

# APPLICATION CHECKLIST

## Motor Common Carrier or Motor Contract Carrier Of Household Goods in Use

Use this checklist to make sure you have enclosed all required items or your application will not be processed. You cannot operate in Pennsylvania until you receive a Certificate of Public Convenience from the Commission.

- The original Application with original signatures (unless eFiled with the Commission's online eFiling system at [www.puc.pa.gov](http://www.puc.pa.gov) )
- Applicant's Verified Statement.
- A certified check, money order, or check from your attorney for \$350 made payable to "Commonwealth of Pennsylvania;"
- IF application is being made as an individual or sole proprietor.
- IF application is being filed by a Partnership, provide a list of the names and addresses of ALL partners.
- IF application is being filed by a Limited Partnership, provide a list of names and addresses of ALL partners, and your PA Corporation Bureau Entity ID Number.
- IF application is being filed by a Limited Liability Partnership, provide a list of names and addresses of ALL partners, and your PA Corporation Bureau Entity ID Number.
- IF application is being filed by a Limited Liability Company, provide a list of the names and addresses of ALL members and the Title of each member, and your PA Corporation Bureau Entity ID Number.
- IF application is being filed by a Corporation for Profit, provide a list of ALL corporate officers and titles, the name of each shareholder, distribution of shares, and your PA Corporation Bureau Entity ID Number.
- IF application is being filed by a Corporation Non-Profit, provide a list of ALL corporate officers and titles and those serving on the Board of Directors, and your PA Corporation Bureau Entity ID Number.

If not eFiled, mail your application and attachments to:

**Secretary, PA Public Utility Commission  
400 North Street, 2<sup>nd</sup> Floor  
Harrisburg, Pennsylvania 17120**

Corporate entities (corporations, LPs, LLPs, and LLCs) and fictitious trade names must be registered with the PA Department of State. Companies incorporated in other states must register as a foreign business corporation. Individuals acting as sole proprietors and partnerships do not have to register.

If you are not registered with the PA Department of State, you can apply at its website at [www.dos.state.pa.us/corps](http://www.dos.state.pa.us/corps) on how to do business in Pennsylvania as:

PA Corporations (Profit and Non-Profit) – apply for Articles of Incorporation

Foreign Corporations – apply for a Certificate of Authority

PA Limited Partnerships (LPs), Limited Liability Partnerships (LLPs), and Limited Liability Companies (LLCs) – apply for an Application of Registration

Fictitious Name Registration – File ONLY IF Trade Name will be different than the business name you register with the PA Department of State.

## General Information for Preparing and Filing the Application for Motor Common Carrier or Motor Contract Carrier of Household Goods in Use.

1. This application is required to request a Certificate of Public Convenience (for Common Carriers) or Permit (for Contract Carriers) to operate as a commercial carrier of household goods in use.
2. Upon approval of the application, you will be notified that prior to providing service in Pennsylvania you must submit evidence of insurance to the Public Utility Commission. **Your permanent evidence of insurance will be a Form H for cargo insurance and a Form E for bodily injury and property damage insurance.** These forms are mailed to the Commission directly from the home office of your insurance carrier. The name and address on your insurance forms must **exactly** match the name and address you have provided on your application. If your insurance company subscribes to NOR (National Online Registries, Inc. at [www.mcinfo.org](http://www.mcinfo.org)), you can request the insurance company to file the required insurance forms electronically through NOR. The electronically filed insurance forms will reach the Commission more quickly than mailed forms. The minimum limits of insurance are as follows:
  - a. Bodily Injury - The liability of the insurance company on each motor vehicle operated in common or contract carrier service shall be in amounts not less than \$300,000 per accident for a vehicle with a manufacturer's gross vehicle weight rating of 10,000 pounds or less, in the case of a single vehicle, or a manufacturer's gross combination weight rating of 10,000 pounds or less, in the case of an articulated vehicle. The liability of the insurance company on each motor vehicle operated in common or contract carrier service shall be in amounts not less than \$750,000 per accident for a vehicle with a manufacturer's gross vehicle weight rating over 10,000 pounds, in the case of a single vehicle, or a manufacturer's gross combination weight rating over 10,000 pounds, in the case of an articulated vehicle.
  - b. Insurance coverage of motor carriers of household goods shall meet the requirements of 75 PA C.S. §1711 (relating to required benefits).
  - c. Cargo - \$5,000 for loss or damage to cargo being transported.



