



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA PUBLIC UTILITY COMMISSION
P.O. BOX 3265, HARRISBURG, PA 17105-3265

IN REPLY PLEASE
REFER TO OUR FILE

September 13, 2017

KEEP IT MOVING LLC
2212 GLENDALE AVENUE
PHILADELPHIA PA 19152

A-8915205

A-2017-2617127

Re: Application of Keep It Moving, LLC
Household Goods in Use Authority

Dear Mr. Lewis:

The above referenced application has been assigned for review without oral hearing. In order for the Commission to complete the processing of your client's application, the following documents are required to be filed:

1. VERIFIED STATEMENT OF APPLICANT.

The purpose of this document is to assist the Commission in determining the applicant's ability to safely and effectively offer transportation in the Commonwealth of Pennsylvania. Enclosed is a form titled Business Plan of Applicant for Motor Carrier Authority. You may use this form for the purpose of satisfying the required Verified Statement of Applicant.

In accordance with 52 Pa. Code §3.381(c)(1)(iii)(A)(I), applicants are given an initial 30 days to file verified statements; therefore, the filing of these statements will be due on **October 13, 2017**. Pursuant to 52 Pa. Code §3.381(c)(1)(iii)(A)(IV), additional time to file verified statements, up to 45 days, may be requested by letter explaining the extenuating circumstances why an extension of time should be granted. This written request must be received prior to the initial due date of the verified statements. Failure to file this information within the allotted time, or to receive an extension as specified above, will result in the dismissal of your client's application.

Questions about the application should be directed to me at (717) 783-5945.

Sincerely,

Lisa Milletics
Compliance Specialist
Bureau of Technical Utility Services

Enclosures

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-2017-2617127

PUC Application Docket No.

Keep It Moving, LLC.

Legal Name of Applicant

Keep It Moving, LLC.

Trade Name, if any

2212 Glendale Ave. Philadelphia, PA. 19152

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.

Kevin L. Lewis (owner)

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

N/A

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.

Keep It Moving has been around since 2002. We started out as subcontractors for 3rd party contractors. Our company ran 10-15 trucks for companies such as Lowes, Levitz, Ikea, West Elm, Home Goods and Mealy's. In 2013 we switched our focus to include the moving and hauling industry.

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.

Our office is a store front location divided up into 6 cubicles. This office is equipped with a fax machine, 2 printers, 6 telephones, and 6-7 laptops to conduct business. Our warehouse is approximately 4000 sq. ft and equipped with update security cameras, fire sprinkler system, and burglary alarms, motion sensors etc. . . .

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.

Our plan is to purchase leads, advertise online, place ads in local newspapers, and send out mailers. We will also use a CRM system to dispatch the vehicles and the use of office phones and cell phones to communicate with clients and workers.

<u>YEAR MAKE MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>
1999 International	(3)	VH418109
1995 Ford E350	(2)	HA55510
1993 Ford E350	(2)	

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

a. Your periodic vehicle maintenance plan;

Our maintenance plan includes a comprehensive preventive maintenance plan. We plan to service vehicles every 3000-6000 miles or every 3 months. Immediately maintenance or service vehicles with known issues.

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

Keep It Moving management will work directly with a certified mechanic in maintaining records and scheduled maintenance.

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

Drivers will perform pre-trip & post trip inspections, daily record keeping, and work with our certified mechanic.

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.

Mario Incollingo - Terra Insurance (215) 742-3743
Bruce Jones - Legacy Insurance (215) 366-9177
Jim Wade - Wade Insurance (215) 451-4995

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

**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.*

6. Please explain:

a. Your hiring standards for drivers;

Drivers will be required to have at least 2-3 years of verifiable experience with a professional moving service. Each driver is required to have a valid DOT Card and clean driving record. Mandatory drug testing is in effect and must consent to random testing and background check.

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

We have subscribed to a website called E-Patch and Sentry Link which have direct links to the PA State Police. No driver nor helper will be able to start without proper security clearances.

c. Your driver training program;

Drivers must undergo several test including driving / defensive and offensive techniques. Drivers must be able to complete log books, plus pre trip and post trip inspections. 20 hours of training will be mandatory (per year).

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

Our plan is to run testing 4 times a year by obtaining drivers license checks through PennDot.

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

As per FMCSA protocol we will place notes in files of the drivers ~~files~~ along with a checklist to complete by management. Proper record keeping is part of our training process in management.

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

Keep It Moving has a zero tolerance in regards to drug and alcohol use. Random testing is required and will be done if even we suspect a driver of drug or alcohol use.

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.

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.

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) 9/18/17

ASSETS

Current Assets		\$ 34,290.35	
Cash			
Other Current Assets (specify) -		\$ 72,231.30	(Receivables / Inventory / Vending / Investments)
Other Assets			
Motor Vehicle Equipment		\$ 21,774.00	
Building and Structures -		\$ 27,738.14	
Office Equipment -			
Investments and Funds (specify) -			
<u>TOTAL ASSETS</u>		\$ 156,226.69	

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) -

STATEMENT OF FINANCIAL POSITION One Year Projected Income Statement	
<i>REVENUE and GAINS</i>	
Operating Revenue	\$150,000.00
Net Revenue from non-carrier operations	\$ 25,000.00
Dividend and interest revenues	0
Other non-operating revenue	\$ 5,000.00
Gains	0
Total Revenue and Gains	\$ 180,000.00
<i>EXPENSES</i>	
Equipment Maintenance and Garage Expense	\$
Insurance Expense	\$10,250.00
Employee Salaries	\$90,000.00
Supervisory Salaries	0
Officer Salaries	\$ 35,000.00
Fuel Expense	\$5452.45
Purchased Transportation (Lease Expense)	
Materials and Supplies Expense	\$2500.00
General Office Expense	\$3795.21
Advertising Expense	\$9766.38
Telephone Expense	\$4477.65
Accounting Expense	\$ 1500.00

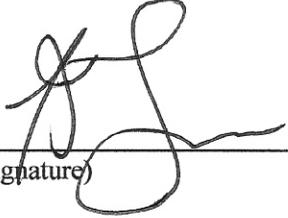
Legal Expense	\$5000.00
Uncollectible Revenue	\$3500.00
Depreciation Expense	0
Amortization	0
Operating Taxes and Licenses	\$2500.00
Rent Expense	\$16,388.20
Loss	\$-3328.50
Total Operating Expenses and Losses	\$618,289.27
<u>Net Income Before Taxes</u>	\$290,000.00
Provision for Income Taxes	\$25000.00
<u>Net Income (Loss)</u>	68,289.27

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)

9/18/17
(Date)

Kevin L. Lewis
(Name and Title, printed or typed)