behavior, drowsiness, restlessness, or hyperactivity.

Move Smith reserves the right, but has no obligation, to require the employee to satisfactorily complete an employee assistance program or rehabilitation program in lieu of initiating disciplinary action.

Move Smith reserves the right to amend this policy, in whole or in part. Nothing in this policy is intended to create contractual employment relationships of any kind or

description. As always, employment remains at the will of the employee and Move Smith.

Your health and safety are our primary concern. Help us to keep your workplace drug and alcohol free.

7. I plan to operate 2 vehicles. A cargo van for crew transport, small moves and packing jobs and a box truck for larger moves. These will provide adequate coverage for time being.

1. 2014 Dodge Ram Promaster, 38k miles, seats 3, VIN3C6TRVCG6EE105320
2. 2014 Mitsubishi FE180, 21k miles, seats 3, VIN JL6CRK1AXEK000161

8. Safety is our utmost priority. Ensuring our vehicles are well maintained and safe for operation is taken very seriously. DVIR's to include a pre-trip and post trip inspections are performed every day for each vehicle in operation. Most defects are corrected immediately, or if deemed non-safe for operation, vehicles are taken out of service until the necessary repairs can be made. Additionally vehicle mileage is monitored through the DVIR's and periodic maintenance services are scheduled accordingly. During the scheduled maintenance service, the vehicle also undergoes an inspection to ensure the highest level of safety. Furthermore, a PA inspection and FMCSA inspection are conducted on an annual basis. A Vehicle Maintenance file will be kept for each vehicle consisting of an inspection schedule, repair and maintenance schedule, and all invoices from previous services, repairs and inspections. Inspection and maintenance reminders will be placed on the company calendar. Trucks cabs and cargo areas will be kept clean and orderly on a regular basis.

9. Through my insurance agent, Lisa Tapper at the Selzer Company, I have obtained an insurance policy through Transguard Insurance Company of America. I have adequate funds on hand to pay for the policy and once operational, will use revenue to cover the expense.

10. Behind safety, customer service is our top priority. Given 7 years experience in the household goods industry, I have developed and relentlessly refined those standards over thousands of moves and a plethora of customer feedback. The most critical aspect of customer service is communication. We provide a response to all phone and web inquires within 48 business hours, however most times within 24 business hours. We strive to utilize the highest caliber of trained employee, safe and reliable equipment, and the latest technological advancements whenever possible in order to maintain our commitment to high levels of customer service.

- a. Customers can access our "Know Your Rights" webpage for procedures on filing complaints with the PUC. They can also be advised of them over the phone or by email.
- b. Customers can access our "Claims" webpage to submit a complaint or do so over the phone or by email. A confirmation of the stated

complaint will be made within 48 business hours. An investigation will then be launched into the legitimacy and severity of the claim and management will make a decision. The decision will then be communicated to the customer in writing. Should the customer like to appeal they may do so. If a satisfactory decision cannot be reached, the customer may pursue arbitration given the instructions on our "Know Your Rights" page. It is our goal to resolve all claims when they are made avoiding the need for any arbitration proceedings.

11. No

12. Statement of Financial Position as of 6/20/16

ASSETS

Cash \$17,856
Other Current Assets \$0
Motor Vehicle Equipment \$64,764
Building & Structures \$0
Office Equipment \$2,323
Investment & Funds \$187,481
TOTAL ASSETS \$272,424

LIABILITIES

Current Liabilities \$19,637
Long Term Liabilities \$40,564

TOTAL LIABILITIES \$60, 201

NET WORTH/OWNER'S EQUITY \$212,223

INCOME STATEMENT FOR PERIOD ENDING 5/31/16

SALES

Total Sales \$0
Misc. \$0
TOTAL SALES \$0

COST OF GOODS SOLD

Fuel \$0
Repairs & Maintenance \$0
Production Wages \$0
Management & Admin Wages \$0
Truck Rental \$0
Packing Supplies \$0
Tolls & Parking \$0
TOTAL COST OF GOODS SOLD \$0

GROSS PROFIT \$0

OPERATING EXPENSES

Officer Wages \$0
Bank & Credit Card Fees \$0
Advertising \$0

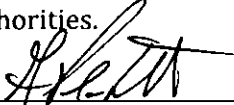
Education \$0
Employer's Share FICA \$0
Meals/Entertainment \$0
Registration & Licensing \$0
Insurance \$0
Office Expense \$0
Professional Fees \$681
Telephone \$123
Rent \$500
Unemployment Tax \$0
Uniforms \$0
Recruitment \$0
Truck Lease \$0
Travel \$0
TOTAL OPERATING EXPENSES \$1,304

OPERATING INCOME (LOSS) (\$1,304)

NET INCOME (LOSS) (\$1,304)

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 the 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.