## Application for Motor Common Carrier or Motor Contract Carrier of Household Goods in Use.

THIS APPLICATION IS REQUIRED TO REQUEST A CERTIFICATE OF PUBLIC CONVENIENCE (FOR COMMON CARRIERS) OR PERMIT (FOR CONTRACT CARRIERS) TO OPERATE AS A COMMERCIAL CARRIER OF HOUSEHOLD GOODS IN USE.

1. **Legal Name of Applicant** (Individual, Partnership or Corporation)

**Masha Mobile Moving and Storage, LLC**

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- If you are an individual who has not formed any type of corporate entity, you should enter your name **as it will appear on your insurance documents**.
- If you are filing for a partnership, but **not a limited liability partnership**, the names of all partners must be entered on this line. Those names should be entered **as they will appear on your insurance documents**. This includes husbands and wives filing jointly.
- If you are filing for a corporate entity (corporation, limited liability company, or limited liability partnership), **even if you are the sole shareholder member**, you must enter the name **exactly as it appears on the registration papers from the Corporation Bureau of the Pennsylvania Department of State**.

2. **Trade Name** (Attach a copy of fictitious name registration if applicable)

**Zippy Shell of Greater Philadelphia**

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This is any name which you will be operating under which differs from the **LEGAL NAME OF APPLICANT**. A **TRADE NAME** is considered a **FICTITIOUS NAME** if the identity of the applicant cannot be readily determined. *EXAMPLE: John Doe is the applicant and wants to use the name "Johnboy Trucking" as his trade name. People cannot readily determine that John Doe is the actual operator; therefore, the name is fictitious and must be registered as such. Trade names such as "John Doe Trucking" or "J. Doe Trucking" are not considered fictitious and would not have to be registered.*

3. **Do you currently hold PUC Authority? YES Previous Authority? NO**

**If YES, at PUC No. A- 8920288**

4. **Are you a business entity registered with the PA Dept. of State? YES**

If NO, you must register (see checklist on how to register)

**If YES, provide your PA Corporation Bureau Entity ID Number 657 1678**

(See checklist and indicate type of business entity registered)

**Limited Liability Company Entity ID Number 6571678**

5. **If either a corporation or limited liability company please list members (LLC) or shareholders and officers (corporation).**

<b>Stephen M. Masha, President</b>	<b>151 Anthony Wayne Drive, Wayne, PA 19087</b>
<b>Diana Masha, CEO</b>	<b>204 Marie Road, West Chester, PA 19380</b>
<b>Michael A. Masha, Treasurer</b>	<b>204 Marie Road, West Chester, PA 19380</b>
<b>Ashley L. Masha, Secretary</b>	<b>151 Anthony Wayne Drive, Wayne, PA 19087</b>

6. **Physical Address** (do not use PO Box)

**191 S. Keim Street, Unit 2A-1**

Street Address

**Pottstown, PA 19464**

City, State and Zip Code

**484-220-0599**

Telephone Number

**Montgomery**

County

The address entered here should be the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment.

7. **Mailing Address** (if different from Physical Address)

**204 Marie Road**

Street Address

**West Chester, PA 19380**

City, State and Zip Code

This is the address to which the Commission will send all official documents issued by the Commission. If left blank, it will be assumed that the **MAILING ADDRESS** is the same as the **PHYSICAL ADDRESS**.

8. **Attorney** (if applicable)

Attorney's Name & Telephone Number for this Filing

Attorney's Address



An attorney's name should only be entered if an attorney is filing the application for a client and the application is being sent under the attorney's cover letter.

