

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.

PUC Application Docket No.

TRINITY LUXURY TRANSPORT LLC

Legal Name of Applicant

Trade Name, if any

2351 Forest Hills Dr.

Street Address (principal place of business)

Harrisburg

City or Municipality

PA

State

17112

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 about the particular subject as is necessary 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.
Shari Leigh O'Connell, Owner/Partner
2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.
None
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.

In my 20+ year career as a consumer researcher, I spent roughly 85% of that time traveling. I utilized private car services on a weekly basis (in addition to many other modes of transportation) and one of the biggest frustrations I had was that this travel time was extremely unproductive due to lack of internet, work area, etc. I believed there was a real opportunity to provide travelers (business or personal) with an enjoyable and productive travel solution which I was unable to find during my career. So, roughly 5 years ago I started to casually interviewing drivers/owners (during my booked trips) to begin to learn the basics of the limousine business. Upon my retirement at the end of 2015, I began researching and test driving vehicles that could provide passengers with a comfortable, safe, and functionally productivity environment. Once I found the vehicle, I worked on the funding and financing and then proceeded to submit this PUC application.

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. I will be operating the company from my office located in my home. All company computers, printers, faxes, phones, transaction and compliance records will be located in this office. All household goods being utilized for the company, will be inventoried and stocked within the home in separate storage racks and cabinets (from personal household goods).

In regard to 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.

Shari O'Connell (owner/partner) will receive pre-booking customer requests via phone and email. Protocol will be to check company booking calendar to ensure requested day is open. If day is available, the client will be asked to provide the origination and destination locations, departure and arrival times, number of passengers, billing client name and address, and other client specific requests (ex: Client likes Pepsi products). Client will be emailed a contract within 48 hours of booking vehicle. Signed contract is required to be returned within 2 business days from receipt date. Once signed contract is received, dispatcher will research and verify driving instructions for the driver. The day before the arranged transportation, driver will be given directions to loaded into the GPS unit as well as a trip sheet to be completed the day of service. The day before the service, the driver and dispatcher will check the vehicle and equipment to ensure all equipment is in proper working order prior to service. Driver and dispatcher will be able to communicate at any time via Bluetooth mobile device which driver will only use in hands-free mode. Driver knows that vehicle must be stopped and parked if texting is being used as a form of communication with dispatcher.

Please explain:

- a. Your hiring standards for drivers;
Driver must hold a current Non-Commercial Class C PA driver's license.
Driver must provide a Social Security Card or documents confirming a legal permanent residence status or An alien authorized to work form
Driver must authorize the release of applicant's driver history report from the Department of Transportation
Prior to final job offer, the driver shall undergo testing for controlled substances with a verified negative Test result. If a positive test result is returned, applicant will not be offered the driving position.
- b. Your system to ensure prospective drivers will be subject to a criminal background check;
Driver must authorize the release of their criminal history report from the State Police. Company will receive a certified copy of the applicant's criminal history report for each jurisdiction other than the Commonwealth in which the applicant resided during the 5 years immediately preceding the interview. Applicant will understand that hiring will be dependent on the criminal background report results. Any criminal charges involving such crimes as rape, battery, assault, theft, or any crime involving a firearm will immediately disqualify an applicant from being hired.
- c. Your driver training program;
Drivers will be required to complete the following training programs:
Overview of PA transportation codes
Emergency Aid
Vehicle and equipment inspection
- d. Your system for ensuring that your drivers are properly licensed at all times;
Driver will authorize a yearly driver's history report to ensure proper licensing of driver.
- e. Your system to ensure that all drivers will be subject to a criminal background check every two years;
Company calendar will be updated with the hire date of drivers. 3 months prior to the two year hiring anniversary date, a criminal background check will be initiated for each driver. The results of the criminal background report will be maintained in the employee's file for the duration of the employment plus 7 years.
- f. Your policies regarding alcohol and drug use by your drivers.
The company maintains a zero tolerance policy. Any driver convicted of a D.U.I. on their personal time will be terminated immediately. Drivers cannot drink alcohol or take any drugs within 48 hours of a driving assignment. Only prescription drugs that are medically necessary for the health of the driver will be allowed (such as insulin, Adderall, high blood pressure medication, etc). A note from driver's physician will be required to document validity of medically necessary medications. Any other prescription drug cannot be taken within 48 hours of a driving assignment.

