



McNees Wallace & Nurick LLC  
100 Pine Street  
P.O. Box 1166  
Harrisburg, PA 17108-1166

**Kenneth R. Stark**  
Direct Dial: 717.237.5378  
Fax: 717.237.5300  
kstark@mcneeslaw.com

November 10, 2022

**VIA ELECTRONIC FILING**

Rosemary Chiavetta, Secretary  
Pennsylvania Public Utility Commission  
Commonwealth Keystone Building  
400 North Street, 2nd Floor  
Harrisburg, PA 17120

**RE: 1020 Movers, LLC - Application for Motor Common Carrier or Motor Contract Carrier of Household Goods in Use  
Docket No. – A-2022-\_\_\_\_\_**

Dear Secretary Chiavetta:

Attached for filing with the Pennsylvania Public Utility Commission is the Application for Motor Common Carrier or Motor Contract Carrier of Household Goods in Use for 1020 Movers, LLC d/b/a College HUNKS Hauling Junk and Moving. Concurrent with this filing, we are submitted the \$350.00 application filing fee.

Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Kenneth R. Stark'.

Kenneth R. Stark  
MCNEES WALLACE & NURICK LLC

c: Certificate of Service  
Rodney Bender, Transportation Manager, Bureau of Technical Utility Services (PUC)  
Tatjana Roth, Transportation Supervisor, Bureau of Technical Utility Services (PUC)

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)

## 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)

1020 Movers, 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)

d/b/a College HUNKS Hauling Junk & Moving

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- 8925167 A-2022-3032122

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 7405785  
(See checklist and indicate type of business entity registered)

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

Curtis Wickard  
Keirsten Kassel

6. Mailing Address

PO Box 545  
Street Address

New Kingstown PA 17072 Cumberland  
City, State and Zip Code County

717-580-5226  
Telephone Number

Curt.Wickard@chhd.com  
E-Mail Address

This is the e-mail address to which the Commission will send all official documents issued by the Commission until further notice.

7. Physical Address (if different from Mailing Address. Do not use a PO Box.)

28 E MAIN Street  
Street Address

New Kingstown PA 17072  
City, State and Zip Code County

717-580-5226  
Telephone Number

Curt.Wickard@chhd.com  
E-Mail Address

The address entered here should reflect the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment. If left blank, it will be assumed that the PHYSICAL ADDRESS is the same as the MAILING ADDRESS

8. Attorney (if applicable)

Kenneth Stark  
Attorney's Name & Telephone Number for this Filing

100 Pine Street Harrisburg PA 17101 KStark@mcnveeslaw.com  
Attorney's Address E-mail Address

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

9. Does applicant have a USDOT Number?

No X Yes, at No. 3903480

10. **Describe the service area proposed by this application.**

(Use the space below or attach additional sheet if space provided is not sufficient).

The company desires to provide service statewide. Initially, the company will focus operations within Central Pennsylvania. However, through this application, the company is seeking authority to ***transport household goods in use between points in Pennsylvania.***

*Examples:*

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

11. **Certification:**

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

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

Applicant further certifies that it understands that it is subject to an annual assessment based upon its reported gross Pennsylvania intrastate revenues; said assessment to help defray expenses incurred in regulating Motor Common Carriers of Household Goods in Use; and acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the certificate.

## Verification of Application

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

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

CURTIS L WICKARD

(Print Name)

Curtis L Wickard

(Signature)

11/8/22

(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.

1020 Movers, LLC

<b>Legal Name of Applicant</b>			
College HUNKS Hauling Junk & Moving			
<b>Trade Name, if any</b>			
28 E Main Street	New Kingstown	PA	17072
<b>Street Address (principal place of business)</b>	<b>City or Municipality</b>	<b>State</b>	<b>Zip Code</b>

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.

**Curtis Wickard, Owner**  
**P.O. Box 545, New Kingstown, PA 17072**  
**717-580-5226**

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

**N/A – No affiliation with any other carrier. While the company is associated with the College HUNKS franchise and must adhere to College HUNKS policies and guidelines, there is no formal ownership, management, or controls associated with any other carrier.**

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-).