9. **Does applicant have a USDOT Number?**  
       No                        X   Yes, at No. 3060008

10. **Describe the service area proposed by this application.**  
(Use the space below or attach additional sheet if space provided is not sufficient).
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Zippy Shell of Greater Philadelphia is a provider of portable storage and moving solutions for household goods. As a franchisee of the national Zippy Shell Inc. we will provide a complete suite of services to the customer, ranging from self-pack storage through full service moving, in the greater Philadelphia area and all counties of Pennsylvania. We have containers that are steel cages, transported inside Zippy Shell trailers, that are stored for customers in our warehouse and onsite all metal containers (similar to PODS) transported on a special trailer that allows customers to store belongings at their own location.

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*Examples:*

- *To transport household goods in use between points in Pennsylvania.*
- *To transport household goods in use from points in Centre County to points in Pennsylvania, and vice versa.*

**11. Certification:**

Applicant certifies that it is not now engaged in unauthorized intrastate transportation for compensation between points in Pennsylvania and will not engage in said transportation unless and until authorization is received from the Pennsylvania Public Utility Commission.

Applicant further certifies that it understands the requirements of the Pennsylvania Public Utility Commission, especially as they relate to safety and insurance and that it may be subject to civil penalties, suspension or cancellation of the Certificate for failure to comply with Commission requirements.

Applicant further certifies that it understands that it is subject to an annual assessment based upon its reported gross Pennsylvania intrastate revenues; said

assessment to help defray expenses incurred in regulating Motor Common Carriers of Household Goods in Use; and acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the certificate.

### Verification of Application

I/We hereby state that the statement(s) made in this application is/are true and correct to the best of my/our knowledge and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

Diana Masha

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

*Diana Masha*

1/15/18  
(Date)

The verification of the application must be completed by the applicant appearing on Line 1 of the application by the named individual, all partners if a partnership, a member (if a limited liability company), or by the President or Secretary (if a corporation).



## 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.

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### Masha Mobile Moving and Storage, LLC

Legal Name of Applicant

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### Zippy Shell of Greater Philadelphia

Trade Name, if any

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**191 South Keim Street, Unit 2A-1**

Street Address (principal place of business)

**Pottstown**

City or Municipality

**PA**

State

**19380**

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.

**Diana Masha, CEO, 191 South Keim Street, Unit 2A-1, Pottstown, PA 19380  
business phone: 484-220-0599 cell phone: 484-459-1692**

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

**Masha Mobile Moving and Storage, LLC doing business as Zippy Shell of Greater Philadelphia is a franchisee of Zippy Shell Inc. Zippy Shell Inc. has operated in the US since 2010 with more than 50 franchisees and company owned operations located in excess of 150 markets across the US.**

**In the Commonwealth of Pennsylvania Zippy Shell Inc. has conducted business since 2012 through its franchisee, Zippy Shell of Allentown.**

3. Please provide evidence of minimum of two-years' experience with a licensed household goods carrier as required by 52 Pa. Code §3.381(c)(1)(iii)(A)(II)(-1-).

**Zippy Shell of Greater Philadelphia has a state-of-the-art operating and administrative system based on the experience of more than 50 franchisees and company owned operations in more than 150 markets across the US. All franchisees receive extensive training by the Franchisor and are certified in Zippy Shell's standards and operating procedures. Additionally, to monitor compliance with all rigorous national franchisee standards established by Zippy Shell, the local operations will be audited a minimum of four times in the first year of operations to ensure compliance with corporate standards.**

**Corporate training is offered at the company headquarters in Washington DC and given the proximity of the Philadelphia market to the training center employees have access to available training in both the operational and administrative procedures.**

**The Zippy Shell business model is to provide our customer's the widest selection of services ranging from minimal budget to full range of services. Specifically, we offer the following four levels of service offerings:**

1. **Minimal Budgets** – this terminal to terminal service is the most economical way to relocate.
2. **New to Work Force** – this do-it-yourself (DIY) service is secure and similar to some of the other high cost competitors such as PODS; Zippy Shell delivers a "Zippy Shell" with a cartridge inside to a customer site for packing, loading and unloading by the customer.



