

AUG - 9 2022

Secretary  
 Pennsylvania Public Utility Commission  
 400 North Street, Second Floor  
 Harrisburg, PA 17120  
 717.787.3834  
[www.puc.pa.gov](http://www.puc.pa.gov)

A-2022-3034234

PA PUBLIC UTILITY COMMISSION  
 SECRETARY'S BUREAU

## 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)

TMT PA LLC

- 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)

Two Men and a Truck

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 7539759  
 (See checklist and indicate type of business entity registered)



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 in use between points in PA.**

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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 Courty 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.

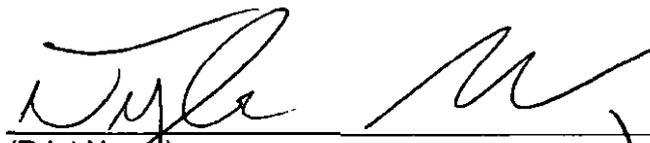
Applicant further certifies that it understands the requirements of the Pennsylvania Public Utility Commission, especially as they relate to safety and insurance and that it may be subject to civil penalties, suspension or cancellation of the Certificate for failure to comply with Commission requirements.

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.

  
(Print Name) Tyler Whalen

  
(Signature) Aug 09, 2022 (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.

DATE OF DEPOSIT

TMT PA LLC

AUG - 9 2022

Legal Name of Applicant

TWO MEN AND A TRUCK

PA PUBLIC UTILITY COMMISSION

Trade Name, if any

SECRETARY'S BUREAU

125 Locust St.

Harrisburg

PA

17101

Street Address (principal place of business)

City or Municipality

State

Zip Code

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

1. Identify the person making the Verified Statement on behalf of the applicant. If an employee/officer of applicant is making the statement, give name, title, business address and telephone number.  
 Marrissia Axel  
 HR Generalist  
 4512 S 68th St.  
 Omaha, NE 68117  
 402.207.2123
2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.  
 Kevin Newman, Curtin Newman, Steve Newman, Tyler Whalen, Justin Tangeman are all doing business as Two Men and a Truck.
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-).

I, Tyler Whalen, have been employed as owner of TMT since May 2015.

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.

Office material utilized will be a printer, landlines phones, 5-6 computers. Customer requests will come ffrom the phones, walk ins, and Online inquires. Dispatching the trucks will be managed by our operations team every morning.

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.

Please see answer 5a-5e below.

6. Please state the number of vehicles you plan to use in your business and why that number is 4 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>

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

7.B - We will religiously follow  
PA inspection laws.

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

We have received approval to add insurance through our carrier with our other locations, Old Republic Insurance Company.

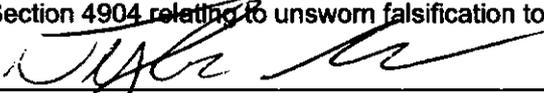
9. State whether the applicant has been convicted of a misdemeanor or felony. If applicant is partnership, limited liability partnership, corporation, or limited liability company this question applies to all members, officers, and/or shareholders. If "YES", explain.

\_\_\_\_\_ YES      no 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.

  
(Signature)  
Tyler Whalen, Member  
(Name and Title, printed or typed)

Aug 08, 2022  
(Date)

DATE OF DEPOSIT

AUG -9 2022

PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

Item- 3

**ARTICLES OF INCORPORATION  
OF  
JTW OMAHA MOVERS, INC.**

**DATE OF DEPOSIT**

**AUG -9 2022**

**ARTICLE 1  
NAME**

PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

1.1 Name. The name of the corporation is JTW Omaha Movers, Inc. (the "Corporation").

**ARTICLE 2  
REGISTERED AGENT**

2.1 Registered Agent. The street address of the Corporation's initial registered office is 1125 S. 103<sup>rd</sup> St., Suite 800, Omaha, NE 68124 and the name of the initial registered agent at such street address is Koley Jessen P.C., L.L.O.

**ARTICLE 3  
PURPOSE**

3.1 Purpose. The purpose of the Corporation is to engage in any lawful act or activity for which corporations may be organized under the Business Corporation Act of the State of Nebraska (the "Act").

**ARTICLE 4  
STOCK**

4.1 Authorized Shares. The aggregate number of shares which the Corporation shall have authority to issue is 10,000 shares, having a par value of \$1.00 each, all of which shall be common stock.

