

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.

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PUC
RECORDS DESK

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

Kane and Family Movers

- 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)

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?** **NO** **Previous Authority?** **NO**

If YES, at PUC No. A- _____

4. **Are you a business entity registered with the PA Dept. of State?** **NO**

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

If YES, provide your PA Corporation Bureau Entity ID Number 6431338

(See checklist and indicate type of business entity registered)

5. If either a Corporation or Limited Liability Company please list members (LLC) or shareholders and officers (Corporation).

Emily Sarah Kane _____

6. Physical Address (do not use PO Box)

3618 River Rd
Street Address
Conestoga, PA 17516
City, State and Zip Code
(717) 654-1530 Telephone Number Lancaster 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)

Street Address

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 _____ Yes, at No. _____
Application
Pending

10. **Describe the service area proposed by this application.**
(Use the space below or attach additional sheet if space provided is not sufficient).

To transport household goods interstate ~~(interstate)~~
and intrastate

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.

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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.

Emily Sarah Kane
(Print Name)

Emily Sarah Kane (Signature) 10-5-2019 (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).

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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.

Kane and Family Movers

Legal Name of Applicant

Trade Name, If any

3618 River Rd

Street Address (principal place of business)

Conestoga

City or Municipality

PA

State

17516

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.

Emily S Kane, Owner (717) 654-1530
3618 River Rd
Conestoga, PA 17516

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

None.

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

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.

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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.

6. 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.

YEAR	MAKE	MODEL	SEATING CAPACITY*	VEHICLE ID #	MILEAGE

7. 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).

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

9. 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.

 X YES NO

10. 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.

Emily Kane

(Signature)

Emily S Kane Owner

(Name and Title, printed or typed)

10/8/2019

(Date)

Statement of Financial Position (Balance Sheet)

As of (date) 10/1/2019

ASSETS

Current Assets		
Cash	<u>5,000</u>	
Other Current Assets (specify) <u>Tools/Equipment</u>	<u>3,000</u>	
Total Current Assets		<u>8,000</u>
Tangible Assets		
Motor Vehicle Equipment	<u>—</u>	
Property (buildings, land, etc.)	<u>—</u>	
Office Equipment	<u>5,270</u>	
TOTAL ASSETS		<u>13,270</u>

LIABILITIES

Current Liabilities (Due within one year of date)		
Loans	<u>—</u>	
Credit cards/revolving credit	<u>2,000</u>	
Other Liabilities (Attach schedule)	<u>—</u>	
Total Current Liabilities		<u>2,000</u>
Long Term Liabilities (Due after one year of date)		
Mortgage	<u>—</u>	
Long term commercial loan	<u>—</u>	
Other Liabilities (Attach Schedule)	<u>—</u>	
Total Long Term Liabilities		<u>—</u>
TOTAL LIABILITIES		<u>2,000</u>

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App MCC Household Goods
Kane and Family Movers

Page 5, Section 4

It is planned for Kane & Family Movers' office to be home based and managed solely by myself, Emily Kane. The office is to be a room within my personal home at the address given throughout this application. Office machines to be in use include the following:

- Desktop Mac computer: for use in day-to-day operations, to contain all company files and associated accounts
- iPad: for use in the field
- All-In-One Printer/Scanner/Fax
- Shredder: for shredding any and all sensitive documents
- High Speed Business Internet Router and Modem: provides connectivity for the business
- Phone Line: Business landline
- Fax Line: Business fax
- Business Cell Phone: for use in the field and to maintain communication with customers and employees

Vehicles will be rented through a commercial account held with Budget Rentals. Kane & Family Movers does not own its own box trucks for the purpose of household moves. Budget Rentals will maintains the vehicle mechanically and safely in accordance with its own internal procedures and standards, ensuring they are safe for use by Kane & Family Movers.

Kane & Family Movers does not own its own storage facility. The business will rent a storage unit at SmartStor Self Storage located at 100 Union St, Columbia, PA 17512. The storage unit will hold tools and materials to be used in services to be provided to customers. This facility is gated and video monitored. In the event that goods must be stored in a truck overnight, Kane & Family Movers would rent a vehicle space from the storage unit within SmartStor's secure and video monitored facilities to store the padlocked truck. Should customers require long term storage, they would be referred to the owners of SmartStor to obtain their own storage facilities.

Normal business records will be maintained and stored at the home based office of Kane & Family Movers. Records will be maintained and stored only by myself, Emily Kane. A filing system is in place for physical records, and an electronic filing system exists for digital records. Records required by the PUC will be managed in the same manner and submitted to the PUC as required.