Garret Plunkett, Managing Member

6/20/16

11. 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 ___

**If 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. In the event that the answer is yes for one of those individuals, a separate page identifying the individual and stating relevant information should be attached.*

12. 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. **PLEASE NOTE: COMMISSION REGULATIONS REQUIRE THAT PARTNERSHIPS, LIMITED PARTNERSHIPS, LIMITED LIABILITY PARTNERSHIPS, LIMITED LIABILITY COMPANIES, AND CORPORATIONS MUST FILE A CURRENT INCOME STATEMENT.**

Statement of Financial Position (Balance Sheet)

As of (date) _____

ASSETS

Current Assets

Cash _____

Other Current Assets (specify) _____

Other Assets

Motor Vehicle Equipment _____

Building and Structures _____

Office Equipment _____

Investments and Funds (specify) _____

TOTAL ASSETS _____

LIABILITIES

Current Liabilities (Due within one year of date)

Long Term Liabilities (Due after one year of date)

TOTAL LIABILITIES _____

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

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) _____

(Date) _____

(Name and Title, printed or typed)

CARRET PLUNKETT, MANAGING MEMBER

6/20/16

Garret L. Plunkett

147 Municipal Dr. Bushkill, PA 18324 • 570-441-2325 • garret.plunkett@gmail.com

Experience

Alpha International Movers (Wheaton Agent), Sciota, PA

October 2015-Present

International Relocation Apprentice

- Involved in the sales and operations of international relocations; both origin and destination service
- Bolstering my knowledge of local and interstate moves while acquiring knowledge of van line procedures

Suburban Solutions, Kensington, MD

November 2010-July 2015

Co-Founder

- Co-Founder of regional moving and junk removal company established in Washington D.C. with expansions to New York City in 2012 and Philadelphia in 2014
- Responsible for all attributes of the business including operations, logistics, sales, marketing, customer service, human resources, finance, accounting, safety, compliance, inventory and maintenance of 20 truck fleet
- Managed ~75 employees during peak seasons
- Generated sales of 3M in 2013

Suburban Holdings, Kensington, MD

September 2011-July 2015

Co-Founder

- Acquired 3 commercial and one residential properties, served as landlord for as many as 10 tenants at a time
- Adequately improved and maintained properties based on need and tenant request while adhering to budget
- Acquired, outfitted and leased 20 truck fleet to Suburban Solutions

Kraft Foods, Manassas, VA

May 2008-April 2011

Logistics Supervisor

- Managed daily operations of distribution facility and two cross-docks serving ~1k customers in 5 states
- Responsible for daily staffing and moral of regular and union employees, receiving bulk stock, FIFO inventory controls, order fulfillment, route optimization and dispatch, damages and returns, safety, cleanliness and maintenance of the facility, equipment, and 20 truck fleet
- Redesigned warehouse to more efficiently handle high volume items and promotional materials
- Led the regional implementation of "SHAPE", a program designed to enhance culture and communication

IBM Global Business Services, Fairfax, VA

September 2006-May 2008

Consultant

- Supported 6 major proposal efforts by identifying client requirements, researching past performance, and completing competitive analyses
- Created a curriculum for the Supply Chain Planning service area in order to provide new hires with a complete overview of the knowledge and skills required to become a valuable consultant

Education

The Pennsylvania State University, Smeal College of Business, University Park, PA

January 2002-May 2006

- B.S. Supply Chain & Information Systems
- Logistical Internships with Unilever & Footlocker
- Member of Kappa Alpha Order – Social Chair; active volunteer in THON & Homecoming

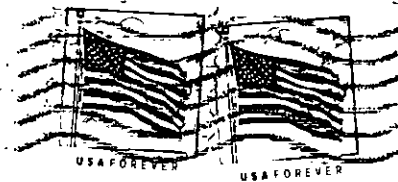
Personal

- Member of Young Entrepreneur Council
- Avid Crossfitter
- Volunteer for Various Local & International Organizations

THE MOVE SMITH
147 MUNICIPAL DR
RUSHKILL PA 18324

LEHIGH VALLEY PA 180

23 JUN 2016 PM 21



COMMONWEALTH OF PA
PA PUC
ATTN DAVID CANZONERI
PO BOX 3265
HARRISBURG, PA
17105-3265

17105-326565