**ARTICLE 5  
INCORPORATOR**

5.1 Incorporator. The name and street address of the incorporator of the Corporation is Helmut E. Brugman, 1125 S. 103<sup>rd</sup> St., Suite 800, Omaha, NE 68124 (the "Incorporator").

**ARTICLE 6  
EXISTENCE**

6.1 Existence. The Corporation is to have perpetual existence.

**ARTICLE 7  
AMENDMENTS**

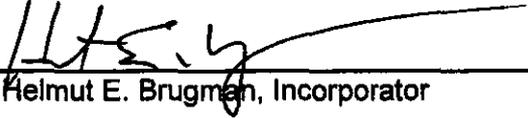
7.1 Articles of Incorporation. The Corporation reserves the right to amend, alter, change or repeal any provision contained in this Articles of Incorporation in the manner now or hereafter prescribed by statute, and all rights and powers conferred herein upon shareholders, directors or officers are granted subject to this reservation.

7.2 Bylaws. In furtherance and not in limitation of the powers conferred now or hereafter prescribed by statute, the Board of Directors of the Corporation is expressly authorized to make, amend, alter, change or repeal the Bylaws of the Corporation.

**ARTICLE 8  
DIRECTOR LIABILITY**

8.1 Director Liability. A director of the Corporation shall not be personally liable to the Corporation or its shareholders for monetary damages for any action taken, or any failure to take action as a director, except for liability: (i) for the amount of financial benefit received by a director to which he or she is not entitled; (ii) for intentional infliction of harm on the Corporation or its shareholders; (iii) for a violation of Neb. Rev. Stat. §21-2096; or (iv) for an intentional violation of criminal law.

I, the undersigned, for the purpose of forming a corporation under the laws of the State of Nebraska, do make, file and record these Articles of Incorporation this 10th day of March, 2015.

  
\_\_\_\_\_  
Helmut E. Brugman, Incorporator

## **Item 5.A- Hiring Standards**

### **Hiring & Performance Standards for Drivers:**

For the purpose of: (i) establishing safety standards that increase the likelihood of safe driving and performing safe moves and, (ii) hiring and retaining the employment of Drivers who will maintain and elevate our brand of high-quality service in the TWO MEN AND A TRUCK® System, TWO MEN AND A TRUCK® has established the following hiring and performance standards for all Driver-applicants and Drivers. Franchisee may establish higher hiring and/or performance standards if it desires to do so.

In general, all Driver-applicants and Drivers must meet the following standards to the extent permitted by local, state and federal regulations:

1. be at least eighteen (18) years of age at the time the Driver is hired and have driving experience as required by your insurance carrier.
2. possess a currently valid license of the type required for the vehicle assigned, and otherwise be qualified to drive a commercial motor vehicle in accordance with the law;
3. have prepared and furnished Franchisee with a list of his/her motor vehicle violations, if any, as required by law;
4. have no more than one (1) at-fault motor vehicle accident within three (3) years of hiring;
5. have no more than four (4) moving violations of motor vehicle laws within three (3) years of hiring;
6. not have been convicted of an offense involving the operation of a commercial motor vehicle while impaired by alcohol or other controlled substance at any time or to the extent permitted by local, state and federal law;
7. not have been convicted of an offense involving the operation of a motor vehicle while impaired by alcohol or other controlled substance within three (3) years of hiring;
8. not have been convicted of any careless or reckless driving of a motor vehicle or convicted of operating a motor vehicle with willful or wanton disregard for the safety of persons or property within five (5) years of hiring or during Driver's employment with TWO MEN AND A TRUCK®;
9. not have been convicted of a criminal offense involving a commercial vehicle, including but not limited to operating a commercial vehicle while under the influence of alcohol or other drug or controlled substance, transporting a controlled substance, or other felonious action involving the use of a commercial motor vehicle at any time;
10. not have been convicted of any crime of a sexual nature at any time or to the extent permitted by local, state and federal law;
11. not have been convicted of a felony of a violent nature at any time or to the extent permitted by local, state, and federal law;

12. not have been convicted of a felony of theft nature at any time or to the extent permitted by local, state, and federal law;

13. not have been convicted of any other felony within five (5) years of hiring or of the prospective hiring, provided such felony justifies not hiring the applicant or retaining the employee as a business necessity, considering: the nature and gravity of the felony; whether the five (5) year time requirement is reasonable under the circumstances of the particular case; and the nature of the job sought or held;

14. be able to safely operate franchisee's TWO MEN AND A TRUCK® vehicles by reason of experience, training, or both, and carry out all procedures necessary to properly secure cargo by reason of experience, training, or both in the ordinary course of their work, speak with other franchise Employees, franchise Customers and the general public. Thus, all Driver-applicants and Drivers must be able to read and speak the English language well enough to be able to perform all duties of the job, to understand highway traffic signs and signals and respond to official inquiries and make entries on reports and records (49 CFR 391.11).

