

WORDU ENTERPRISES LLC
1380 WANDERING WAY
HARRISBURG, PA 17110

Compliance Specialist

Bureau of Technical Utility Services

Commonwealth of Pennsylvania

Pennsylvania Public Utility Commission

February 25th, 2021

APPLICATION FOR PARATRASIT SERVICE TO TRANSPORT PEOPLE FROM POINTS IN CUMBERLAND, LEBANON, LANCASTER, DAUPHIN AND YORK COUNTIES TO POINTS IN PA AND RETURN.

1. Sunday O. Ugi – Owner/CEO
2. No affiliations
3. Sunday O. Ugi – Summary of Experience
 - (a) Degree in Construction Estimating – Nigeria.
 - (b) Over 15 years Shipping & Logistic Management
 - (c) Over 5 years' experience of managing transportation service with Wisa Enterprises LLC
4. Company facility, record maintenance plan and communication network:
 - (a) Facilities include off street parking space, office tables, chairs, multipurpose printer/ fax machine, desktop, laptops, filing cabinet, wifi, etc.

(b) Record maintenance: standard filing system categorized into departments, customers, transactions, correspondences and cases in alphabetical order updated daily.

5. Communication network: with a central station in the office requests from customers shall be received and processed in the office and communication to drivers shall be via company issued hands free handheld communication devices.

Also, business hours shall be from 8am to 11pm Monday to Saturday, however, demand for our services and requests from customers may determine a review of our business hours.

In case of number of employees and their job descriptions:

(a) Office Manager (1) – To ensure the day running of the business, including ensuring proper record keeping and overseeing logistics and operations. The Office Manager is the chief customer service representative, chief marketer and administrator, and any other duties delegated to him/her by Management.

(b) Administrative officers (2) – Run the central control station, office bookkeeping, cashiers, and customer/clerical responsibilities and execute any other duties delegated to them by management.

This number of workers is adequate because they would be able to handle the current demand at this early stage.

6. At this initial stage we intend to employ two drivers. This number is sufficient to handle the anticipated demand for our services.

The standards for hiring drivers are as follows; all drivers shall be bonded, shall have a clean driving record (3 years at least), pass a drug test, criminal

background check with 3 years no felony or misdemeanor. Criminal check shall be through an online website for such services www.epad.com.

Regular training programs shall be scheduled periodically on defensive driving, customer service, operations, CPR administration and other first aid procedures. Drivers shall be required to report any issue that would impede their ability to execute their responsibilities.

See attached Safety, Alcohol and Drug Use Policy.

7. We have one vehicle: Year – 2016 Toyota Camry – Mileage 120,000, Seating Capacity – 4, Vehicle ID No. 4T1BF1FK5GU258549
8. See copy of letters between Wordu Enterprises and Arise Autos for the routine maintenance of our vehicles by their garage.
9. We have made arrangement with ExQuizit Insurance services to provide Livey Insurance for our vehicles. Our financial data shows that we can pay for the insurance.
10. The applicant has NOT been convicted of a misdemeanor or felony for which applicant remains subject to supervision by a court or correctional institution.

11. Financial Data:

Statement of Financial Position as of February 22, 2021

ASSETS:

Current Assets

Cash..... \$20,000.00

Other Current Assets.....\$0.00

Other Assets

Motor Vehicle Equipment.....\$ 25,000.00
Building and Structures..... \$190,000.00
Office Equipment.....\$8,700.00
Investments and Funds..... \$0.00

Total Assets..... \$243,700.00

Liabilities

Current Liabilities.....\$0.00
Long Term Liabilities.....\$0.00
Total Liabilities.....\$0.00

Net worth/Owner's Equity.....\$243,700.00

VERIFICATION OF STATEMENT

The undersigned deposes and says that he is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his knowledge, information and belief. The undersigned understands that false statements herein are made subjects to penalties of 18. Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

Mr, Sunday O. Ugi, CEO/ Owner. February 25, 2021

WORDU ENTERPRISE LLC

Paratransit Tariff Naming Rates, Rules and Regulations Governing the Transportation of Person in Paratransit services between Points in Pennsylvania.

To transport, as a common carrier, by motor vehicle, persons in paratransit service, in the counties of Cumberland, Dauphin, Lebanon and York, subject to the following restriction: Services will be restricted to wheelchair accessible transportation.

Issued under authority of 52 PA Code Section 23.42

Issued Date: February 25, 2021

Effective Date: February 26, 2021

Issued by:

Sunday O. Ugi (CEO)

Wordu Enterprises LLC

1380 Wandering Way

Harrisburg Pa. 17110

RULES AND REGULATIONS

Advanced Reservations: reservations must be made at least 2 hour(s) prior to the service being rendered.

Rates: rates begin at client's location and end at their destination.

Additional Expenses: All highway tolls, parking, bridge, tunnel fees, and other out-of-pocket expenses will be the responsibility of the customer and added to the client's charges.