**1020 Movers, LLC have secured an employee who has over two years of experience working for a PUC-regulated household goods carrier. Such experience included the transportation of household goods in use as both a driver and a crew leader. This employee also worked for a company that traveled throughout the United States making moves across the country. The owner of the company has a degree in professional engineering and previously worked as a commodity manager under the Patriot Missile System at Letterkenny Army Depot where he managed a multi-million dollar annual budget. In starting this transportation business, the owner will utilize management and financial skills gained in his prior work.**

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.

**The facility consists of a 2000 sq. ft. location with an 800 sq. ft. warehouse. Our record maintenance plan will all go through our franchise software "Hunkware". Our physical location is 28 E. Main Street, New Kingston, PA 1072. Our office machines include two laptops, several business cell phones as well as a printer, scanner and copier. Our facility includes ample parking for vehicles and employees. Record keeping will be done in accordance with PUC standards. Normal business documents will be housed electronically as well as in house. Records will be maintained in accordance with PUC regulations. Records will be indexed, filed, and organized in a systematic manner to ensure proper security and access to company records.**

**Customer requests will all go through our franchise call center at 717-670-6315. These requests will then be loaded onto our calendar and scheduling system. We will then follow up from there from our location. All dispatching will occur from our location in Carlisle. It will all be controlled and organized via the franchise software and our in house dispatcher communication with drivers will happen at the morning meeting prior to departure to the location. Any additional communication will happen via cell phones.**

**The facility will be clean, safe, and secure, and allow for necessary routine maintenance and inspection of the vehicles.**

**Regarding the communication network, the company utilizes the corporate website at College HUNKS to obtain new business. The website is available at the following link: [Home & Office Moving Company Near Me | College HUNKS Moving \(collegehunkshaulingjunk.com\)](http://CollegeHUNKSMoving.com) As the business grows, the company will invest in more communications technologies and platforms to ensure it is effectively serving its customers.**

**The intended business hours for appointments will be 8 a.m. to 4 p.m. from Monday to Saturday.**



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

**For the company's vehicle safety program, please see the attached Driving Safety Manual, courtesy of College HUNKS. The company will conduct routine vehicle maintenance and inspections to ensure compliance with the Public Utility Code, PUC regulations, and the vehicle equipment standards in 67 Pa. Code, Ch. 175.**

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

**The company has researched and evaluated insurance options. The company has the financial fitness and ability to cover the insurance premiums. The company currently holds commercial line insurance through the Hanover Insurance Group. The company also holds general liability, building, and worker's compensation insurance. The attached financial sheet demonstrates an ability to pay the required insurance premiums.**

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

\_\_\_\_\_ YES \_\_X\_\_\_ 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.

**Please see attached financial statement. The company has sufficient assets as well as access two loans that will provide the company with a robust financial position as it seeks to initiate its transportation business to provide reliable and safe household goods transportation service in the Commonwealth of Pennsylvania.**

### 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.

Curtis L Wickard

(Signature)

CURTIS L WICKARD, OWNER

(Name and Title, printed or typed)

11/8/22

(Date)

**Statement of Financial Position (Balance Sheet)**  
**As of Nov. 8, 2022**  
**(Must be less than 6 months old)**

ASSETS

Current Assets			
Cash	<u>\$35,143.74</u>		
Other Current Assets (specify)	_____		
Total Current Assets			_____
Tangible Assets			
Motor Vehicle Equipment	<u>\$94,000.00</u>		
Property (buildings, land, etc.)	_____		_____
Office Equipment			<u>\$5,000.00</u>
	TOTAL ASSETS		<u>\$134,143.74</u>