#### **Item 5.B- Conducting Background Checks System**

All offers of employment at Two Men and a Truck are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Criminal History:** includes a review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history: The nature of the crime and its relationship to the position and the time since the conviction.

The following additional background searches will be required if applicable to the position:

Motor Vehicle Records provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

Final candidates must complete a background check authorization form then management will order the background check upon receipt of the signed release form. In instances where negative or incomplete information is obtained, management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, a pre-adverse action letter will be sent out. If there is no response after 5 days, an Adverse Action Letter will be sent to the candidate.

#### **Item 5.D – Conducting Driver License Checks**

##### **Drivers Certificate of Violations and Annual Review Record (COVAR FORM)**

Each motor carrier shall, at least once every 12 months, require each driver it employs to prepare and furnish it with a list of all violations of motor vehicle traffic laws and ordinances (other than violations involving only parking) of which the driver has been convicted or on account of which he/she has forfeited bond or collateral during the preceding 12 months. (b) Each driver shall furnish the list required in accordance with paragraph (a) of this section. If the driver has not been convicted of, or forfeited bond or collateral on account of, any violation which must be listed, he/she shall so certify. (c) The form of the driver's list or certification shall be prescribed by the motor carrier. The following form may be used to comply with this section. (d) The motor carrier shall retain the list or certificate required by this section, or a copy of it, in its files as part of the driver's qualification file.

#### **Item 5.E- Drug and Alcohol Use Policy**

##### **Controlled Substances**

The possession or use of intoxicants, barbiturates, narcotics, etc. on company time, property, or equipment is strictly forbidden. Although more stringent than required by law, no use of alcoholic beverages within eight (8) hours prior to operating any vehicles shall be tolerated.

The use of all prescription medications that could affect the safe operation of a vehicle **MUST BE** reported to the company **BEFORE** operating company vehicles or safety-sensitive equipment. Always check with a physician or pharmacist and check the labels on all prescription medications.

Every driver of a non-CDL CMV, as a condition of employment.

Should a driver test positive for any drug or alcohol test, that driver shall be immediately removed from operating a vehicle upon discovery of the test result.

#### **Item 5.C- Driver Training Program-**

**ON NEXT PAGE**

Day 1 Agenda	MATERIALS NEEDED for trainer and/or trainees	Approx. time
<ul style="list-style-type: none"> <li>☐ <b>Driver's role in the move</b> <ul style="list-style-type: none"> <li>• <b>TWO MEN AND A TRUCK®</b> forms</li> <li>• Communication</li> <li>• Collecting payment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>Greeting the customer video – driver responsibility</u></li> <li>• <u>Communication PPT presentation</u> <ul style="list-style-type: none"> <li>○ Provide blank copies of addressed paperwork: <ul style="list-style-type: none"> <li>▪ <u>Previous damage report</u></li> <li>▪ <u>Blank job sheet</u></li> <li>▪ <u>Day of the Move card</u></li> <li>▪ <u>Invoice, box invoice</u></li> <li>▪ <u>Inventory sheets (storage and interstate)</u></li> <li>▪ <u>Revision to estimate</u></li> <li>▪ <u>Revision to estimate training video</u></li> <li>▪ <u>General Release of Liability</u></li> <li>▪ <u>Damage report</u></li> <li>▪ <u>Damage tips for drivers' clipboards</u></li> </ul> </li> </ul> </li> </ul>	2 hours
<ul style="list-style-type: none"> <li>☐ <b>Driving skills and safety</b> <ul style="list-style-type: none"> <li>• Defensive driving</li> <li>• Distracted driving</li> <li>• No cell phone use</li> <li>• Seatbelt policy</li> <li>• Merging and curves</li> <li>• Cones, wheel chocks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>Defensive Driving webinar presentation</u></li> <li>• <u>Distracted Driving handout with signature</u></li> <li>• <u>CVSA Road Check (optional – nice for trainer to have copy for talking points)</u></li> <li>• <u>Driving and Merging Collision Prevention (optional – nice for trainer to have copy for talking points)</u></li> <li>• <u>2020 Safe Driver Pledge</u></li> </ul>	1.5 hours
<ul style="list-style-type: none"> <li>☐ <b>Driver's Vehicle Inspection Report (DVIR)</b> <ul style="list-style-type: none"> <li>• Franchise DVIR process</li> <li>• Completing truck inspection</li> <li>• Process for Out of Service (OOS) vehicle</li> <li>• 3-ply DVIR booklets</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>3-ply DVIR booklet</u></li> <li>• <u>DVIR training video</u></li> <li>• <u>Driver's Vehicle Inspection Report presentation</u></li> <li>• <u>DVIR instructions template – customize for your location – what is the daily process for submitting DVIRs? Explain expectations.</u></li> <li>• <u>Inspection training aid for drivers – use this when completing the hands-on truck training</u></li> <li>• <u>FMCSA pocketbooks signed and submitted for DQ file</u></li> </ul>	2 hours
<ul style="list-style-type: none"> <li>☐ <b>Hours of Service (HOS) and logbooks</b> <ul style="list-style-type: none"> <li>• Form and manner</li> <li>• FMCSA regulations – Part 395</li> <li>• Submitting time records – franchise process for collecting, auditing and coaching</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>HOS and logbooks presentation</u></li> <li>• Laminated logbooks for training (letter size) or some locations use the enlarged wall size for demos</li> <li>• <u>Driver performance metric sample – how does the franchise review your logbooks for compliance?</u></li> </ul>	2 hours
<ul style="list-style-type: none"> <li>☐ <b>Roadside inspections</b> <ul style="list-style-type: none"> <li>• Weigh stations</li> <li>• Inspection etiquette</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <u>DOT inspection preparedness PPT presentation</u></li> <li>• <u>Weigh station etiquette and roadside inspection video</u></li> </ul>	1.5 hours