3. Mid-Sized Budgets – this option generally includes packing by the customer and Zippy Shell loading and unloading the shell.
4. High Budgets – this full service option includes packing, loading and unloading by Zippy Shell.

Zippy Shell of Greater Philadelphia has traditionally hires experienced drivers and outsources labor for packing and loading to one of several reputable local firms in the area found on HireAHelper.com. Initially, we anticipated the majority of the business will be in the Mid-Sized Budget to Minimal Budget segment. Since experiencing this past summer's busy season, demand is more heavily concentrated on the Mid- to High-budget services so we want to offer the full range of moving services using our own labor force.

We have worked closely with the third party packing and loading companies that we have been using and maintained their services under our close observation. With PUC approval of this application, we plan to hire at least two people with 10 years of experience each the traditional moving business.

4. 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.

#### Warehouse and Office Facilities

Zippy Shell of Greater Philadelphia has two adjacent warehouse spaces, 15000 sq. ft. and 12600 sq. ft., respectively. The first space, includes an office with phone, internet, laptop computer, security camera monitoring and an all in one printer. The first space also contains a restroom. For all facilities our general security and fire alarm system was installed and is monitored by ADT. CCTV video surveillance cameras provide visual confirmation of activities. Well placed and well-lit industrial lighting acts as an additional deterrent. Per code requirements, fire extinguishers are installed in both spaces and are regularly inspected. Customers rarely come to the warehouse since we deliver our containers directly to them. Their individual containers that we store are locked and the only key is in the customer's possession which also provides security.

- **Fire Control:** Liquid propane fuel cylinders used on our forklift are not stored within 20 feet of fire exits and limited to a maximum of 300 lbs. Empty cylinders are considered full for this requirement. We have a clear evacuation plan including equipment shut down in case of fire. Employees are trained on the use and location of fire extinguishers. Trash and debris are put in containers and pallets, crates, etc. are stored in a designated area to minimize fire hazards. Safety training is incorporated into regular operational procedures and training. Fire exits are labeled.
- **OSHA and General Safety:** All local, city, county and state Storage, Transportation and OSHA requirements are met. Supervisor or lead worker verify that operators are capable and qualified on any equipment before they are allowed to operate the equipment. Employees are trained to follow directions for storage and handling of any potentially combustible materials stored in the warehouse. As mentioned above, employees are trained to know locations of fire extinguishers and how to use them, and all fire exits are labeled. Employees are trained to stack materials safely, with heavier items at the bottom and items not sticking out into aisles. Manufacturer's recommendations are followed when using a ladder. Employees are trained to use proper lifting techniques including the use of lifting equipment if necessary.

#### Record Maintenance

All employee records including personal information, driver license, medical card copies and time sheets are kept in paper files in our office as are any insurance information and legal documents. In addition, we keep paper files of vehicle maintenance records and expense receipts and payments by check. Other record keeping is done digitally such as payroll and benefits tracking. Our accounting records including expenses, revenues, assets, etc. are done on Quickbooks by Intuit. Zippy Shell has two customer relations



management systems. ZSM2s tracks all leads as well as all storage and local move customers. It contains all product codes and prices. ZipMove tracks all long distance move customers. All our systems are web based and accessible through an internet connection. All franchises are trained and receive ongoing support with these systems.

#### Communication Network

Zippy Shell Inc. has a central national call center through which customers call or request on line services from all franchisees. Zippy Shell of Greater Philadelphia has both a sales telephone number for customers as well as a number to be used by Zippy Shell and our employees. All leads coming from the Zippy Shell national website that are for Zippy Shell of Greater Philadelphia are funneled through ZSM2s (pronounced zims,) mentioned in the previous paragraph. The systems bills and charges storage and local move customers, manages owned assets, and provides reports on product sales and revenue.

