

VERIFIED STATEMENT OF APPLICANT

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.

BGP LLC

Legal Name of Applicant

PA Transportation Services

Trade Name, if any

4329 Rexford Drive

Bethlehem

PA 18020

City or Municipality

State

Zip Code

The Verified Statement of the Applicant factual details about your proposed transportation service. Your Verified Statement must answer all of the items listed below and on the following pages. Provide as much information as possible to prevent delay in processing your application. If you need more space to provide your answer, please attach additional pages identifying the appropriate item number.

1. Identify the person making the Verified Statement on behalf of the applicant. If an employee/officer of applicant is making the statement, give name, title, business address and telephone number.

Hiren Patel, Member (Owner) of PA Transportation Services

Title: BGP Owner

Contact#: 917-306-5578

Email Address: hiren@shantigardens.com

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

Applicant does not have any affiliation with any other carrier.

3. Describe your facilities, record maintenance plan and your communication network. Please include a description of your physical location, to including office machines that will be utilized, and the facility to house vehicles. As a carrier of household goods in use, applicant should include a description of storage facilities, if applicable. Please include an explanation of your plan to maintain records required by the PUC, as well as normal business records. 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 how you will maintain continuous communication with your drivers.

Each current location has an office area, with laptops, copiers/fax machine and telephones. There are reserved parking spots for PA Transportation vehicles to park freely, in safe, well-lit, isolated locations. Each vehicle is remotely tracked by GPS for driving safety status and efficiency.

PA Transportation Services will have full Vehicle and Driver records at its operational facility where they are kept in a locked file cabinet. Access of records will be limited to those individuals in the company that require it for daily operations. Vehicle records are tracked per vehicle and automated reminders are triggered for key events such as oil change, registration and insurance renewals. Driver

records are tracked for insurance, driver and medical expirations. Backups of all records are kept electronically in a Records are to be kept confidential.

The office area will contain a meeting room, access to a break room and a dispatcher / operations control area. The dispatcher will have access to a command center console to identify where all vehicles are on a map, a laptop to conduct daily business as well as access to a multi-line phone system to make and receive phone calls. The Dispatcher will track all rides from the command center, automation tools will alert dispatcher of any problems and delays. Driver communications will occur via mobile phones which will have bluetooth / hands-free capabilities.

As per PUC regulation 29.41, generally accepted accounting principles shall be followed for all accounting and reporting matters. Separate accounts will be maintained within QuickBooks accounting software to track income and expenses.

4. Please state the number of drivers you intend to use or hire in your business and explain why that number of drivers is appropriate for the size of the territory you will be serving. In addition, please explain:
 - a. Your hiring standards for drivers;
 - b. Your system for conducting criminal background checks;
 - c. Your driver training program;
 - d. Your system for conducting driver license checks;
 - e. Your policies regarding alcohol and drug use by your drivers.

PA Transportation Services currently employs 10 Drivers, distributing them accordingly within the territories served. With plans for expansion, the intention is to purchase more vehicles and hire more drivers to take on more rides as needed.

Below are the Driver's duties:

1. Follows all policies and procedures.
2. Transport consumers to their destination and reports consumer problems/issues immediately to Dispatcher.
3. Operate PA Transportation owned vehicles safely; drive courteously and follows all traffic laws.
4. Complete all paperwork as assigned, including, but not limited to: Pre/post-trip Inspection Form, Incident/accident Reports, Daily Driver Manifests.

Driver Standards and Attendant Qualifications.