<ul style="list-style-type: none"> <li>• CSA</li> </ul>	<ul style="list-style-type: none"> <li>• CSA website – share how scores affect franchise and them as a CMV driver</li> <li>• <u>DOT roadside inspection checklist</u> (review for CA but great for trainer to review what driver may need)</li> </ul>	
<input type="checkbox"/> <b>Emergency preparedness</b> <ul style="list-style-type: none"> <li>• Franchise accident procedure</li> <li>• Accident reporting and investigation</li> <li>• Vehicle accident reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Review franchise’s procedures but review all with driver class and the emergency packets. <ul style="list-style-type: none"> <li>○ <u>Franchise accident procedure for drivers</u></li> <li>○ <u>Accident reporting and investigation policy</u></li> <li>○ <u>Vehicle accident reporting policy</u></li> <li>○ <u>Vehicle accident report</u></li> </ul> </li> </ul>	1 hour

**\*Ensure all training is documented for the individual driver qualification files**

<b>Day 2 Agenda</b>	<b>Materials need for trainer and/or trainees<sup>4</sup></b>	<b>Approx. time</b>
<input type="checkbox"/> <b>STICK MEN UNIVERSITY® online courses</b>	<ul style="list-style-type: none"> <li>• <b>STICK MEN UNIVERSITY®</b> online courses: <ul style="list-style-type: none"> <li>○ <i>Complete Driver levels 1-3</i></li> <li>○ <i>Hours of Service and Logbooks</i></li> <li>○ <i>Print transcript for driver file</i></li> <li>○ <i>Skills Advancement Program – DOT Driver</i></li> </ul> </li> </ul>	3 hours
<input type="checkbox"/> <b>Practice driving in parking lot</b>	Driving Practice time – this can be done in the parking lot <ul style="list-style-type: none"> <li>○ Backing, using a spotter, turning, etc.</li> </ul>	2 hours
<input type="checkbox"/> <b>DOT Road Test</b>	***(Trainer completing road test should watch the <i>What Makes an Effective Road Test</i> recorded webinar in <b>STICK MEN UNIVERSITY®</b> online) <ul style="list-style-type: none"> <li>• View the <u>DOT Compliant Road Test Video</u></li> <li>• Each driver must complete DVIR as part of complete road test.</li> <li>• <u>Driver Record and Certification of Road Test</u></li> <li>• <u>Section 391.31: Road test</u></li> </ul>	2 hours

### **Mover to a Driver Checklist**

Note: All driver qualification file paperwork must be completed within 30 days of driver date of hire

- Receive team lead/trainer endorsement (if applicable)
- Applicant to sign driver offer letter
- Send driver to receive proper licensure and then to receive DOT physical examination at designated clinic
  - Place copy of medical card and long form physical (request from clinic) in driver file- driver to keep medical card in wallet
  - Make copy of front and back of driver's license, place in file

