

NICHOLAS MOVING & STORAGE, INC.
1980 NORTH MAIN STREET EXTENSION
BUTLER, PENNSYLVANIA 16001

PHONE 724-287-6717 FAX 724-489-7332

November 15, 2013

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NOV 15 2013

Rosemary Chiavetta, Secretary
Pennsylvania Public Utility Commission
P. O. Box 3265
Harrisburg, Pennsylvania 17105-3265

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Dear Mrs. Chiavetta,

Enclosed is an Application for Transfer of Common Carrier rights currently owned by Suzanne Diehl Stewart, t/d/b/a Diehl Moving & Storage to our firm.

An original and two copies are enclosed as well as a money order for \$350.00 to pay the application fee.

Please present this to the Commission for their approval.

Sincerely yours,
Nicholas Moving & Storage, Inc.



Paul D. Throm, President

Encl. 4

**APPLICATION FOR APPROVAL OF TRANSFER
AND EXERCISE OF COMMON CARRIER OR CONTRACT RIGHTS**

BEFORE THE PENNSYLVANIA PUBLIC UTILITY COMMISSION

Application of NICHOLAS MOVING & STORAGE, INC.
(Applicant/Transferee-Buyer)

for the approval of the transfer and to exercise the right

as a common carrier, described at Docket
(common - contract)

No. A-00109630, Folder No. 1 & 1-Am-B, issued to

Suzanne Diehl Stewart t/d/b/a Diehl Moving & Storage
(Transferor - Seller)

for transportation of household goods
(persons - household goods)

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PA PUBLIC UTILITY COMMISSION
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SEE INSTRUCTIONS BEFORE COMPLETING APPLICATION

1. NICHOLAS MOVING & STORAGE, INC.
(Full and Correct Name of Applicant/Transferee)

2. _____
(Trade Name, If Any)

The trade name _____ been registered with the Secretary of the Commonwealth
(has or has not)

on _____ (attach copy of stamped registration form.)
(Date)

3. 1980 N. Main Street Ext _____
(Business Street Address) (P. O. Box, If Any)

Butler Butler Pennsylvania 16001 724-287-6717
(City) (County) (State) (Zip) (Telephone)

4. Applicant's attorney (for this application) is:

Charles J. Jacques 2125 Freeport Road, Natrona Heights, Pa. 15065 724-226-0671
(Name) (Address) (Telephone)

5. Any documents should be mailed to:

Transferee: Nicholas Moving & Storage, 1980 N. Main St. Ext, Butler, PA 16001
(Name) (Address)

Transferor: Diehl Moving & Storage, c/o R. E. Myers, 607 E. Pittsburgh Street, Greensburg, PA 15601
(Name) (Address)

6. Applicant does hold Pa. P. U. C. authority under Docket Number
(does or does not)

A- 00118885 and operates as a common carrier.
(common or contract)

7. Applicant does hold Interstate Commerce Commission authority at Docket
(does or does not)

No. A- 296751. Operates under Stevens Worldwide Van Lines on interstate moves.

8. Applicant is (check one):

☐ Individual.

☐ Partnership. Must attach a copy of the partnership agreement (unless a copy is presently on file with PUC), and list names and addresses of partners below (use additional sheet if necessary).

(Name)	(Address)
--------	-----------

☒ Corporation. Organized under the laws of the state of Pennsylvania
and qualified to do business in Pennsylvania by registering with the Secretary of the
Commonwealth on February 13, 2002 (Attach copy of Certificate of
Incorporation or Authority and statement of charter purpose). Include as an attachment a
list of corporate officers and their titles and the names, addresses and number of shares
held by each stockholder.

9. If applicant, its stockholder or partnership members are in control of or affiliated with any other carrier, state name of carrier(s), Docket Number(s) and nature of control or affiliation. None
10. Applicant proposes to acquire part of the operating rights now held by transferor.
(all or part)
Other authority held by transferor is considered obsolete, unregulated now, or worthless.
Attach a sheet describing rights to be transferred to applicant and rights to be retained by transferor, if any. If any rights are to be omitted give reasons.
11. The reason for the transfer is death of Suzanne Diehl Stewart, owner of the rights
-
-

12a. The following must be attached:

- ☒ Sales Agreement
- ☒ List of equipment to be used to render service. (Summarized by type)
See attached insurance statement listing all equipment.
- ☒ Operating authority to be transferred/retained.
- ☒ Statement of Financial Position
- ☒ Statement of unpaid business debts of transferor and how they will be satisfied.
- ☒ Statement of Safety Program. Transferee uses safety rules of Stevens Worldwide
a copy of which is attached.
- ☒ Statement of transferee's experience. See applicant's verified statement.

b. Attach the following, as appropriate (check those attached):

- ☐ Partnership Agreement
- ☐ Trade Name registration certificate.
- ☐ Certificate of Incorporation. (Pa. Corporations only) Currently certificated PUC carrier.
- ☐ Certificate of Authority. (Foreign (out-of-state) Corporations only).
- ☒ Statement of Corporate charter purpose. (Corporations only) Any and all lawful business.
- ☒ List of Corporate officers and stockholders. (Corporations only)

☒ Copy of short form certificate showing date of death of transferor and name of executor/administrator/administratrix.

13. Transferor attests that all General Assessments and fines are paid, and agrees to continue to render the service which is to be transferred until this application is approved, whereupon transferor will surrender said certificate or permit for cancellation. Rights are currently suspended pending transfer.
14. Transferee agrees to assume and pay any General Assessments that may be made against transferor as a common carrier for any and all operating periods up to the actual date of the transfer.

WHEREFORE, Transferee and Transferor request that the Commission grant the Transfer.

Transferee sign here: Nicholas Moving & Storage, Inc. *Paul D. Johnson* 1/12/13
(Each Partner Must Sign) (Date)

(Corporate Seal) _____

Transferor sign here: Estate of Suzanne Diehl Stewart by Richard E. Myers, Executor
(Corporate Seal) *Richard E. Myers, Executor*

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SECRETARY'S BUREAU

APPLICATION VERIFICATION

I/We hereby state that the statements made in the application are true and correct to the best of my/our knowledge, information and belief.

The undersigned understand(s) that false statements herein are made subject to the penalties of 18 Pa. C. S. Section 4904 relating to Unsworn Falsification To Authorities.

TRANSFEROR (SELLER)

Estate of Suzanne Diehl Stewart, Deceased by Richard E. Myers, Executor November 12, 2013
(Print Name) **(Signature)** **(Date)**

(Print Name) (Signature) (Date)

(Print Name) (Signature) (Date)

TRANSFeree (BUYER)

Paul D. Throm, President  November 12, 2013
(Print Name) (Signature) (Date)

(Print Name) (Signature) (Date)

 (Print Name) (Signature) (Date)

If the Applicant is a sole-proprietor, he/she must complete and sign the Application Verification form. If the application is for a partnership, all partners to the partnership agreement must sign this form. If the Applicant is incorporated, the President or Secretary must sign this form.