ZERRemote, Remote for short, is another website, maintained by Zippy Shell and used by Zippy Shell of Greater Philadelphia that allows us to track incoming and outgoing long distance move customers that are part of the national ZipMove program. It is used primarily by phone to allow for real time updates to Zippy Shell's Move Coordinators. The website allows for:

- View incoming and outgoing moves and what stage they are at currently
- Take pictures of containers and upload to the customer's account
- Add notes to customer's account
- Add barcodes to containers
- Note any damages and add pictures right on the customer's account
- Push notifications to the zip move team for when containers are delivered to customer, picked up from customer's location, ready for freight, in transit, unloaded and delivered to destination

Initial training given by Zippy Shell Inc. includes training on ZERRemote and a training video is also available at <http://www.youtube.com/watch?v=MJLyn9rYouM>

#### EchoSign

Customer agreements are sent out electronically through EchoSign, a web service retained by Zippy Shell Inc., so that all customer contracts are documented, signatures on record, and records of all customer transactions are retained.

#### ZMAP

The ZMAP (Zip Move Affiliate Portal) system keeps track of all long distance customers. In this system Zippy Shell of Greater Philadelphia will quote, send contracts, and see the status of all long distance move customers. This system also keeps track of billing for all long distance move customers.

#### Dispatching Drivers and Routing:

Work orders are distributed to drivers with routes the evening before the delivery/pick-up is to take place. Communication with drivers is maintained at all times through their cellphones. The drivers all know to stop the vehicle before making and receiving calls and writing or reading texts or emails. Sending work orders to drivers in advance allow for containers to be pulled and prepped for the next day. Work orders and routing will also allow for efficient planning of the schedule as to maximize the driver's time and resources. In the long run this will decrease costs and improve efficiency. All jobs for the week are written on a board to allow for planning and updates, and to provide drivers with broader view.

#### How to Route

1. First confirm the number of drivers available for the day. Routes will need to be split accordingly. Each driver should be given their own route.
2. Ensure that all jobs for the day are accounted for in the route
3. Use Google Maps to plug in addresses for the day and determine distances and locations.
  - a. Add ETAs to all jobs. Account for speed limits, traffic, and around 15 minutes to hitch/unhitch trailer.
  - b. Try to keep time frames general (~ 2 hours each)
4. Fit jobs together as efficiently as possible, while also taking certain time constraints (i.e. customers with movers) into consideration.



- a. Relay empty containers to deliveries, pick up containers after a delivery/redelivery, etc.
  - b. Driver will need to go back to the warehouse each time he picks up a full container so he can drop it off.
  - c. It is best to have the driver go back to the warehouse as few times as possible, however, sometimes it is unavoidable.
5. Send route to each driver individually.
  6. If anything changes the route and drivers will be updated.

**Towing the Zippy Shell Trailer:**

The Zippy Shell is a 21 foot 3,000lb trailer, with a GVWR of 10,000lbs. During the delivery of service, the Zippy Shell will need to be parked on public streets and private driveways. Consequently, care must be taken when towing the Zippy Shell by using an appropriate tow vehicle and adhering to all safety equipment and road regulations.

**Delivery and Pick-up Procedures:**

The Zippy Shell delivery and pick-up procedures, whether delivering a full shell to a customer or returning an empty shell to the warehouse, are similar in nature. They are designed to ensure the safety of employees, and contractors. A culture of following all safety guidelines and procedures will be instilled in drivers, and safety checklists will be used on all occasions. A delivery and pick up checklist is available at <http://support.protozippy.com/wp-content/uploads/2016/07/Delivery-procedure.pdf>

**Payment Processing:**

In order to process credit card payments Zippy Shell Inc. has partnered up with OpenEdge. ZSM2s is integrated with OpenEdge and payments processed through Zippy Shell of Greater Philadelphia's ZSM2s account will go directly to its bank account. Customer Credit Cards are saved to the ZSM2s systems, and automatic payments are processed without having to save the full credit card number.

**ZMAP**

The ZMAP (Zip Move Affiliate Portal) system keeps track of all long distance customers. In this system Zippy Shell of Greater Philadelphia will quote, send contracts, and see the status of all long distance move customers. This system also keeps track of billing for all long distance move customers.