- Applicant to sign MVR disclosure release form
- Run MVR; if MVR passes franchise and Home Office requirements (listed on *The Hub*), move forward to next step
  - o Manager to complete Annual Violation and Review form with employee based off of MVR findings- if pass, continue
- Print DOT drivers application from the Fleet Safety page of *The Hub*
- Print all driver qualification file paperwork from the Fleet Safety page of *The Hub*
- Driver to fill out all driver qualification file paperwork, no sections should be left blank
  - o Common missed areas on DOT Drivers Application missed:
    - Previous address (full 3 years), citation history (mark NA if none), accident history (mark NA if none), include at a minimum 3 years employment history (must explain any gaps in employment), driver data sheet have them fill out just prior to administering their road test and include all hours worked on all jobs for the previous 7 days
- Applicant to complete franchise's driver training- classroom portion (agenda and sample presentations listed on **STICK MEN UNIVERSITY**® page under Driver training link)
  - o PowerPoint presentations, logbooks, time sheets, substance abuse policy, wheel chock policy, etc.
    - Applicant must sign substance abuse policy receipt, place in DQ file
- Applicant to complete all three levels of driver training courses on SMU
- Driver to complete DVIR training and truck walk-around with trainer
- Driver to receive FMCSR regulation book (green DOT book); driver and manager to sign DOT book receipt and make a copy of it and place in driver file
- Complete road test with trainer- trainer to pass or fail, if pass give applicant road test certificate to keep in wallet and move to next step
- Manager to fill out employee change notice (ECN) form place this and the driver offer letter in employee file
- Send all previous employers listed on application the Safety Performance History Records Request and Authorization Form- document attempts to collect information on form (attempt 3 times, keep attempts documented in DQ file)
- Review all paperwork to ensure completion and accuracy- bring driver in for edits/additions to paperwork if necessary
- Place new driver on trucks with a team lead for a minimum of 3 to 5 for shadowing before released on his own
- Enter driver information into MWC2 employee master in order to use Employee Reminder report

Approved by: \_\_\_\_\_

\_\_\_\_\_

Team lead/trainer signature

Print name

Date

Trainee: \_\_\_\_\_

\_\_\_\_\_

Trainee signature

Print name

Date

## Item 7.A

### **Preventative Maintenance for Commercial Motor Vehicles (CMV)**

Introduction: To establish a predetermined preventative maintenance schedule for the maintenance of commercial motor vehicles.

Responsibility: It is the responsibility of TMT PA LLC to ensure that preventative maintenance is conducted on Two Men and a Truck motor vehicle in accordance with the Federal Motor Carrier Safety Regulations (FMCSR).

Procedure:

#### I. Scheduled Preventative Maintenance

- A. Preventative maintenance for commercial motor vehicles will be performed at least every 6k miles or (three months) (whichever comes first). The preventative maintenance will include, but is not limited to, the following service (as applicable):

- Change engine oil
- Change oil filter(s)
- Check fuel filter(s)
- Check the air cleaner
- Lubricate chassis
- Check and adjust brakes
- Check and adjust clutch
- Check power steering fluid level
- Check air compressor and drain tanks
- Check all belts
- Check all lights
- Check cooling system for leaks
- Check coolant level
- Check tires
- Check hoses, clamps and connections

- B. Preventative maintenance will be documented by the vendor on the "Maintenance Form" and placed in the specific vehicle maintenance file for each commercial motor vehicle.

*NOTE: Reference the Operator's Manual for further detailed guidelines.*

II. Annual Department of Transportation (DOT) Inspection

- A. Each vehicle must be inspected at least every 12 months by a certified inspector. All vehicle components listed on the annual vehicle inspection report must be inspected and found acceptable.

*NOTE: The certified inspector may be a Two Men and a Truck employee or an individual contracted by the company. The inspector must meet the minimum requirements as outlined in Section 396.19 of the Federal Motor Carrier Safety Regulations. The certification must be verified and documented on the brake inspector certification, and the annual vehicle inspection-inspector certification form.*

- B. Results of the annual inspection must be documented using the periodic annual inspection form. The completed periodic annual inspection form will be maintained in each commercial motor vehicle file.
- C. It is the driver's responsibility to report any identified problems to the general manager or designee immediately. Drivers must check the following items on the CMV prior to leaving Two Men and a Truck to ensure efficient daily operation and complete their check on the daily vehicle inspection report (DVIR). If at any time a problem is identified it is the driver's responsibility to contact the general manager or designee.