All drivers and attendants at a minimum, meet the applicable qualifications listed below:

- i) All drivers shall be at least twenty-one (21) years of age and have a current valid Pennsylvania driver's license to operate the transportation vehicle to which they are assigned.
- ii) Drivers who receive any combination of two (2) chargeable moving violations or accidents where the driver was at fault during the previous 24 (24) months shall be removed from service.
- iii) Drivers shall not have had their driver's license suspended or revoked in the previous three (3) years.
- iv) All Drivers must have a clean Pennsylvania state criminal background.
- vii) All drivers must meet current state and federal motor carrier safety regulations and guideline.

viii) Each driver must be clean, well groomed, and neat in appearance, have competent driving habits, and have general knowledge of the geography and conditions of the required driving environment.

ix) PA Transportation Services shall not utilize drivers or attendants who are known abusers of alcohol or known consumers of narcotics or drugs/medications that would endanger the safety of Participants. If a driver is suspected to be driving under the influence of alcohol, narcotics, or drugs/medications that could endanger the safety of Participants, the Operations Manager shall immediately remove the driver from providing service under this Agreement. Drivers may randomly be tested for drug tests through out their job.

x) The Operations Manager shall ensure that all drivers and attendants have been trained in the operation of the vehicle and equipment to which they are assigned, in Defensive Driving, first aid, CPR, and the use of fire extinguishers. Drivers will also be trained in passenger handling techniques, wheelchair movement and securement, boarding/loading assistance, and patient confidentiality.

xi) No driver or attendant shall use alcohol, narcotics, illegal drugs or drugs that impair his or her ability to perform while on duty or abuse alcohol or drugs at any time. A driver or attendant can use prescribed medication as long as his/her duties can still be performed in a safe manner and Provider has written documentation from a physician or pharmacist that the medication will not impact the ability of the driver.

xii) No drivers or attendants shall allow firearms, alcoholic beverages in opened containers, unauthorized controlled substances, or highly combustible materials to be transported in the vehicle.

xiv) No drivers or attendants shall solicit or accept controlled substances, alcohol, or medications from Participants.

xv) No drivers or attendants shall make sexually explicit comments, solicit sexual favors, or engage in sexual activity while in the course of their job duties.

Driver License Review:

Drivers will have their license status and reviewed ***annually*** using a system that notifies details of license status as well as possible upcoming license suspensions due to parking tickets. If any driver is found to have a license that is in a suspension status of has an upcoming suspension, the driver's position will be placed on temporary leave until the problem is rectified.

Criminal Background Check:

Prior to becoming a PA Transportation employee, a criminal background check will be performed to ensure a clean background. If hired, a repeat criminal background check will be performed every ***two years*** by the Operations manager.

5. 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 territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY*</u>	<u>VEHICLE ID #</u>	<u>MILEAGE</u>
<u>2009</u>	<u>Ford</u>	<u>Econoline</u>	<u>11</u>	<u>186,084</u>	<u>Spare</u>
<u>2017</u>	<u>Ford</u>	<u>T-350</u>	<u>14</u>	<u>5,209</u>	<u>1</u>
<u>2017</u>	<u>Ford</u>	<u>E-350</u>	<u>14</u>	<u>5,992</u>	<u>2</u>
<u>2017</u>	<u>Ford</u>	<u>E-350</u>	<u>14</u>	<u>6,073</u>	<u>3</u>
<u>2017</u>	<u>Ford</u>	<u>Transit</u>	<u>10</u>	<u>4,875</u>	<u>4</u>
<u>2018</u>	<u>Ford</u>	<u>Startans</u>	<u>12</u>	<u>2,200</u>	<u>6</u>
<u>2011</u>	<u>Ford</u>	<u>Champion</u>	<u>14</u>	<u>73,578</u>	<u>7</u>
<u>2017</u>	<u>Ford</u>	<u>T-350</u>	<u>14</u>	<u>4,991</u>	<u>5</u>

*Vehicles with seating capacity of more than 15 passengers, including driver, can't be used in paratransit service.

6. Describe your vehicle safety program. Please include the following in your explanation:
 - a. Your periodic vehicle maintenance plan
 - b. Your system for ensuring your vehicles will continuously comply with applicable Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175).