5. 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.

**Zippy Shell of Greater Philadelphia plans to have a total of 8 drivers. The number is determined based on our experience over the past year. Customer demand last year plus expected growth, the number of jobs, the number of drivers needed to meet the demand all are incorporated in our planned number of drivers. At this time, we do not anticipate needing any CDL drivers because of the weight of our trucks and trailers.**

- a. Your hiring standards for drivers

**Position Summary:**

The Delivery Driver is responsible for delivery and pickup of ZIPPY SHELL containers to and/or from customer locations; provide an effective and incident free delivery or pickup of a container while maintaining excellent rapport with the customer.

**Essential Functions:**



- Driving and operation of a truck to load and unload ZIPPY SHELL containers at customer sites
- Operate a forklift and/or be certified to do so
- Clean and inspect containers to be sure they are presentable for delivery to customer
- Coordinate rental paperwork and payment with the customer if occasion arises.
- Communicate with Warehouse Manager on customer questions and/or issues and prepare reports
- Perform repairs of containers as needed
- Maintain cleanliness of containers and trucks. Inside and out
- Perform other duties and responsibilities as assigned by Warehouse Manager or General Manager
- Must be willing and available to work weekends
- Punctuality and attendance essential

**Supervision Received/Exercised:**

Perform duties under the general direction of Warehouse Manager or General Manager

**Knowledge, Skills & Abilities Required:**

**Education and/or Experience**

- High School diploma or equivalent
- Minimum of two year of experience as a driver performing delivery functions.
- The ability to pass a Zippy Shell trailer handling test.

**Math, Language, and PC Skills**

- General knowledge of basic math skills—
- Excellent listening, verbal and interpersonal communication skills sufficient to communicate and interact effectively with customers, co-workers and management
- Computer knowledge

**Physical Abilities**

- Must be able to pass physical for driver Medical Examiner Certificate
- Ability to stand, walk, climb up into a truck and drive a truck for a minimum of 10 hours per day
- Ability to use a cell phone/Zippy Shell Pilot communication device provided by the company
- Ability to use hands to manipulate controls
- Ability to read road maps, follow directions
- Ability to lift and carry up to 50 pounds
- Ability to climb a ladder up to a height of 10 feet
- Ability to use a variety of hand tools
- Ability to drive a forklift (certification required)

**Other**

- Maintain a current/valid driver license from the state in which position is assigned
- Have no moving violations during the past three (3) years (insurance requirement)
- Must be at least 21 years of age (insurance requirement)
- Ability to pass a background check and a drug test according to company policy
- Possess a valid Medical Examiner's Certificate
- Ability to remain calm during tense or difficult situations
- Ability to act and react in a professional manner at all times with customers, co-workers and management
- Willingness and ability to work flexible schedules, including weekends

**Working Conditions:**

May be subjected to seasonal inclement weather while driving and delivering or picking up ZIPPY SHELL containers.

**Hours:**

Required to adhere to scheduled work times, including weekends, and may be required to work overtime as business needs dictate within state and federal rules for driving hours.

- b. Your system for conducting criminal background checks:

Zippy Shell Inc. is partnered with a national background check company. Background checks will be done through Zippy Shell Inc. provided website, <http://www.backgroundchecks.com/Affiliates/zippyshell.html>. Background checks can access a full range of data including:

- Credit records
- Academic records
- Social security number
- Personal references
- Driving records
- Criminal records
- Workers' compensation

Before running a background check, applicants will need to sign a release allowing a check to be done.

- c. Your driver training program:

Zippy Shell of Greater Philadelphia trains drivers, following all Zippy Shell Inc. and government regulations and policies. Drivers need a regular PA driver's license. They are trained in the towing of Zippy Shells, operation of the trucks, parking with trailer, unloading cartridges and all aspects of moving customer goods.

- d. Your system for conducting driver license checks:

Motor Vehicle records are accessed through the background check website described in "b" above.

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

Zero tolerance alcohol and drug policy. Random drug tests will be given.