LIABILITIES

Current Liabilities (Due within one year of date)			
Loans	<u>\$0.00</u>		
Credit cards/revolving credit	<u>\$600.00</u>		
Other Liabilities (Attach schedule)	<u>\$0.00</u>		
Total Current Liabilities			<u>\$600.00</u>
Long Term Liabilities (Due after one year of date)			
Mortgage	<u>\$0.00</u>		
Long term commercial loan	<u>\$100,000.00 SBA</u>		
Other Liabilities (Attach Schedule)	<u>\$44,000.00 LOC</u>		
Total Long-Term Liabilities			
	TOTAL LIABILITIES		<u>\$144,600.00</u>

\*\*\* This amortization schedule is not intended for use in the calculation of exact payoff amounts. It will only provide an approximation of unpaid balances as it assumes that all payments will be made exactly on the stated due dates and in the exact amount of each stated payment. It will not reflect variances caused by any payments being made on any dates other than the stated due dates and/or for any amounts other than the stated payment amounts. It will also not reflect any changes to the rate/payment due date as a result of labor functionality (business day vs calendar day) where the payment is due at the end of the interest rate period causing changes in the due date. Furthermore, the calculations used to create this amortization schedule may contain minor rounding differences with the bank's loan accounting system, which may also cause variances to occur. This is meant for internal use only. \*\*\* DR

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1020 Movers LLC

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Compound Period ..... : Exact Days

Maureen Howey

Digitally signed by Maureen  
Howey  
Date: 2022.10.27 11:45:10 -04'00'

Nominal Annual Rate .... : 0.000 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	10/25/2022	100,000.00	1		
2 Payment	11/25/2022	1,886.79	53	Monthly	03/25/2027
	Fixed Principal (+Int.)				

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	10/25/2022				100,000.00
1	11/25/2022	1,886.79	0.00	1,886.79	98,113.21
2	12/25/2022	1,886.79	0.00	1,886.79	96,226.42
2022 Totals		3,773.58	0.00	3,773.58	
3	01/25/2023	1,886.79	0.00	1,886.79	94,339.63
4	02/25/2023	1,886.79	0.00	1,886.79	92,452.84
5	03/25/2023	1,886.79	0.00	1,886.79	90,566.05
6	04/25/2023	1,886.79	0.00	1,886.79	88,679.26
7	05/25/2023	1,886.79	0.00	1,886.79	86,792.47
8	06/25/2023	1,886.79	0.00	1,886.79	84,905.68
9	07/25/2023	1,886.79	0.00	1,886.79	83,018.89
10	08/25/2023	1,886.79	0.00	1,886.79	81,132.10
11	09/25/2023	1,886.79	0.00	1,886.79	79,245.31
12	10/25/2023	1,886.79	0.00	1,886.79	77,358.52
13	11/25/2023	1,886.79	0.00	1,886.79	75,471.73
14	12/25/2023	1,886.79	0.00	1,886.79	73,584.94
2023 Totals		22,641.48	0.00	22,641.48	
15	01/25/2024	1,886.79	0.00	1,886.79	71,698.15
16	02/25/2024	1,886.79	0.00	1,886.79	69,811.36
17	03/25/2024	1,886.79	0.00	1,886.79	67,924.57
18	04/25/2024	1,886.79	0.00	1,886.79	66,037.78
19	05/25/2024	1,886.79	0.00	1,886.79	64,150.99