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.

Nicholas Moving & Storage, Inc.

Legal Name of Applicant

Trade Name, if any

1980 N. Main Street Ext

Street Address (principal place of business)

Butler

City or Municipality

Pennsylvania 16001

State

Zip Code

The Verified Statement of the Applicant is more or less 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.

At minimum, the Verified Statement of the Applicant should include a discussion of the numbered items listed below and on the following pages. 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 making the Verified Statement on behalf of the applicant. If the applicant is a sole proprietor making the statement, this will be the same information as provided above. If an employee/officer of applicant is making the statement, give name, title, business address and telephone number, and indicate that the applicant's directors/owners/partners/etc. have authorized the witness to speak for the business.

Paul D. Throm, President, 1980 N. Main St. Ext., Butler, Pa. 16001, Phone 724-287-6717
is the sole shareholder and authorized to speak for the corporation.

2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.
None

3. Describe your business experience, particularly any experience relating to the operation of a transportation service. You may also include an explanation of education or training that you believe may be relevant.
I have been in the household goods moving industry for 43 years. I was vice-president of O. H. Nicholas Moving & Storage for 32 years, then became president of Nicholas Moving and Storage, Inc. since 2002. I am a graduate of Vale Tech in Diesel technology.

4. Describe your facilities, record maintenance plan and your communication network. Please include a description of your physical location, to include the office area, office machines that will be utilized, and the facility to house

vehicles. Household goods in use carriers should include a description of their 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. Finally, please state your intended business hours.

Five acre lot with 10,000 sq. ft. warehouse with a 725 sq. ft. office addition leased from O. H. Nicholas, Inc a corporation solely owned by Paul D. Throm, sole owner of transferor. Office equipment includes five phone lines, computers, fax machine, copier and file cabinets. Records are recorded manually by the President. Most service requests are received by phone, then dispatched by dedicated dispatcher, who insures that the driver and men have necessary equipment, including GPS and cell phones to communicate with office and customers. Operating MtoF-8 a.m. to 5 p.m., Sat-8a.m. to noon.

5. Please state the number of employees you intend to use, along with a description of their duties. Please explain why that number of employees is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. **(Do not address drivers in your explanation about this item; drivers are addressed separately in item # 6).** We have eight employees. A secretary who runs the office. A dispatcher/supervisor who schedules the crews, two packers, and four truck helpers to assist with loading/unloading. We have been able to meet the public demand for service and will add employees as required to continue to provide quality service. We also employ a full time mechanic.

6. 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 geographical territory you will be serving. In addition, please explain:
- Your hiring standards for drivers;
 - Your system to ensure prospective drivers will be subject to a criminal background check;
 - Your driver training program;
 - Your system for ensuring that your drivers are properly licensed at all times;
 - Your system to ensure that all drivers will be subject to a criminal background check every two years;
 - Your policies regarding alcohol and drug use by your drivers.

All drivers must have one year's experience in driving and moving. All background checks for licensing, drugs and alcohol is conducted by our national carrier, Stevens Worldwide, to insure compliance with their standards. Random drug tests are conducted by Stevens Worldwide. Training films and on-line instructions is also provided by Stevens Worldwide as part of our association with them. Criminal background checks are conducted by Stevens Worldwide.

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.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>
<u>See attached form from insurance carrier listing equipment</u>				

8. Describe your vehicle safety program. Please include the following in your explanation:
- Your periodic vehicle maintenance plan;
 - Your system for ensuring your vehicles will continuously comply with Pennsylvania's equipment standards (67 Pa. Code, Chapter 175) that are applicable to the type of vehicles used in your business;
 - Your system for ensuring your vehicles will maintain compliance with the PUC's requirements for passenger service at 52 Pa. Code, Section 29.403 (applicable to passenger applicants only);
 - Your system for replacing vehicles once they are greater than eight model years in age in compliance with 52 Pa. Code, Section 29.314(d) (applicable to taxicabs) or 52 Pa. Code, Section 29.333(e) (applicable to limousines);
 - Your system for ensuring the filing of an annual vehicle list (taxicabs and limousines);
 - Your system for ensuring your vehicles will comply with the requirements of 49 CFR Parts 393 and 396, as adopted by the PUC at 52 Pa. Code, Chapter 37 (applicable to HHG applicants).

We employ a full time mechanic who regularly inspects vehicles for compliance with equipment standards and condition. Our equipment is leased to Stevens Worldwide, who licenses and inspects it as required. We comply with Stevens Worldwide policy, a copy of which is attached.

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.

We currently have insurance coverage on all of our vehicles and premiums are current.

10. Please describe your customer service standards. Within your description, please explain:
- Your plan to inform customers of the procedures for filing complaints with the PUC;
 - Your intended customer complaint resolution procedure.

Each customer is provided the standard PUC form before the move. The president personally handles any complaint.

11. 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 x NO

12. 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. Therefore you must complete both parts of the "Statement of Financial Position", which follows this page. The first part is the Balance Sheet. You need only provide the applicable information. The second part of the Statement of Financial Position is the Projected Income Statement. The projection is your estimation of expected revenues and specific expenses for one year. You should use the projected information, along with the financial data reported on your balance sheet to help you determine if the proposed business can be feasible. 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.

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)

Paul D. Throm, President

(Name and Title, printed or typed)

November 12, 2013

(Date)

Statement of Financial Position (Balance Sheet)

As of (date) _____

ASSETS

Current Assets

Cash	\$ 18,500.00	
Accounts Receivable	5,800.00	
Notes Receivable		
Other Current Assets (specify)		
Total Current Assets		\$ 24,300.00

Tangible Assets

Motor Vehicle Equipment	85,000.00	
Less: Accumulated Depreciation		
-		= 85,000.00
Building and Structures		
Less: Accumulated Depreciation	-	
		=
Office Equipment	5,000.00	
Less: Accumulated Depreciation	-	
		= 5,000.00

Land

Investments and Funds (specify)

Intangible Assets

Other Assets (advances and idle equipment – specify)

TOTAL ASSETS \$ 114,300.00

LIABILITIES

Current Liabilities (Due within one year of date)

Accounts Payable	\$ 2,600.00	
Notes Payable		
Equipment Obligations		
Other Liabilities (Attach schedule)		
Total Current Liabilities		\$ 2,600.00

Long Term Liabilities (Due after one year of date)

Accounts Payable		
Notes Payable		
Equipment Obligations	7,000.00	
Other Liabilities (Attach Schedule)		
Total Long Term Liabilities		7,000.00