- f. 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>
2017	Ford	350XLT	6	1FT8X3DT6HEE79348	47660
2017	Ford	250	5	1FT7W2BT9HEF43918	53632
2018 Trailer 1	Wells Cargo	TL	NA	575200G27JP360651	NA
2018 Trailer 2	Wells Cargo	TL	NA	575200G29JP360649	NA
2018 Trailer 3	Wells Cargo	TL	NA	575200G27JP360648	NA



2018 Trailer 4	Wells Cargo	TL	NA	575200G21JP362647	NA
2018 Trailer 5	Wells Cargo	TL	NA	575200G28JH368560	NA
ZPU Trailer	Kaufman	FB	NA	5VGF2820JL004381	NA
2018	Ford	550 S Duty	3	1FDUF5GT8JEB34199	Not yet delivered

**Zippy Shell of Greater Philadelphia has developed a five year business plan including the purchase of trucks, shells/trailers, cartridges (containers), onsite storage units, etc. Based on our five year model, we had two trucks for year 1 of our business, five trailers for our containers, and one trailer for our onsite containers, with approximately 16 moves/month. Demand was higher our first year than expected so we had to supplement at times with rental trucks during our busy season. We are adding a truck this year based on our experience in 2018 and projected growth which will meet 2019 demand. The new truck is the F-550 list above. It will not be delivered until February 2019. Our business projections have been reviewed and approved by Zippy Shell Inc.**

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

- a. Your periodic vehicle maintenance plan  
**Our trucks are all manufactured by Ford and we adhere strictly to each vehicle's Ford published maintenance schedule. We inspect our trucks and trailers before each job to ensure that there are no issues. Drivers, as well as management, are trained to do these inspections and have checklists to make sure nothing is overlooked. Repairs and maintenance are performed by West Goshen Automotive and Fleet Services of West Chester, PA.**
- b. Your system for ensuring your vehicles will continuously comply with applicable Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175).  
**Trucks will be maintained by West Goshen Automotive and Fleet Services, who is licensed to perform maintenance that meets all federal, state and manufacturers' requirements. They have the systems in place to ensure compliance to all regulations concerning the truck standards for all government levels.**
- c. Please explain what steps you have taken to determine if you can obtain insurance and pay the required insurance premiums.

**Zippy Shell has secured a preferred insurance provider from which the franchisee can obtain all the required policies below, as well as answer all questions and concerns. Zippy Shell of Greater Philadelphia has following coverages from The Hanover Insurance Company and has been paying all premiums on time.**

- **General Liability**
- **Umbrella Insurance**
- **Inland Marine**
- **Commercial Auto**

**Zippy Shell of Greater Philadelphia has access to a \$2.7 million line of credit owned by two board members, which is more than adequate for all business expenses including insurance premiums.**

6. 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

7. 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.

### 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.

Diana Masha  
(Signature)

1/15/2019  
(Date)

\_\_\_\_\_  
Diana Masha



Statement of Financial Position (Balance Sheet)

As of 12/31/18

ASSETS

Current Assets		
Cash	<u>\$132,888</u>	
Other Current Assets (specify)	<u>                    </u>	
Total Current Assets		<u>\$132,888</u>
Tangible Assets		
Motor Vehicles, Trailers, Containers and Equipment	<u>\$310,909</u>	
Property (buildings, land, etc.)	<u>                    </u>	
Office Equipment	<u>\$4,199</u>	
TOTAL ASSETS		<u>\$447,996</u>

LIABILITIES

Current Liabilities (Due within one year of date)		
Loans		
Credit cards/revolving credit	<u>\$19,190</u>	
Other Liabilities (Attach schedule)	<u>                    </u>	
Total Current Liabilities		<u>\$19,190</u>
Long Term Liabilities (Due after one year of date)		
Mortgage		
Long term commercial loan	<u>\$23,372</u>	
Other Liabilities (Attach Schedule)	<u>                    </u>	
Total Long Term Liabilities		<u>\$23,372</u>
TOTAL LIABILITIES		<u>\$42,562</u>

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