- Check oil level, do not overfill, if oil was placed in the engine document the amount of oil added
- Check coolant level to ensure it is full
- Check water level to ensure it is full
- Visual inspections to ensure all lights (headlights, taillights, running lights, etc.) are working
- Visual inspections of windshield wipers

- Visual inspection of windows to ensure there are no cracks
- Visual inspections of tire tread (wear and tear)
- A visual inspection to ensure no hose is disconnected
- Complete daily procedures and maintenance

**III. Record Retention**

- A. Repair records and preventative maintenance records will be maintained for the duration that the vehicle is in operation in the region plus six months.
- B. The annual inspection report and the inspector certification forms must be kept by Two Men and a Truck for a period of two years from the date of inspection. These reports must be retained where the vehicle is housed.

**Statement of Financial Position (Balance Sheet)**  
**As of (date) June 30th, 2022**  
**(Must be less than 6 months old)**

ASSETS

<b>Current Assets</b>		
Cash	<u>\$2,926,047</u>	
Other Current Assets (specify)	<u>\$988,014 - Undeposited funds, AR, Prepaid Expenses</u>	
Total Current Assets		<u>\$3,914,061</u>
<b>Tangible Assets</b>		
Motor Vehicle Equipment	<u>\$10,951,199</u>	
Property (buildings, land, etc.)	<u>\$490,206</u>	<u>\$11,441,405</u>
Office Equipment		<u>\$318,748</u>
	<b>TOTAL ASSETS</b>	<u><b>\$15,674,214</b></u>

LIABILITIES

<b>Current Liabilities (Due within one year of date)</b>		
Loans	<u>\$2,317,864</u>	
Credit cards/revolving credit	<u>\$174,507</u>	
Other Liabilities (Attach schedule)	<u>\$1,649,708</u>	
Total Current Liabilities		<u>\$4,142,079</u>
<b>Long Term Liabilities (Due after one year of date)</b>		
Mortgage	<u>\$0</u>	
Long term commercial loan	<u>\$2,853,643</u>	
Other Liabilities (Attach Schedule)	<u>\$1,066,665</u>	
Total Long-Term Liabilities		<u>\$3,920,308</u>
	<b>TOTAL LIABILITIES</b>	<u><b>\$8,062,387</b></u>

DATE OF DEPOSIT

AUG - 9 2022

PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

**Statement of Financial Position**

**Elevated TMT Holdings, LLC**

**Schedule of other Current Liabilities**

**Accounts Payable \$186,181**  
**Sales Tax Payable \$ 75,801**  
**Customer Deposit Liability \$ 514,321**  
**Accrued Payroll \$ 528,802**  
**Royalties Payable \$ 317,227**  
**Assessment Payable \$27,376**

**Schedule of Other Liabilities**

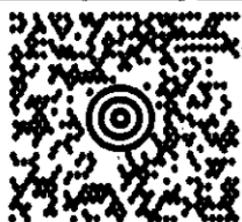
**Shareholder Loans Payable \$1,066,665**

TWO MEN AND A TRUCK  
(402) 597-6683  
THE UPS STORE #2132  
4089 S 84TH ST  
OMAHA NE 68127-1701

1 LBS 1 OF 1  
SHP WT: 1 LBS  
DATE: 09 AUG 2022

SHIP PENNSYLVANIA PUBLIC UTILITY COMMIS  
TO: ROSEMARY CHIAVETTA, SEC  
COMMONWEALTH KEYSTONE BLDG  
400 N STREET

HARRISBURG PA 17120

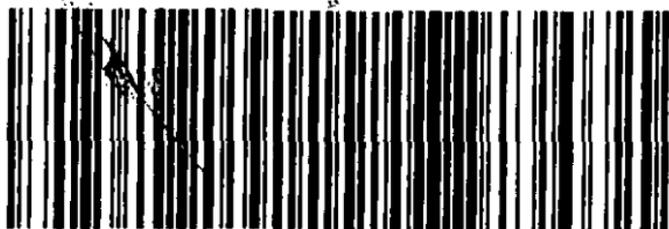


PA 171 9-20



UPS GROUND

TRACKING #: 1Z A72 R11 03 5333 6796



BILLING: P/P



CMPC

717-705-1952

To: CHIAVETA, R. PUC

Agency: PUC

SEC