Vehicle maintenance plan

The Operations manager's goal is to effectively and efficiently provide safe, clean, reliable, and comfortable vehicles for use by its customers and operators. Drivers are required to thoroughly complete pre and post trip checks to track for potential issues. In addition, the Operation Manager performs an intensive review of every vehicle on a monthly basis. The emphasis of PA Transportation services' maintenance program is preventive rather than reactive maintenance. Vehicles are inspected based on mileage and time. In addition, each vehicle receives an annual comprehensive inspection.

The Operations manager continually reviews maintenance practices to identify potential improvements to the program. Engine oil analysis occurs differently for different fleet types, some are based on mileage or hours operated.

Specialized software or a smart calendar will be used to remind the operations manager when recurring maintenance is due. PA Transportation Services will utilize a system of manual and computerized forms and reports to schedule and perform preventive maintenance and repairs to its fleet of vehicles.

Compliance with 67 Pa. Code, Chapter 175

Compliance with 67 PA Code, Chapter 175 for medium and heavy trucks and buses will be accomplished through the use of multiple inspection forms which will be processed by the operations manager according to the mileage intervals indicated on the form. See the forms below.

UNIT#	MAKE & MODEL	MILEAGE	HOURS
LEVEL "B" ----EVERY 15,000 MILES			
ALSO PERFORM LEVEL "A"			
Replace fuel filter			
Fully Inspect brake system, removing a wheel			
LEVEL "C" ----EVERY 30,000 MILES			
ALSO PERFORM LEVELS "A" AND "B"			
Change Automatic Transmission Fluid			
Lube & adjust 4x2 wheel bearings, grease seals			
Inspect and lube 4x2 ball joints			
Inspect and lube steering linkage			
Replace air filter if needed			
Replace cabin air filter if needed			
Inspect exhaust system and heat shields			
LEVEL "D" ----EVERY 45,000 MILES			
ALSO PERFORM LEVELS "A" AND "B"			
Change green engine coolant			
Take Oil Samples			
LEVEL "E" ---EVERY 90,000 MILES			
ALSO PERFORM LEVELS "A", "B", "C", AND "D"			
Inspect Drive Belts			
LEVEL "F" ----EVERY 150,000 MILES			
ALSO PERFORM LEVELS "A", "B", AND "C"			
Replace Spark Plugs			
Replace Accessory Drive Belts			
ANNUAL WHEELCHAIR PM MAINTENANCE			
ANNUAL AIR CONDITIONING PM MAINTENANCE			
ANNUAL OIL SAMPLES AFTER FIRST 45,000 MILES			
COMMENTS			
Date :		Evaluated By:	

Sample Semi-Annual Inspection Sheet

SEMI-ANNUAL INSPECTION

Vehicle # _____ Performed By: _____ Date: _____
Mileage: _____ Work Order #: _____

✓=Inspected R=Repair Made A=Adjusted N/A=Non-Applicable
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SPRING:

- _____ Air Conditioning Unit
- _____ Batteries/Alternator
- _____ Wash Radiator
- _____ Starter Draw Test
- _____ W/C Lift Inspection/Load Test
- _____ Pressure Wash Radiator (Thomas Only)

FALL:

- _____ Coolant PH & Freeze Point
- _____ Chains
- _____ Wiper Blade Replacement
- _____ W/C Lift Inspection/Load Test
- _____ Window Treatment (Aqua-Pel)
- _____ Tire Condition/Winter Replacement
- _____ Starter Draw Test
- _____ Pressure Wash Radiator (Thomas Only)
- _____ Headlight Adjustment