## 1020 Movers LLC

Date	Payment	Interest	Principal	Balance
20 06/25/2024	1,886.79	0.00	1,886.79	62,264.20
21 07/25/2024	1,886.79	0.00	1,886.79	60,377.41
22 08/25/2024	1,886.79	0.00	1,886.79	58,490.62
23 09/25/2024	1,886.79	0.00	1,886.79	56,603.83
24 10/25/2024	1,886.79	0.00	1,886.79	54,717.04
25 11/25/2024	1,886.79	0.00	1,886.79	52,830.25
26 12/25/2024	1,886.79	0.00	1,886.79	50,943.46
2024 Totals	22,641.48	0.00	22,641.48	
27 01/25/2025	1,886.79	0.00	1,886.79	49,056.67
28 02/25/2025	1,886.79	0.00	1,886.79	47,169.88
29 03/25/2025	1,886.79	0.00	1,886.79	45,283.09
30 04/25/2025	1,886.79	0.00	1,886.79	43,396.30
31 05/25/2025	1,886.79	0.00	1,886.79	41,509.51
32 06/25/2025	1,886.79	0.00	1,886.79	39,622.72
33 07/25/2025	1,886.79	0.00	1,886.79	37,735.93
34 08/25/2025	1,886.79	0.00	1,886.79	35,849.14
35 09/25/2025	1,886.79	0.00	1,886.79	33,962.35
36 10/25/2025	1,886.79	0.00	1,886.79	32,075.56
37 11/25/2025	1,886.79	0.00	1,886.79	30,188.77
38 12/25/2025	1,886.79	0.00	1,886.79	28,301.98
2025 Totals	22,641.48	0.00	22,641.48	
39 01/25/2026	1,886.79	0.00	1,886.79	26,415.19
40 02/25/2026	1,886.79	0.00	1,886.79	24,528.40
41 03/25/2026	1,886.79	0.00	1,886.79	22,641.61
42 04/25/2026	1,886.79	0.00	1,886.79	20,754.82
43 05/25/2026	1,886.79	0.00	1,886.79	18,868.03
44 06/25/2026	1,886.79	0.00	1,886.79	16,981.24
45 07/25/2026	1,886.79	0.00	1,886.79	15,094.45
46 08/25/2026	1,886.79	0.00	1,886.79	13,207.66
47 09/25/2026	1,886.79	0.00	1,886.79	11,320.87
48 10/25/2026	1,886.79	0.00	1,886.79	9,434.08
49 11/25/2026	1,886.79	0.00	1,886.79	7,547.29
50 12/25/2026	1,886.79	0.00	1,886.79	5,660.50
2026 Totals	22,641.48	0.00	22,641.48	
51 01/25/2027	1,886.79	0.00	1,886.79	3,773.71
52 02/25/2027	1,886.79	0.00	1,886.79	1,886.92
53 03/25/2027	1,886.79	0.13-	1,886.92	0.00
2027 Totals	5,660.37	0.13-	5,660.50	
Grand Totals	99,999.87	0.13-	100,000.00	

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1020 Movers LLC

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Last interest amount decreased by 0.13 due to rounding.



The purpose of this Driver Safety Manual is to minimize the potential for vehicle accidents which may result from the operation of your fleet.

It is well recognized that driving is one of the most dangerous activities we do in a day. Most accidents can be prevented, thus avoiding their many undesirable consequences. It is equally well recognized that accident-free operations are not achieved by chance. Rather, they result from the thoughtful application of sound safety principles. College Hunks Hauling Junk and College Hunks Moving's ("CHHJ") goal is to prevent all accidents, injuries, and property loss or damage. Achieving this goal is the responsibility of every team member of CHHJ. Safety is an important function for everyone while driving – safety for yourself, your team members, and the public.

Team members who are authorized to drive personal vehicles on company business are expected to maintain their vehicles in safe operating condition, as well as provide their manager or franchise owner with proof of liability insurance with minimum coverage that aligns with the Franchise Agreement.

## DRIVER HIRING PROCESS

You should only hire those drivers who are qualified and competent to operate your vehicles in a safe and lawful manner. You should endeavor to carefully screen prospective drivers and should not hire or assign a team member to driving duties unless they meet the following criteria:

- A. Type "A" violations (DUI, Reckless Driving, Suspended License, Negligent Driving) - **None in the past 3 years**
- B. "At Fault" Accidents - -**No more than 1 Accident in the past 3 years**
- C. "Moving Violations" - - **No more than 1 Violation in past twelve months or 2 Violations in past 3 years.**
- D. "Combination of" Accidents & Violations- - **No more than 1 Accident or Violation in the past twelvemonths or 2 Accidents or Violations in past 3 years.**

Driver Application Process:

- Complete the **CHHJ Driver Questionnaire** (see appendix A)
  - Evaluate candidate based on resume, interviews, and driver criteria (general, legal, and preferred)
  - Request Motor Vehicle Report (MVR) and background check
  - Complete basic move technical training and culture training with the Operations Manager
  - Submit candidate's motor vehicle report and background check to insurance broker for 3rd party review and insights
  - Complete DOT Medical Exam and pass
  - Receive written approval from the supervising Captains, Operations Manager and/or other qualified supervisor for driver training to begin.