TOTAL LIABILITIES \$ 9,600.00

NET WORTH (Partnerships and individuals, only)

OWNER'S EQUITY (Corporations only)

Capital Stock		\$ 2,000.00
Additional Paid-in Capital		
Retained Earnings	\$102,700.00	
Less: Treasury Stock	-	
Total Owner's Equity		\$ 104,700.00

TOTAL LIABILITIES & OWNER'S EQUITY \$ 114,300.00

STATEMENT OF FINANCIAL POSITION
One Year Projected Income Statement

REVENUE and GAINS

Operating Revenue	\$ 425,000.00
Net Revenue from non-carrier operations	1,800.00
Dividend and interest revenues	
Other non-operating revenue	1,500.00
Gains	
Total Revenue and Gains	\$428,500.00

EXPENSES

Equipment Maintenance and Garage Expense	26,525.00
Insurance Expense	29,600.00
Employee Salaries	59,800.00
Supervisory Salaries	18,700.00
Officer Salaries	18,500.00
Fuel Expense	139,400.00
Purchased Transportation (Lease Expense)	18,300.00
Materials and Supplies Expense	26,400.00
General Office Expense	7,200.00
Advertising Expense	8,250.00
Telephone Expense	1,650.00
Accounting Expense	4,900.00
Legal Expense	5,000.00
Uncollectible Revenue	4,500.00
Depreciation Expense	
Amortization	
Operating Taxes and Licenses	34,500.00
Rent Expense to O. H. Nicholas, Inc.	25,000.00
Loss	
Total Operating Expenses and Losses	428,225.00

Net Income Before Taxes

Provision for Income Taxes

Net Income (Loss)

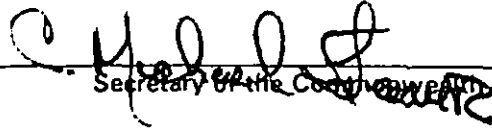
275.00

2002014-301

FEB 13 2002

Microfilm Number _____

Filed with the Department of State on _____

Ent. Number 3052965

 Secretary of the Commonwealth

ARTICLES OF INCORPORATION-FOR PROFIT OF

Nicholas Moving & Storage, Inc.

Name of Corporation

A TYPE OF CORPORATION INDICATED BELOW

Indicate type of domestic corporation:

- ☒ Business-stock (15 Pa.C.S. § 1306)
 ☐ Management (15 Pa.C.S. § 2702)
- ☐ Business-nonstock (15 Pa.C.S. § 2102)
 ☐ Professional (15 Pa.C.S. § 2903)
- ☐ Business-statutory close (15 Pa.C.S. § 2303)
 ☐ Insurance (15 Pa.C.S. § 3101)
- ☐ Cooperative (15 Pa.C.S. § 7102)

DSCB:15-1306/2102/2303/2702/2903/3101/7102A (Rev 91)

In compliance with the requirements of the applicable provisions of 15 Pa.C.S. (relating to corporations and unincorporated associations) the undersigned, desiring to incorporate a corporation for profit hereby, state(s) that:

1. The name of the corporation is: Nicholas Moving & Storage, Inc.

2. The (a) address of this corporation's initial registered office in this Commonwealth or (b) name of its commercial registered office provider and the county of venue is:

(a) 611 Branchton Road	Slippery Rock	PA	16057	Butler
Number and Street	City	State	Zip	County

(b) c/o: _____

Name of Commercial Registered Office Provider	County
---	--------

For a corporation represented by a commercial registered office provider, the county in (b) shall be deemed the county in which the corporation is located for venue and official publication purposes.

3. The corporation is incorporated under the provisions of the Business Corporation Law of 1988.

4. The aggregate number of shares authorized is: 50,000 (other provisions, if any, attach 8 1/2 x 11 sheet)

5. The name and address, including number and street, if any, of each incorporator is:

Name	Address
Nicholas Toubakaris	150 Heather Drive, Butler, PA 16001

6. The specified effective date, if any, is: _____

month	day	year	hour, if any
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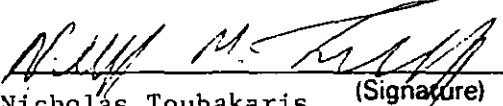
FEB 13 2002

2002014-302

DSCB:15-1306/2102/2303/2702/2903/3101/7102A (Rev 91)-2

7. Additional provisions of the articles, if any, attach an 8 1/2 x 11 sheet.
8. Statutory close corporation only: Neither the corporation nor any shareholder shall make an offering of any of its shares of any class that would constitute a "public offering" within the meaning of the Securities Act of 1933 (15 U.S.C. § 77a et seq.).
9. Cooperative corporations only: (Complete and strike out inapplicable term) The common bond of membership among its members/shareholders is: _____

IN TESTIMONY WHEREOF, the incorporator(s) has (have) signed these Articles of Incorporation this 31 day of January, ~~18~~ 2002.



Nicholas Toubakaris (Signature)

(Signature)

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PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Paragraph 8

Officers and Shareholders of Nicholas Moving & Storage, Inc.

Officers:

Paul D. Throm, President and Secretary-Treasurer

Stockholder:

Paul D. Throm, 2,000 shares (sole shareholder)
159 Maser Road, Butler, Pennsylvania 16001

**Commonwealth of Pennsylvania - Short Certificate
County of Westmoreland**



I, **Michael H. Ginsburg**, Register for the Probate of Wills and Granting Letters of Administration in and for Westmoreland County, do hereby certify that on April 03, 2013, **LETTERS TESTAMENTARY** in common form were granted by the Register of said County, on the estate of **SUZANNE D. STEWART**, late of CITY OF JEANNETTE in said county, deceased, to **RICHARD E. MYERS** and that same has not since been revoked.

IN TESTIMONY WHEREOF, I have here unto set my hand and affixed the seal of said office at WESTMORELAND, PENNSYLVANIA, on **November 08, 2013.**

File No: 6512-2393
Date of Death : December 20, 2012
S.S. #: [REDACTED]

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PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Michael H. Ginsburg
Register of Wills

Michael H. Ginsburg
Register of Wills & Clerk of Orphans' Court
My Commission Expires First Monday, January, 2016.

NOT VALID WITHOUT OFFICIAL SIGNATURE AND SEAL OF OFFICE
THIS SHORT CERTIFICATE WILL EXPIRE 180 DAYS FROM THE DATE OF ISSUANCE

AGREEMENT

Agreement made this 12th day of November, 2013 between Richard E. Myers, Executor of the Estate of Suzanne Diehl Stewart, Deceased, late of Jeannette, Westmoreland County, Pennsylvania, Seller,

A
N
D

NICHOLAS MOVING & STORAGE, INC., 1980 N. Main Street Extension, Butler, Pennsylvania 16001, Buyer.