Sample Wheelchair Lift Preventative Maintenance Inspection Sheet

Date: _____ Vehicle #: _____ Mileage: _____ Interval: _____ Inspector: _____	
TYPE OF OPERATIONS TO BE PERFORMED: '/' if Okay; 'X' if Adjusted; 'O' if Repairs are Required	
PM WORK ORDER NUMBER: _____	REPAIR WORK ORDER NUMBER: _____
Connect remote control unit (if applicable) and cycle lift. Remove pins to aid inspection	
TEST SAFETY FEATURES	INSPECT HYDRAULIC HOS/ELEC CALBE BUNDLE
Pressure sensitive mats	Proper routing
Pressure sensitive edges	Leaks (hoses)
INSPECT OUTER BARRIER/LINK/CYLINDER	INSPECT STOW MOTOR/STOW SHAFT
Structural integrity of barrier	Sprocket alignment
Barrier angle	Set screws in sprockets and bearings
Pivot points for damage or wear	Hydraulic hoses/fittings for leaks
Linkage set screw/jam nuts	Lube stow shaft bearings
Cylinder attachment bolts	Sprockets for damage or wear
Hydraulic hoses/fittings for leaks	
Lubrication w/Anti-Seize	INSPECT STOW/DEPLOY LIMIT SWITCH
--Slide Link	Stow switch activates 1/2" before full stow
--Rod guide	Deploy switch activates 1/2" before full deploy
--Linkage pins	Loose limit switch arm
INSPECT INNER BARRIER/LINKAGE/CYLINDER:	INSPECT CHAIN LIMIT SWITCH (SLACK CHAIN)
Structural integrity of barrier	Adjust between limit switch arm and trip
Barrier angle	Loose limit switch arm
Pivot points for damage or wear	Note 1) Forward lift cylinder must operate freely up and down which allow the chain switch to operate properly 2) Lift cylinder chain must be flexible which allows the chain to switch to operate properly
Linkage set screw/jam nuts	
Cylinder clevis pin keepers	
Hydraulic hoses/fittings for leaks	
Rem. Cyl. Clevis pins; inspect & lube	
INSPECT MASTER CHAINS & LINKS FOR:	INSPECT PROXIMITY SWITCHES
Rust & corrosion	Damage to the sensing end
Absence of cotter pins/keepers	Gap @ sensing end .0 0"-.060"
Proper adjustment	
Lubrication	INSPECT HYDRAULIC POWER SOURCE
	Fluid Level
INSPECT SLAVE CHAINS & LINKS FOR:	Hydraulic pressure (1250+/- 25#)
Rust & corrosion	Change filter element
Absence of cotter pins/keepers	
Proper adjustment	INSPECT LIFT MOUNTINGS
Lubrication	Inspect bolts and hardware for securement
Jam nuts secured	
	CHECK FOR PLATFORM WAVE AT ARMS
INSPECT STOW/DEPLOY CHAINS & LINK	INSPECT CRUTCH BEARING
Rust & corrosion	Proper adjustment
Absence of cotter pins/keepers	Galling (transference of material)
Proper adjustment	Lubrication
Lubrication	
Jam nuts secured	INSPECT TORQUE SHAFT SET SCREWS
INSPECT STOW MOTOR CHAIN & LINK	INSPECT SLIDE CHANNEL BRG BLOCKS
Rust & corrosion	
Absence of cotter pins & keepers	
Proper adjustment	
Lubrication	
MANUAL OPERATION OF HYDRAULIC SYSTEM	INSPECT MAIN LIFT CYLINDER FWD & REAR
Stow	Cylinder clevis pins must be free of rust and corrosion

7. Please explain what steps you have taken to determine if you can obtain insurance and pay the required insurance premiums.

Within the last year of operation, we have worked with two different auto insurance companies and have found the one we have currently to be the best in terms of customer service and cost.

8. State whether the applicant has been convicted of a misdemeanor or felony. If applicant is partnership, limited liability partnership, corporation, or limited liability company this question applies to all members, officers, and/or shareholders. If "YES", explain.

_____ YES X NO

9. Financial Data. Complete the "Statement of Financial Position", which follows this page. Please feel free to also provide additional information explaining why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner.

PA Transportation Services has sufficient capital reserved to purchase/lease reliable operating vehicles, and to process payroll for its' employees for a period of up to 6 months. This is due to the fact that the company maintains a strong financial foundation and backing. Credit is also available to PA Transportation to acquire new vehicles and grow its business further as transportation demand increases.

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)

(Name and Title, printed or typed)



HIREN B PATEL, MEMBER/OWNER

(Date)

5/24/18