## DRIVER TRAINING OVERVIEW

Driver training is necessary for the on-boarding and training of newly hired drivers, refresher training for experienced drivers, remedial training for "problem" drivers, etc. Even our best, most experienced, long-term drivers have a need for training on a regular basis due to changes in equipment, government regulations, new routes, etc.

### Initial On-boarding & Training

Initial Driver Training Process:

- Review the **Driver Safety Policy** document with your prospective driver
- Pass the knowledge test with a score of 90% or better
- Review the procedures for the safety inspection, maintenance, and operation of the vehicle with the Operations Manager or other qualified supervisor.
- Pass a driver evaluation with the Sr. Captain or Operations Manager in the parking lot and surrounding neighborhood.
- Complete a 30-day probationary period as a driver evaluated using telematics for harsh brakes, speeding, and/or driver score
- Pass a final driver evaluation with the Operations Manager or other qualified supervisor.

Driver Training Progression (see **Driver's Road Test and Certificate of Completion** in appendix C)

Prior to driving any vehicle, each potential driver should initially master pickup trucks or equivalent vehicle. Though it seems very simple, they are larger than most passenger cars with a different turning radius. After proficiency has been established with the pickup, the driver will train on progressively larger vehicles until each one is mastered. Special attention

must be paid to turning radius, use of mirrors, following distance, and vehicle clearance awareness.

#### Ongoing Driver Training Process

- Must maintain, on a monthly basis, a satisfactory driver performance based on telematics
- Must not be involved in more than 1 at-fault accident in a 12-month period
- Must not have received more than 1 moving traffic violation or speeding ticket for greater than 10mph

#### Refresher Training & Driver Safety Meetings

Refresher training sessions and/or driver safety meetings should be scheduled as deemed necessary for the experienced drivers. Subjects for these training sessions should include review of safety rules, review of accident reporting procedures, defensive driving, etc.

#### Defensive Driving & Safety Training

All drivers, both new hires and current drivers, should review defensive driving techniques, vehicle inspection procedures, maintenance schedules, and accident reporting as described below.

## DRIVER VEHICLE SAFETY INSPECTIONS

The driver's most important contribution to your vehicle maintenance program is the submission of a daily pre-trip and post-trip inspection report. The driver is in the best position to alert management to any vehicle deficiencies or safety concerns.

Drivers should be required to inspect their vehicles for safety at the beginning of each day prior to driving the vehicle and at the end of the day. The purpose is to ensure that there are no known safety problems with the vehicle. The inspection includes checking the tires, brakes, windshield, windshield washers, lights, horn, mirrors, etc. (See “**Truck Inspection Checklist**” in Appendix B).

The driver should be expected to note and report any vehicle deficiencies or maintenance items that need to be addressed before the vehicle is driven again or that need to be taken care of as soon as possible, but do not involve the safety of the vehicle.

*If a vehicle deficiency is noted which would affect the safety of the vehicle or make it unsafe to drive the vehicle, the driver should not drive the vehicle and should report the deficiency or problem to their supervisor immediately.*

## VEHICLE MAINTENANCE

It should be your intention that all your vehicles be maintained in a clean, attractive, and safe condition. The objectives of your preventive maintenance program should be follows:

- Prevent defect-caused accidents
- Reduce on-the-road breakdowns and delays
- Minimize number of vehicles down for repairs
- Prevent excessive parts wear
- Maintain records for cost accounting, lawsuit defense, etc.
- Maintain driver morale
- Enhance public image

Maintenance records should be kept in each vehicle which record all repairs and service done on each vehicle to ensure initiation, completion, and documentation of needed repairs and service. These records will also be useful in defending against lawsuits alleging that a defective or improperly maintained vehicle was the cause of an accident.