Whereas, Suzanne Diehl Stewart died December 20, 2012.

Whereas, Suzanne Diehl Stewart traded and did business as Diehl Moving and Storage and held a Certificate of Public Convenience for the transport of household goods from the Pennsylvania Public Utility Commission under Docket No. A-00109630, Folder 1 and Folder 1 Am-B; and

Whereas, the executor of the estate is desirous of selling the Pennsylvania Public Utility Commission operating certificate to settle the estate; and

Whereas, Nicholas Moving & Storage, Inc. is interested in acquiring the Public Utility Commission operating authority certificate of Suzanne Diehl Stewart and the executor of her estate is willing to sell the rights subject to Pennsylvania Public Utility Commission approval.

NOW THEREFORE, in consideration of the sum of \$12,500.00, to be secured by a promissory note, Richard E. Myers, Executor of the Estate of Suzanne Diehl Stewart, Deceased, agrees to sell the Pennsylvania Public Utility Certificate Docket No. A-00109630, Folder 1 and

Folder 1-Am-B for the transport of household goods to Nicholas Moving & Storage, Inc. The other rights held by Suzanne Diehl Stewart appear to be of no value.

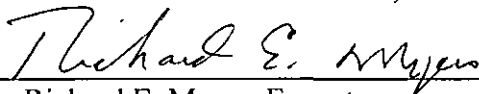
Payment will be made as follows: \$12,500.00 secured by a promissory note payable as follows: \$5,000.00 within thirty days of PUC approval and \$2,000.00 on the 15th day of each month thereafter until the balance is paid in full.

The seller will resolve any outstanding obligations of the business through the administration of the decedent's estate.

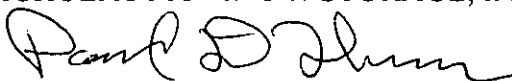
The seller will cooperate with the buyer in the transfer of the rights through the Pennsylvania Public Utility Commission.

In Witness whereof, intending to be legally bound, the parties have signed this agreement.

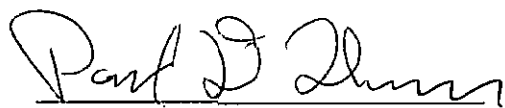
Estate of Suzanne Diehl Stewart, Deceased


By Richard E. Myers, Executor

NICHOLAS MOVING & STORAGE, INC.


By Paul D. Throm, President

ATTEST:


Secretary

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PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

PROMISSORY NOTE

\$12,500.00

November 12, 2013
Greensburg, Pennsylvania

FOR VALUE RECEIVED, NICHOLAS MOVING & STORAGE, INC. (hereinafter called the "Undersigned",) promises to pay to the order of RICHARD E. MYERS, Executor of the Estate of Suzanne Diehl Stewart, in lawful money of the United States Of America, the principal sum of TWELVE THOUSAND FIVE HUNDRED and 00/100 DOLLARS (\$ 12,500.00.00) as follows: \$5,000.00 within thirty days of the Pennsylvania Public Utility Commission's approval of the transfer of operating authority held by Suzanne Diehl Stewart and \$2,000.00 per month on the 15th day of each month thereafter until the full amount is paid in full.

The Undersigned hereby empowers any attorney of any Court of record within the United States of America or elsewhere to appear for the Undersigned and, with or without complaint filed, confess judgment or a series of judgments against the Undersigned in favor of any holder hereof, as of any term, for the unpaid balance of the principal debt, and all other sums paid by the holder thereof to or on behalf of the Undersigned pursuant to the terms of the Note, cost of suit and a reasonable attorney's commission for collection (the Undersigned warrants to payee, and/or any holder, that \$500.00 is reasonable, subject to any greater reasonable amount in prevailing circumstances) on which judgment or judgments one or more executions may issue forthwith upon failure to comply with any of the terms and conditions of the Note. The Undersigned hereby forever waives and releases all errors in said proceedings, waives stay of execution, right of inquisition and extension of time of payment, agrees to condemnation of any property levied upon by virtue of any such execution, and waives all exemptions from levy and sale of any property that now is or hereafter may be exempted by law

This promissory note and obligation shall bind the Undersigned, its successors and assigns, and the benefits hereof and thereof shall inure to the payee and the payee's heirs, executors, administrators, successors and assigns.

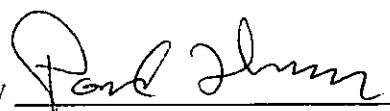
WITNESS the due execution hereof the day and year first above written.

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SECRETARY'S BUREAU

NICHOLAS MOVING & STORAGE, INC.

By 
Paul Throm, President.

OP ID: LT

ACORD™ VEHICLE SCHEDULE		DATE 11/12/2013	
PRODUCER The Selzer Company 975 Easton Road, Suite 100 Warrington, PA 18976 Robert M. Smith, Jr., CPCU		APPLICANT (First Named Insured) Nicholas Moving & Storage, Inc	
PHONE (A/C, No. Ext): 215-491-2700		EFFECTIVE DATE 04/01/13 EXPIRATION DATE 04/01/14 ☒ DIRECT BILL PAYMENT PLAN AUDIT	
CODE: SUB CODE:		FOR COMPANY USE ONLY	
AGENCY CUSTOMER ID NICHO-4			