Holidays: Additional charges in the amount of \$65.00 for one-way trips be assessed on the following Holidays: Christmas Day, Christmas Eve, New Year's Day, New Year's Eve and Thanksgiving.

Driver Gratuity: A 20% gratuity will be assessed on fares from 6am to 4pm. A 30% gratuity will be assessed on fares from 4pm to 6am.

Contract Services: contract services will be for a term of not less than 30 days for pre-qualified persons under a Federal, State, County or Municipal government agency contract. Rates for the services will be specified in the respective contracts, copies of which, including any amendment thereto, are to be filed with the commission as executed to become effective one day's notice.

Senior Citizen Discount: The rates for senior citizens, having proper identification, will be 15% of the shared ride rounded upward to the nearest nickel, provide that the carrier is under contract with the Pennsylvania Department of Transportation under provisions of Section 704 of Act 36 of 1991 (The Lottery Fund Preservation Act).

Schedule of Rates Per Person

Flat rates for all loaded mile transports from the point of pickup to the point of drop-off.

0 up to 10 Miles \$17.85

10 up to 15 Miles \$27.00

15 up to 20 Miles \$35.00

Mileage rates apply in addition to flat rates stated above on all loaded miles from the point of pickup to the point of drop-off after the first 10 miles.

Waiting Time: After the first 15 minutes free time at pickup or drop-off, a \$15.00 per fifteen (15) minutes or fraction thereof waiting fee will be charged to the customer.

Wait Time: If driver must wait during a medical appointment, customer must pay \$15.00 per 15 minutes, or fraction thereof, after the first hour of the scheduled appointment.

WORDU ENTERPRISE LLC DRUG AND ALCOHOL POLICY

WORDU is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, and temporary workers. Substance covered under this policy includes alcohol, illegal drugs, inhalants, prescriptions, and over-the-counter drugs.

We reserve the right to inspect our premises for these substances. We reserve the right to conduct alcohol and drug tests at any time. We may terminate your employment if you violate this policy, refuse to be tested, or provide false information.

Definitions under this policy:

A “substance” includes alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

An “illegal drug” is any substance that is illegal to use, possess, sell, or transfer.

“Drug paraphernalia” is any item used or intended for use in making, packing, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

“A prescription drug” is any substance prescribed for an individual by a licensed health care provider.

An “inhalant” is any substance that produces mind-altering effects when inhaled.

You are “under the influence” if any substance impairs your behavior or your ability to work safely and productively; results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property; or is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

“Company premises” include our buildings, grounds, parking lots, and company provided vehicles. Company rules you must follow these rules while you are on company premises and while you conduct company business. The rules apply any place you conduct company businesses, including a company vehicle or your own vehicle:

1. You may not use, possess, or be under the influence of alcohol on company premises. If management approves, you may drink moderately at certain off-premises, business-related meetings, or social gatherings.
2. You may not use, possess, or be under the influence of illegal drugs.
3. You may not sell, buy, transfer, or distribute any drugs. It is against the law to do so, and we will report such actions to the authorities.
4. You may not use, possess, sell, buy, transfer, or distribute drug paraphernalia.
5. You may not use or be under the influence of inhalants.
6. You must follow these rules if you take prescription or over-the-counter drugs on the job.

- You may use a prescription or over-the-counter drugs only if they do not generally affect your ability to work safely.
- You must follow directions, including dosage limits and usage cautions.
- You must keep these drugs in their original containers or bring only a single-day supply. The company may consult with a doctor to determine if a prescription or over-the-counter drug may create a risk if you use it on the job. The company may change your work duties or restrict you from working while you are using a prescription or over-the-counter drug that creates such a risk.

7. You may not use machinery while taking prescription or over-the-counter drugs that impair your ability to work safely. This includes vehicles. You must cooperate with any investigation into substance abuse. An investigation may include tests to detect the use of alcohol, drugs, or inhalants. Testing may include urine, blood, or breathalyzer tests. Before testing, you will have the chance to explain the use of any drugs. We will

follow laws for keeping test result confidential. Assistance our employee assistance program provides education on drug and alcohol abuse. You can also get counseling on substance abuse and other issues.

For more information, call..... (Phone number).

I agree to follow the rules in the policy.

Employee signature/ Date.....

Witness signature/ Date.....

WORDU ENTERPRISE LLC
1380 Wandering Way.
Harrisburg Pa. 17110
609-283-8727

The Proprietor
Arise Autos Service
200 N. Cameron St
Harrisburg, Pa.
2/25/2021

Dear Sir,

APPOINTMENT AS OFFICIAL AUTO MAINTENANCE OPERATOR

Further to our earlier discussion and our inspection of your facility which is much to our satisfaction. We hereby appoint your garage Arise Autos as our designated mechanic and maintenance operator to ensure that our vehicles are in good condition and meet all the required standards.

To this end we shall forward our vehicles to you for a maintenance checkup and once we begin operations shall expect a maintenance schedule for the next quarter.

Thank you for your cooperation.

Yours sincerely

Sunday Ugi
CEO- Wordu Enterprise LLC