Drivers should be expected to report any safety concerns with the vehicles they drive and should not drive a vehicle that they consider to be unsafe. Drivers will complete the **“Driver’s Vehicle Inspection Report”** form and report any safety or maintenance concerns on the form.

## DRIVER DISCIPLINARY ACTION POLICY

### PURPOSE:

The purpose of this policy is to establish uniform criteria for evaluating your drivers’ Motor Vehicle Records (MVRs) and procedures for disciplinary action to be taken if a driver begins to exhibit a pattern of motor vehicle violations, accidents, or unsafe driving habits. This disciplinary action policy is simply a model and is not required. The Franchise Partner may implement a disciplinary action program of their own design.

Motor Vehicle Records (MVRs) should be obtained at least annually on all drivers of service vehicles. For the purposes of this program, violations on a driver’s MVR while driving any vehicle, not just service vehicles in the course of employment, on or off the job will be counted when determining the appropriate disciplinary action.

Drivers should be expected to report any moving violations, vehicle accidents, convictions, etc. at the time they occur, regardless of whether it occurs while driving a company vehicle or not.

## **DEFINITIONS:**

Non-moving Violation: These are violations of motor vehicle laws which do not involve a moving violation. Examples are parking tickets, defective vehicle equipment, vehicle overloading, etc. For the purposes of this program, such non-moving violations will not be counted.

### Moving Violation:

These are violations of motor vehicle laws such as speeding, running a red light or stop sign, illegal lane change, improper turn, failure to yield, etc. Does not include serious violations as defined below.

### Major Moving Violation:

These are moving violations that involve significant violations of traffic laws, such as speeding 11+ MPH over the posted speed limit or other violations that carry significant fines.

### Serious Violation:

These are very serious violations of motor vehicle laws such as DUI, DWI, Reckless Driving, Careless Driving, Hit & Run, Driving While License Suspended, Vehicular Homicide, etc.

### Preventable Accident:

These are accidents in which it is determined that the driver could have been reasonably expected to have taken action which would have prevented the accident. The determination of "preventability" has nothing to do with motor vehicle law violations or convictions. For example, a backing accident may not result in any violation but would be preventable. Another example might be sliding on a slippery road resulting in an accident. Again, there may be no ticket involved but the accident may be deemed preventable if the driver could have been expected to adjust his speed to match the poor road conditions and, thereby, prevent the accident.

### Non-Preventable Accident:

These are accidents in which it is determined that the driver could not have taken any action which would have prevented the accident.

### Complaints:



- Note: Not everyone is trained to do the “root cause” analysis of an accident. If assistance is needed, please contact Chris Reynolds, Transportation Safety Specialist at Brand Central.

Each accident should be investigated by the committee for the purpose of determining whether the accident was "preventable" or "non-preventable". The driver will be invited to present information on the circumstances of the accident to the committee. The decision of the committee as to "preventability" will be accompanied by a written report that supports the conclusion

### **Driver Responsibilities**

The driver's initial actions and reactions are often critical to minimizing the end results of an accident. It is important that your drivers be trained in what to do in the event of an accident. An information packet containing the instructions and forms for use in the event of an accident should always be carried in each vehicle. This will ensure that the driver will act appropriately and take the proper actions during the time of high stress immediately following an accident.

The following actions should be taken in the event of an accident:

- Stop immediately, do not leave the scene of the accident
- Do not move the vehicles
- If anyone is injured, call 911 immediately for ambulance and police
- Protect the scene (set out flares, reflector triangles, stop traffic, etc.)
- If there are no injuries, call police to obtain a police report
- Call the Operations Manager or supervisor and report the accident
- Take pictures of the accident scene before anything is moved
- Get names, addresses, and telephone numbers of witnesses
- DO NOT discuss who is responsible for the accident, only talk about the accident with the police or your insurance company adjuster or representative
- Complete the vehicle accident report (**see appendix D – Vehicle Accident Report**)

### **Supervisor's Responsibilities**

When a driver calls to report an accident, the pertinent information should be documented.