VEHICLE DESCRIPTION

VEH # 11	YEAR 2007	MAKE: Internatio		BODY TYPE:		SYM/AGE		COST NEW					
		MODEL: Straight		V.I.N.: 1HTMMAAL67H390069				\$ 15,500					
CITY, STATE, ZIP WHERE GARAGED Butler PA		LIC STATE	TERR	GVW/GCW		CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM		
				25999		334				50			
DRIVE TO WORK/SCHOOL		USE	COMM'L	CHECK COVERAGES	ADD'L NO. FAULT	UNDRINS MOTOR TOWING & LABOR SPEC C OF L	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L	MISC DRGR:
< 15 MILES		PLEASURE	RETAIL	☒ LIAB	MED PAY		FT	COMP	AA	ST AMT			TOTAL PREM
15 MILES +		FARM	SERVICE	☒ NO-FAULT	UNINS MOTOR		FTW	COLL				COLL	
VEH #	YEAR	MAKE: Chevrolet		BODY TYPE:		SYM/AGE		COST NEW					
		MODEL: Malibu		V.I.N.: 2G1WF55K959298182				\$ 8,000					
CITY, STATE, ZIP WHERE GARAGED PA		LIC STATE	TERR	GVW/GCW		CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM		
										50			
DRIVE TO WORK/SCHOOL		USE	COMM'L	CHECK COVERAGES	ADD'L NO. FAULT	UNDRINS MOTOR TOWING & LABOR SPEC C OF L	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L	MISC DRGR:
< 15 MILES		PLEASURE	RETAIL	☒ LIAB	MED PAY		FT	COMP	AA	ST AMT			TOTAL PREM
15 MILES +		FARM	SERVICE	☒ NO-FAULT	UNINS MOTOR		FTW	COLL				COLL	
VEH #	YEAR	MAKE:		BODY TYPE:		SYM/AGE		COST NEW					
		MODEL:		V.I.N.:				\$					
CITY, STATE, ZIP WHERE GARAGED		LIC STATE	TERR	GVW/GCW		CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM		
DRIVE TO WORK/SCHOOL		USE	COMM'L	CHECK COVERAGES	ADD'L NO. FAULT	UNDRINS MOTOR TOWING & LABOR SPEC C OF L	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L	MISC DRGR:
< 15 MILES		PLEASURE	RETAIL	☒ LIAB	MED PAY		FT	COMP	AA	ST AMT			TOTAL PREM
15 MILES +		FARM	SERVICE	☒ NO-FAULT	UNINS MOTOR		FTW	COLL				COLL	
VEH #	YEAR	MAKE:		BODY TYPE:		SYM/AGE		COST NEW					
		MODEL:		V.I.N.:				\$					
CITY, STATE, ZIP WHERE GARAGED		LIC STATE	TERR	GVW/GCW		CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM		
DRIVE TO WORK/SCHOOL		USE	COMM'L	CHECK COVERAGES	ADD'L NO. FAULT	UNDRINS MOTOR TOWING & LABOR SPEC C OF L	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L	MISC DRGR:
< 15 MILES		PLEASURE	RETAIL	☒ LIAB	MED PAY		FT	COMP	AA	ST AMT			TOTAL PREM
15 MILES +		FARM	SERVICE	☒ NO-FAULT	UNINS MOTOR		FTW	COLL				COLL	
VEH #	YEAR	MAKE:		BODY TYPE:		SYM/AGE		COST NEW					
		MODEL:		V.I.N.:				\$					
CITY, STATE, ZIP WHERE GARAGED		LIC STATE	TERR	GVW/GCW		CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM		
DRIVE TO WORK/SCHOOL		USE	COMM'L	CHECK COVERAGES	ADD'L NO. FAULT	UNDRINS MOTOR TOWING & LABOR SPEC C OF L	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L	MISC DRGR:
< 15 MILES		PLEASURE	RETAIL	☒ LIAB	MED PAY		FT	COMP	AA	ST AMT			TOTAL PREM
15 MILES +		FARM	SERVICE	☒ NO-FAULT	UNINS MOTOR		FTW	COLL				COLL	
VEH #	YEAR	MAKE:		BODY TYPE:		SYM/AGE		COST NEW					
		MODEL:		V.I.N.:				\$					
CITY, STATE, ZIP WHERE GARAGED		LIC STATE	TERR	GVW/GCW		CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM		
DRIVE TO WORK/SCHOOL		USE	COMM'L	CHECK COVERAGES	ADD'L NO. FAULT	UNDRINS MOTOR TOWING & LABOR SPEC C OF L	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L	MISC DRGR:
< 15 MILES		PLEASURE	RETAIL	☒ LIAB	MED PAY		FT	COMP	AA	ST AMT			TOTAL PREM
15 MILES +		FARM	SERVICE	☒ NO-FAULT	UNINS MOTOR		FTW	COLL				COLL	
VEH #	YEAR	MAKE:		BODY TYPE:		SYM/AGE		COST NEW					
		MODEL:		V.I.N.:				\$					
CITY, STATE, ZIP WHERE GARAGED		LIC STATE	TERR	GVW/GCW		CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM		
DRIVE TO WORK/SCHOOL		USE	COMM'L	CHECK COVERAGES	ADD'L NO. FAULT	UNDRINS MOTOR TOWING & LABOR SPEC C OF L	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L	MISC DRGR:
< 15 MILES		PLEASURE	RETAIL	☒ LIAB	MED PAY		FT	COMP	AA	ST AMT			TOTAL PREM
15 MILES +		FARM	SERVICE	☒ NO-FAULT	UNINS MOTOR		FTW	COLL				COLL	
VEH #	YEAR	MAKE:		BODY TYPE:		SYM/AGE		COST NEW					
		MODEL:		V.I.N.:				\$					
CITY, STATE, ZIP WHERE GARAGED		LIC STATE	TERR	GVW/GCW		CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM		
DRIVE TO WORK/SCHOOL		USE	COMM'L	CHECK COVERAGES	ADD'L NO. FAULT	UNDRINS MOTOR TOWING & LABOR SPEC C OF L	F	LSP	DEDUCTIBLES	ACV	COMP	SPEC C OF L	MISC DRGR:
< 15 MILES		PLEASURE	RETAIL	☒ LIAB	MED PAY		FT	COMP	AA	ST AMT			TOTAL PREM
15 MILES +		FARM	SERVICE	☒ NO-FAULT	UNINS MOTOR		FTW	COLL				COLL	

OP ID: LT

ACORD™ VEHICLE SCHEDULE				DATE 11/12/2013													
PRODUCER PHONE (A/C, No, Ext): 215-491-2700 The Selzer Company 975 Easton Road, Suite 100 Warrington, PA 18976 Robert M. Smith, Jr., CPCU		APPLICANT (First Named Insured) Nicholas Moving & Storage, Inc															
CODE: SUB CODE: AGENCY CUSTOMER ID NICHO-4		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">EFFECTIVE DATE</td> <td style="width: 15%;">EXPIRATION DATE</td> <td style="width: 10%;">☒</td> <td style="width: 20%;">DIRECT BILL</td> <td style="width: 20%;">PAYMENT PLAN</td> <td style="width: 10%;">AUDIT</td> </tr> <tr> <td>04/01/13</td> <td>04/01/14</td> <td></td> <td>AGENCY BILL</td> <td></td> <td></td> </tr> </table>				EFFECTIVE DATE	EXPIRATION DATE	☒	DIRECT BILL	PAYMENT PLAN	AUDIT	04/01/13	04/01/14		AGENCY BILL		
EFFECTIVE DATE	EXPIRATION DATE	☒	DIRECT BILL	PAYMENT PLAN	AUDIT												
04/01/13	04/01/14		AGENCY BILL														
FOR COMPANY USE ONLY																	