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>
2015	Mercedes	Sprinter	10*	WD3PE8CC6FP160768
			*includes 8 passengers	plus driver & passenger seat

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

- a. Your periodic vehicle maintenance plan;
The documented Mercedes Benz maintenance plan will be adhered to for all vehicle maintenance as well as regular oil changes every 10K miles.
- b. Your system for ensuring your vehicles will continuously comply with Pennsylvania’s inspection standards and Commission’s equipment standards:
Shari O’Connell, owner/partner, will be responsible for scheduling and completing annual inspection appointments with an authorized Mercedes Benz service center. All inspection paperwork will be maintained in office for a minimum 5 years.
AJ Marsico, owner/partner, will be in charge of reading P.A. Code and ensuring vehicle is in compliance with all equipment standards. Partner will present the annual equipment compliance results to the partners during the annual company meeting.
- c. If applying for Taxi or Limousine Authority, explain how vehicles will be replaced once they are greater than eight model years in age
The system for replacing the model greater than eight model years in age will be to use the vehicle as a trade in for a new MB Sprinter Executive series.
- d. If applying for Household Goods Authority, explain how it will be ensured that vehicles meet all USDOT equipment standards.
NOT APPLICABLE

9. Please explain what steps you have taken to determine if you can obtain and pay the premiums to maintain insurance coverage for the proposed number of vehicles for your business.

I contacted five insurance providers and kept the quotes for the two most affordable insurance provides. Insurance Provides contact including quote are as follows:

P.A. Post Agency	Ray Forester – Agent	\$1.5M liability for \$5K annual plus \$1K for full coverage collision
LuxQuote	Christopher Lee – Agent	\$2.0M liability for \$9,934 annual

10. Criminal Record. Have you, any members (if LLC or LLP), shareholders, or officers (corporations) been convicted of a misdemeanor or felony for which you remain subject to supervision by a court or correctional institution?

YES NO

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 a balance sheet prepared by an accountant. You need only provide the applicable information. Please feel free to 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) 9/13/16

ASSETS

Current Assets			
Cash		\$25,000	
Accounts Receivable		\$0	
Notes Receivable		\$0	
Other Current Assets (specify)		\$0	
	Total Current Assets		<u>\$25,000</u>
Tangible Assets			
Motor Vehicle Equipment		\$112,000	
Less: Accumulated Depreciation	-	\$0	= \$112,000
Building and Structures		\$0	
Less: Accumulated Depreciation	-	\$0	= \$0
Office Equipment		\$3000	
Less: Accumulated Depreciation	-	\$0	= \$3,000
Land			\$0
Investments and Funds (specify)			\$0
Intangible Assets			\$0
Other Assets (advances and idle equipment – specify)			\$0
	TOTAL ASSETS		<u>\$140,000</u>

LIABILITIES

Current Liabilities (Due within one year of date)			
Accounts Payable		\$0	
Notes Payable		\$0	
Equipment Obligations		\$0	
Other Liabilities (Attach schedule)		\$0	
	Total Current Liabilities		<u>\$0</u>
Long Term Liabilities (Due after one year of date)			
Accounts Payable		\$0	
Notes Payable		\$0	
Equipment Obligations		\$75,000	
Other Liabilities (Attach Schedule)		\$0	
	Total Long Term Liabilities		<u>\$75,000</u>
	TOTAL LIABILITIES		<u>\$75,000</u>

NET WORTH (Partnerships and individuals, only) \$65,000

OWNER'S EQUITY (Corporations only)

Capital Stock			na
Additional Paid-in Capital			na
Retained Earnings		na	
Less: Treasury Stock	-	na	= na
	Total Owner's Equity		<u>na</u>

TOTAL LIABILITIES & OWNER'S EQUITY Na

STATEMENT OF FINANCIAL POSITION
One Year Projected Income Statement

REVENUE and GAINS

Operating Revenue	<u>\$ 42,000</u>
Net Revenue from non-carrier operations	<u>\$ 0</u>
Dividend and interest revenues	<u>\$ 0</u>
Other non-operating revenue	<u>\$ 0</u>
Gains	<u>\$ 0</u>
Total Revenue and Gains	<u>\$ 42,000</u>

EXPENSES

Equipment Maintenance and Garage Expense	<u>\$ 1,700</u>
Insurance Expense	<u>\$ 5,000</u>
Employee Salaries	<u>\$ 7,000</u>
Supervisory Salaries	<u>\$ 0</u>
Officer Salaries	<u>\$ 0</u>
Fuel Expense	<u>\$ 2,400</u>
Purchased Transportation (Lease Expense)	<u>\$ 0</u>
Materials and Supplies Expense	<u>\$ 1,000</u>
General Office Expense	<u>\$ 500</u>
Advertising Expense	<u>\$ 0</u>
Telephone Expense	<u>\$ 0</u>
Accounting Expense	<u>\$ 300</u>
Legal Expense	<u>\$ 0</u>
Uncollectible Revenue	<u>\$ 0</u>
Depreciation Expense	<u>\$ 0</u>
Amortization	<u>\$ 16,524</u>
Operating Taxes and Licenses	<u>\$ 0</u>
Rent Expense	<u>\$ 0</u>
Loss	<u>\$ 0</u>
Total Operating Expenses and Losses	<u>\$ 34,424</u>

Net Income Before Taxes \$ 7,576

Provision for Income Taxes \$ 0

Net Income (Loss) \$ 7,576

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.

Shari Leigh O'Connell
(Signature)

9/13/16
(Date)

Shari Leigh O'Connell, Owner
(Name and Title, printed or typed)