In regards to communication network, my (Emily Kane's) cell phone will be dual purposed for business and personal use. Customer calls (existing and potential) are to be directed to that cell phone number at 717-654-1530. An email account for Kane & Family Movers also exists for the purpose of business, including customer inquiries and ongoing communications at kaneandfamilymovers@gmail.com. Following a customer inquiry, preliminary information will be collected via email or over the phone. A determination may be made at that time that an in-home estimate is recommended. Upon conclusion of the collection of project details, an estimate will be provided to the customer. A general estimate may be given over the phone, but will be followed by a formal estimate accompanied by a statement laying out terms of service and other pertinent information. Should the customer decide to proceed with reserving service, a deposit payment will be required. Upon remittance of deposit payment, an updated estimate will be generated and sent to customer reflecting said payment. At that time, service will be formally reserved on the company calendar. The appropriate truck will then be reserved for that date. At least one day prior to service, communication with customer will be established to confirm service is on track to proceed as planned. On the day of service, the truck will be retrieved from Budget Rentals by the crew leader/driver and his team. At that point, crew

leader/driver will perform a courtesy call to customer to inform them of the crew's exact ETA (according to navigation) within the predetermined arrival window. Service will then proceed as planned. A dedicated company iPhone will be in use for business purposes by the crew leader/driver and to maintain continuous communication between crew leader/driver and ownership. The designated crew leader/driver will be in possession of that phone at all times (including on the job site) and it will be required that the phone be answered when ownership calls. If the call cannot be answered by the crew leader/driver immediately for safety concerns (if the crew leader/driver is driving, has something in his hand, etc.) the call may be answered by a crew member riding as a passenger in the vehicle on behalf of the crew leader/driver or the call may be returned at the next available safe opportunity.

Page 6, Section 5

Kane & Family Movers intends to hire 1-3 drivers to serve its territory (this being moves between points within the same state, or moves from one point to another point in different states). The schedule will be written such that this many drivers will be sufficient. One crew will run per day. Limitations (physical, safety, and legal) of each driver will be taken into account when writing the schedule, and drivers will be rotated accordingly.

- a) Hiring standards for drivers will be as follows:
 - Valid drivers' license
 - Preference given to applicants with verifiable experience driving box trucks
- b) Employment application contains a question regarding criminal history. The veracity of the disclosure made on application will be checked against public records available on Pennsylvania's Unified Judicial System.
- c) Drivers will be required to complete an online safety training course for the operation of box trucks. Drivers will then receive on the job training with an experienced driver until it is demonstrated that driver in training can safely and effectively operate the vehicle of their own accord. Crew member/passengers not trained as drivers will be required to actively assist driver with observing potential hazards while in transit. Backing and parking will be minimum two-person tasks with crew member/passenger exiting the vehicle to assist in directing the driver to ensure hazards and obstacles are avoided.
- d) Drivers will consent to disclose to Kane & Family Movers a copy of their Motor Vehicle Record at the time of application and every twelve (12) months thereafter.
- e) Drivers will be required to submit to a drug screen at the time of hire. Drivers will be required to submit to random drug screens. Drivers will be required to submit to a drug screen if circumstances arise that arouse suspicion of drug use. Reporting for work under the influence of drugs or alcohol is grounds for immediate dismissal. Using drugs or alcohol while conducting any activity related to company operations is grounds for immediate dismissal. Using drugs or alcohol at any job site, company area, or in any vehicle associated with the company is grounds for immediate dismissal. The drug and alcohol policy will be zero tolerance.

Page 6, Section 6

All box trucks used in operations orchestrated by Kane & Family Movers will be rented under a commercial account with Budget Truck Rentals or comparable truck rental facility. Specific vehicles will vary depending on inventory on a day-to-day basis. No vehicles are owned by Kane & Family Movers for the use in operations of the company.

Page 6, Section 7

- a) Vehicles, namely box trucks, used in operations orchestrated by Kane & Family Movers will be maintained by the truck rental facility by which they are owned.

b) Maintenance of said vehicles will be to standards, policies, and procedures set forth by truck rental facility. At the time of pick up for every vehicle, a damage/safety check is performed to identify any potential issues prior to departure from lot. Any mechanical, maintenance, or safety issues arising during Kane & Family Movers' possession of the vehicle will be reported in a timely manner to the truck rental facility to be properly addressed by truck rental facility. Kane & Family Movers will comply with subsequent directives given by truck rental facility in this regard.

Page 7, Section 8

Kane & Family Movers has held a general liability insurance policy since 2016. Kane & Family Moves has held a cargo insurance policy since 2017. All premiums and installment payments have been paid in full to date.

Page 7, Section 9

Emily Kane (previously known as Emily Knighton), 100% owner of Kane & Family Movers, was convicted of three misdemeanor charges in November of 2012. All fines and penalties have been served to the court's satisfaction. No other criminal charges have ever been filed against Emily Kane.