VEHICLE DESCRIPTION														
VEH #	YEAR	MAKE: Internatio MODEL: Straight										BODY TYPE:	SYM/AGE	COST NEW
11	2007	V.I.N.: 1HTMMAAL67H390069												\$ 15,500
CITY, STATE, ZIP WHERE GARAGED Butler PA		LIC STATE	TERR	GVW/GCW	CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM 25999 334				
DRIVE TO WORK/SCHOOL ☐ < 15 MILES ☐ 15 MILES +		USE ☐ PLEASURE ☐ FARM	COMM'L ☐ RETAIL ☐ SERVICE	CHECK COVERAGES ☒ LIAB ☒ NO-FAULT	ADD'L NO-FAULT ☐ MED PAY ☒ UNINS MOTOR	☒ UNDRINS MOTOR TOWING & LABOR SPEC C OF L	☐ F ☐ FT ☐ FTW	☐ LSP ☒ COMP ☐ COLL	DEDUCTIBLES ☐ AA ☐ ST AMT	☒ ACV ☐ COMP	☐ SPEC C OF L ☐ MISC DRGR:	TOTAL PREM \$ \$ \$		
VEH # YEAR 12 2005		MAKE: Chevrolet MODEL: Malibu										BODY TYPE: V.I.N.: 2G1WF55K959298182	SYM/AGE	COST NEW \$ 8,000
CITY, STATE, ZIP WHERE GARAGED PA		LIC STATE	TERR	GVW/GCW	CLASS	SIC	FACTOR	SEAT CP	RADIUS	FARTHEST TERM 50				
DRIVE TO WORK/SCHOOL ☐ < 15 MILES ☐ 15 MILES +		USE ☐ PLEASURE ☐ FARM	COMM'L ☐ RETAIL ☐ SERVICE	CHECK COVERAGES ☒ LIAB ☒ NO-FAULT	ADD'L NO-FAULT ☐ MED PAY ☒ UNINS MOTOR	☒ UNDRINS MOTOR TOWING & LABOR SPEC C OF L	☐ F ☒ FT ☒ FTW	☐ LSP ☒ COMP ☐ COLL	DEDUCTIBLES ☐ AA ☐ ST AMT	☒ ACV ☐ COMP	☐ SPEC C OF L ☐ MISC DRGR:	TOTAL PREM \$ \$ \$		
VEH # YEAR 12 2005		MAKE: Chevrolet MODEL: Malibu										BODY TYPE: V.I.N.: 2G1WF55K959298182	SYM/AGE	COST NEW \$ 8,000

Rates and provisions named in this tariff, or as amended, are limited in their application on Pennsylvania intrastate commerce to the extent of the operating rights set forth below. Unless specifically provided, the provisions are to be interpreted in the same manner as the Pennsylvania Public Utility Commission interprets the Certificate from which the following is quoted.

Certificate No. A-00064650

Folder 1

To transport, as a Class D carrier, farm produce, farm machinery and farm supplies between points in the City of Jeannette, Westmoreland County, and within fifteen (15) miles by the usually traveled highways of the limits of said city;

To transport, as a Class D carrier, household goods and office furnishings and store equipment, in use, between points in the City of Jeannette, Westmoreland County, and within fifteen (15) miles by the usually traveled highways of the limits of said City;

To transport, as a Class D carrier, household goods and office furnishings and store equipment, in use, from points in the City of Jeannette, Westmoreland County, and within fifteen (15) miles by the usually traveled highways of the limits of said city to other points in Pennsylvania, and vice versa.

Folder 1, Am-B

To transport, as a Class D carrier, household goods and office furnishings, in use, and entire store, garage and farm movings between points in the City of Greensburg, Westmoreland County, and within ten (10) miles by the usually traveled highways of the limits thereof, excluding service between points in the City of Jeannette and within three (3) miles of the limits of the City of Jeannette which are not within three (3) miles of the limits of the City of Greensburg, and excluding the Boroughs of Latrobe and Mount Pleasant, Westmoreland County;

To transport, as a Class D carrier, household goods and office furnishings, in use, and entire store, garage and farm movings from points in the City of Greensburg, Westmoreland County, and within ten (10) miles by the usually traveled highways of the limits thereof (excluding points in the City of Jeannette and within three (3) miles of the limits of the City of Jeannette which are not within three (3) miles of the limits of the City of Greensburg and excluding the Boroughs of Latrobe and Mount Pleasant, Westmoreland County) to other points in Pennsylvania, and vice versa.

Folder 2

To transport, as a Class D carrier, coal from mines in the Townships of Hempfield and Penn, Westmoreland County, to points in the said Townships and within a radius of three (3) miles thereof, provided no haul shall exceed a distance of fifteen (15) miles from point of origin to point of destination;

To transport, as a Class D carrier, coal from mines not served by railroad and stripping operations in the County of Westmoreland, to railroad sidings or coke ovens, provided no haul shall exceed a distance of twenty-five (25) miles from point of origin to point of destination;

To transport, as a Class B carrier, property between points in the City of Jeannette, Westmoreland County, and within a radius of five (5) miles thereof;

To transport, as a Class D carrier, building materials between points in the County of Westmoreland, provided no haul shall exceed a distance of twenty-five (25) miles from point of origin to point of destination.

Abbreviations and reference marks are explained on last page of tariff.

Statement of Business Debts of Diehl Moving and Storage

The business was a sole proprietorship. The debts of the business were tax liabilities of the decedent which are being paid through the estate administration. The taxes are the personal debts of the decedent.

SAFETY RULES

Safe Driving

- **Safety First:** In the operation of all equipment, regardless of all other requirements, proceed safely.
- Practice defensive driving by being alert and using good judgment, taking no chances will prevent most accidents before they happen.
- Reporting to work at assigned time is the duty of every driver.
- Drivers must report for work in good physical condition in order to perform the task safely.
- The use of alcohol or the use of illegal drugs on duty, or related to employment, will not be tolerated. No driver will be permitted to drive when his acts or actions indicate effects of liquor or drugs. **FURTHER, NO DRIVER UNDER ANY CIRCUMSTANCES WILL DRINK BEER OR ANY ALCOHOLIC BEVERAGE OR USE ANY ILLEGAL DRUGS WHILE ON DUTY EVEN IF THE CUSTOMER OFFERS IT. NO ALCOHOLIC BEVERAGE MAY BE CARRIED ON STEVENS EQUIPMENT (OTHER THAN PACKED IN THE LOAD) OR BE IN DRIVERS POSSESSION WHILE ON DUTY.**
- NO persons are permitted to operate any Stevens Worldwide Van Lines vehicle except such employees as are authorized by management. **ALSO, NO PERSON OTHER THAN THOSE AUTHORIZED BY MANAGEMENT WILL BE PERMITTED TO RIDE IN THE UNIT.** Smoking is not permitted in the van or the house with or without the customer's permission.
- **NO DRIVER IS TO ALLOW A CUSTOMER TO HELP LOAD OR UNLOAD THE VAN. YOUR ALLOWING THE CUSTOMER TO HELP IN ANY WAY INCLUDING DRIVING ANY VEHICLE ON THE VAN MAY BE CAUSE FOR PUNITIVE ACTION.**
- Hours of Service, as prescribed by the Department of Transportation, will not be exceeded. This company cannot and will not permit violation of the Hours of Service, except in emergencies as provided for in the D.O.T. Regulations. Driver's D.O.T. Logs must agree with signout and trip sheets. Stevens Worldwide Van Lines operates on a seven-day week; and no driver will be permitted to drive over a total of eleven (11) hours without having ten (10) hours off first. Emergency violations must be reported and explained on the driver's D.O.T. log sheet for the same day. Driver's on-duty/driving hours may not exceed seventy (70) hours for any eight (8) consecutive days. All drivers' logs **must** be turned in to dispatch within 13 days of completion. Failure to do so could result in suspension, fines, loss of safety points or termination.
- A complete safety check will be given to equipment before starting and upon completion of any trip. The driver should continually check the following while enroute:
 - Tire inflation and general condition or tires, including spare when carried.
 - Oil level and pressure.
 - Fuel tank level and radiator level.
 - Lights and reflectors. All lights must be burning and clean. Reflectors must be clean and unbroken. Stoplights must work with brakes. All lights must be checked again just before dark.
 - Windshield and windows must be clean and rearview mirrors clean and adjusted.
 - Air and electrical connections must be checked for rubbing--no crossing, tight or bare wires or chafing hoses.
 - All cargo body doors must be securely fastened, sealed, and locked.
 - General condition of body should be noted. Any damage should be reported to dispatcher before departing.
 - Brakes tested for air loss before leaving and checked again when reaching open road. Air tanks should be bled at the end of each day.
 - Fifth wheel latch checked for complete closing.
 - Steering mechanism must be visually checked.
 - Windshield wiper, defroster and horn must be in good working order.

- Check at least once a week the level of oil in both oil seals on trailers and all tractors and straight truck steering axles.
- The following emergency equipment must be on the unit at all times:
 - One full and mounted fire extinguisher of at least 2 1/2 pound capacity.
 - Three reflectors.
- This company will not operate unsafe equipment. Drivers will not be expected, nor allowed, to driver equipment known to be in an unsafe condition.
- Equipment should be inspected at the beginning and end of every day. Empty trailers and different loads may call for special handling in adverse weather conditions or in emergency stops.
- Normal driving position behind the steering wheel must always be maintained. Driver must always wear a seat belt.

Speed

- Speed of travel will always be governed by traffic, weather, visibility, grade, width, and condition of road, along with kind and condition of equipment. Extra caution should always be exercised at night. Only under ideal conditions, laws and company rules permitting, will the maximum speed limit for trucks be permitted.
- Drivers are required to know and comply with current speeds of states, cities, and towns, or any stretch of highway on which they drive. You must also comply with temporary posted speed limits whenever encountered. You must also check for proper permits before entering a state.
- Before making a turn, speed must be reduced. Unit must be in the proper lane well in advance, and a signal of the turn must be given for at least 300 feet. Do not turn unless you know the way is clear. Be extra careful in adverse weather.
- Curves must be approached and negotiated carefully. Do not overdrive your range of vision. The unexpected may be just around that corner!

Right of Way

- Our equipment has no rights on the highway different from other motorists, and the right-of-way must always be surrendered to any other motorist if necessary to avoid collision. The pedestrian always has the right-of-way. Defensive driving must be practiced.
- Keep well to right in right lane at all times, except when passing slower moving vehicles. Special care must be taken when approaching a bridge, tunnel, railway crossing, underpass and intersections. If an accident occurs, the position of our truck on the highway is a very important factor. Avoid allowing space on right for an auto to slip in between you and the curb when making a right turn.
- Distance of at least 500 feet must be maintained between truck and vehicle ahead on open road. The distance of the vehicle ahead must always be that distance in which you can easily stop your unit under all conditions, or if the vehicle ahead should suddenly stop. All rear end accidents are classified as preventable. The driver of a unit that has another following too closely should allow or even stop to avoid a possible rear end accident. Do not allow another unit to tailgate you.

Special Driving Precautions

- Arrests, traffic citations, and fines are to be reported IMMEDIATELY to your dispatcher. Drivers will not be defended when any negligence is indicated.
- Animals, pedestrians or objects on or near the roadway or vehicles parked at the edge of the road are signals that you should slow down and be ready to stop quickly.

Trailer Hand Valve Not to be used for Parking



- Whenever stopping or parking, all brakes are to be set, including the parking brake; also the transmission should be set in the lowest gear when on a grade, chocks should be used to supplement brakes. Parking or stopping in any other manner will be considered as a violation of company rules.
- Utmost caution must be used when returning to the lane of traffic from the shoulder of the road, or when pulling out from a stop at a lot. Proper signal must be given and in pulling out, it must be done with caution. To force your way into traffic only invites a chargeable accident and brings adverse criticism upon the driver as well as the company.

Passing and Being Passed by Other Vehicles

- Overtaking and passing slower moving vehicles will be attempted only when speed of each vehicle and roadway clearance in both directions are sufficient to allow passing with complete safety. Under NO circumstances should passing be attempted when approaching a crown of a hill, a curve, an intersection or side road, bridge or any condition where there is not more than sufficient clear highway and vision ahead.
- When being overtaken by another vehicle, keep well to the right, slow down, if necessary, to facilitate safe passing.
- Headlamps must be dimmed when within 500 feet when traveling behind a vehicle that is being overtaken, dim your lights until other vehicle is 500 feet ahead.
- School busses must be passed with the greatest caution. When approaching a school bus stopped to discharge or board passengers, bring your truck to a FULL STOP and proceed only when permissible by state law and you are sure of safe movement. Remember that children do not use the judgment of adults.

Additional Hazards

- Railroad crossings are dangerous; stop at all crossings where view is not clear for at least 500 feet in both directions. Stop no farther than 50 feet or nearer than 15 feet to the nearest rail. Great care must be taken where buildings, trees or anything obstructs your view. Do not cross any track until you KNOW the way is clear. When crossing, it is unlawful to change gears until the equipment is clear of the right-of-way.
- Emergency vehicles (ambulance, fire, police) always have the right-of-way. When hearing or seeing an emergency vehicle, you should immediately pull as far to the right as possible, clear of an intersection, and STOP.
 - Military convoys in close formation have the right-of-way.
 - Funeral processions must never be broken.
- Impaired clearances such as underpasses, cantilever-type bridges, and tunnels demand special attention. Remember that road repairs, ice, snow, flooding or empty trailers may cause reduced clearance where otherwise clearance may be adequate. Care must be taken to prevent right side damage from low hanging trees and signs.
- Backing into docks shall be done only after the driver has personally inspected his line of travel to insure complete clearance. If helpers are available, you must use them while backing. A helper is no good if he is sitting in the cab.

Instructions on Handling Diesel Engines

- Drivers must be careful with a cold engine when starting up! Do not race a cold engine--throttle so engine will idle at 800 RPM. Do not start engine and leave it. Be sure to stay with truck while it is being warmed up and watch oil pressure. When checking engine oil, be sure the truck is sitting level and the engine is off.



- Do not try to speed a cold engine when it has just started. Warm it up for at least five (5) minutes. Never put an engine to work until it has run sufficient time to properly warm the crankcase oil and bring the motor temperature up to an operating temperature. Air pressure must be built up and brakes tested for air loss.
- Always idle a hot engine for a few minutes before shutting it down. Thus, giving the engine a chance to gradually cool its hot internal parts and not boil water out of the radiator through the over flow tube. This also keeps oil in the turbo chargers bearing so they do not burn out.
- Changing adjustments on fuel pumps, valves, injectors, or tempering of any nature with company equipment or engines is absolutely against company rules and will not be tolerated.
- During extremely cold weather, when tractor is left standing with motor running for any length of time, emergency brake must be set, air brakes released so as not to freeze, and wheels blocked.

Tires and Brakes

- Brakes are generally to be applied by using foot valve only. The trailer brake-hand valve is to be used only in case of emergency or to prevent jackknifing under exceptionally hazardous road conditions. Do not use trailer brakes for parking an unattended unit.
- Flat tires must be changed at once! Tires that are run flat are usually ruined. There is also danger, as this practice could result in fire.
- Records show that the proper application of brakes gives longer useful life to the tires. All tires should be checked thoroughly throughout trips at all points of driver change to ascertain that they have enough pressure. In the event a flat tire is encountered, change it at once.

Truck Failure: When a breakdown or malfunction of your equipment occurs: The driver in all cases calls and gives Operations complete explanation of the trouble, to the best of his ability. When placing phone called, give area code and number where you may be reached.

Fire Fighting

- Truck fires call for thinking and planning to get the best results from the limited equipment at hand. Plan where and how to use the amount of extinguisher available. Get help as soon as possible, including the local fire department.
- The fire extinguishers on the truck will not always put out a tire fire. If help can be reached, by all means do so. If the tire can be removed without endangering the safety of the driver, do so. Shoveling of dirt on a burning tire can sometimes control it. Report any fires to your Operations Manager or Terminal Manager immediately.

Driver Injury: Injury while on duty must be reported as soon as possible to your dispatcher or terminal manager.

Hook-up

- Driver shall first see that the fifth wheel lock on the tractor is in the open position and shall see that trailer wheels are blocked front and rear. When coupling tractor to the trailer, test by pulling against block with dollies down. Air lines should be attached, trailer brakes set, and line clear of fifth wheel before backing under trailer.
- Check your fifth wheel and be sure that it is in proper position before backing your tractor under trailer.
- Driver shall then see that automatic lock is in full closed position before moving trailer.
- At no time will any trailer be moved with stands or dollies in a downward position, except when testing hitch.
- Driver shall see that stand or dollies are let down and hose and light cord disconnected before attempting to uncouple tractor.

Accidents

- *Any driver of company vehicles involved in an accident in any way, regardless of whether or not physical contact is made with another vehicle or stationary object, shall immediately call the dispatcher. Depending on the accident you may be required to take a drug/alcohol test.*
- *Failure to immediately report an accident, no matter how slight and no matter what conditions are involved, may be grounds for immediate termination from the employment of this company.*

ACCIDENTS INVOLVING STEVENS WORLDWIDE VAN LINES EQUIPMENT

Refer to SVL On-Line Procedure *Accident Reporting* for the Current Policy on This Subject.

Procedures: Set out flags or reflectors, one each 40 steps (100 feet) to front and rear and immediately opposite vehicle, in accordance with D.O.T. Safety Rules.

In the case of an accident involving personal injury of any kind or death, it is the driver's duty to see that the injured are properly cared for. Notify the police and call your terminal manager. Leave cargo unguarded only in extreme emergency.

EVERY ACCIDENT which involves a vehicle in Stevens service must be reported by telephone to Stevens Headquarters **IMMEDIATELY**.

- Between 8 AM - 5 PM ET, call 800-678-3836 x 380 or 989-755-3000 x 380.

John Flanagan is the primary contact. Kim Perez, and John Vink are additional personnel that can take the report.

- After hours, or on Holidays, Saturdays or Sundays, call John Flanagan at 989-714-7992 (Cell).

Report by Driver from the Accident Scene:

When on the scene, the driver will be required to complete the Stevens Vehicle Accident Report and fax it as soon as possible to the number provided on the form. Copies have been sent to Branches and Agents for distribution to their drivers. This report includes specific instructions on what to do in the event of an accident including:

- Securing the scene
- Sending for medical assistance
- Notifying authorities and the company
- Communication with parties who are present at the accident site
- Providing an account and description of the accident

Please follow these instructions carefully.

It is strongly recommended the driver take photos of the scene with a digital or disposable camera for future reference. Do not take photo's of injured parties.

Be sure to get the names of all witnesses for and against you. If witnesses refuse to give their names, take the license numbers of their automobiles. Regardless of facts, ADMIT NOTHING-PROMISE NOTHING-AND do not ARGUE. Be polite. Give your name and the company name and offer to show your CDL.

In serious accidents (over \$3,000 damage or involving injuries) do not move or allow to be moved either vehicle until someone arrives who can verify or witness position of skid marks and lights, if at night. Do move the vehicle if the danger of further collisions exist.

Stay at location of accident until instructed to proceed.



THE DRIVER MUST MAKE ARRANGEMENTS WITH QUALITY & CUSTOMER SERVICES TO TAKE A
DRUG AND ALCOHOL TEST WITHIN TWO HOURS FOLLOWING ANY DRUG AND ALCOHOL
REPORTABLE ACCIDENT



USPS TRACKING #



9114 9011 5981 8480 4706 77

Label 400 Jan. 2013
7690-16-000-7848

-1811



1021



17105

U.S. POSTAGE
PAID
GREENSBURG, PA
15601
NOV 15 13
AMOUNT

\$5.60
00079691-0

MAIL
UNITED STATES POSTAL SERVICE®

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TO USE:



1. COMPLETE ADDRESS LABEL AREA

Type or print required return
address and addressee information
in customer block (white area)
or on label (if provided).



2. PAYMENT METHOD

Affix postage or meter strip to area
indicated in upper right hand corner.



3. ATTACH LABEL (if provided)

Remove label backing and adhere
over customer address block area

NOV 17 2013

NICHOLAS MOVING & STORAGE, INC.
1980 NORTH MAIN STREET EXTENSION
BUTLER, PENNSYLVANIA 16001

Rosemary Chiavetta, Secretary
PA. Public Utility Commission
P. O. Box 3265
Harrisburg, PA 17105-3265