If you are a member of the CHHJ Captive Insurance plan, all information gathered (Vehicle Accident Report, exchange of information, photos, etc.) must be sent to Brand Central to initiate a claim.

Any franchise partner that is not in the Captive Insurance plan is encouraged to share incident information with Brand Central. All information will be kept confidential but will allow for the analysis of incident trends that are necessary to improve our driver safety program.

Whenever possible, a supervisor should go to the accident scene to take charge of the situation and gather the required information.

Records should be maintained on each accident for use in settling claims and court cases and for use in analyzing your accident history.

### **Accident Investigation**

Every accident, regardless of the severity, should be investigated to determine the cause(s) and determine what can be done to prevent similar accidents in the future.

A determination should be made as to whether the accident was "preventable" or "non-preventable" on the part of the driver. This determination is not limited to "legal" factors. Preventability relates to defensive driving. A "preventable" accident is one in which the driver failed to exercise every reasonable precaution to prevent the accident. For example, an accident in which a driver rear-ends the vehicle in front due to slippery road conditions during adverse weather conditions is a "preventable" accident. The driver should have taken precautions to compensate for the slippery road condition or reduced visibility by slowing their speed, allowing additional distance between vehicles, etc.

### **Accident Analysis**

Periodically accident records should be reviewed and analyzed to determine if there are any trends with respect to the types of accidents, accident causes, drivers who are repeatedly involved in accidents, etc. This analysis may identify specific areas which indicate the need for additional training, new safety rules or procedures, or improvements needed in maintenance programs. For example, a number of accidents involving backing vehicles may indicate a need for a driver training session to refresh drivers on proper precautions to be taken during backing maneuvers.

Drivers who are involved in more than one "preventable" accident should be investigated closely to determine if this reflects poor driving habits or attitudes. Appropriate action in these cases may be re-training the driver (i.e., defensive driving techniques) or removal of the employee from any driving duties.

## CELL PHONE USE

The use of cell phones or other mobile devices while driving greatly increases the chances of an accident. Drivers should avoid talking on cell phones when driving as much as possible. All team members must comply with federal, state, or local laws and regulations that may exist to control usage of mobile devices while operating a motor vehicle. If you must use a cell phone while driving, you should follow the safety guidelines below.

This policy is intended to limit the circumstances under which a driver can utilize a cell phone or other remote device while operating a service vehicle in the course of employment

When driving:

- **Don't** - Dial numbers
- **Don't** - Take notes or text
- **Don't** - Look up numbers or information
- **Don't** - Have an intense discussion or argument
- **Don't** - Answer the phone if in heavy traffic or challenging conditions; let voice mail answer and then return the call or have your wingman take the call.
- **Don't** - Hold your phone in your hand when navigating, use an approved cell phone holder that positions the phone in your peripheral vision or preferably have your Wingman do the navigation.
- **Don't** - Use headphones or any device that restricts hearing while driving
  
- **Do** - Make use of voice mail to answer the phone when it is not safe for you to do so
- **Do** - Be familiar with the functions, features, and controls of your phone
- **Do** - Pull off the road into a parking lot or side street (not the shoulder of the road) and make and return your phone calls.

*It is not recommended that you use a hands-free device when driving. When you do, your mind is typically engaged in the phone conversation and not on your driving.*

## DEFENSIVE DRIVING

Skillful operation of your own vehicle is often not enough to avoid accidents. It is necessary to practice driving techniques which provide you with a defense against the mistakes of other drivers.

The defensive driving concept consists of the following:

- **FOCUS YOUR ATTENTION ON DRIVING** - look several vehicles ahead, size up the situation, get the whole picture
- **LEAVE YOURSELF AN OUT** - plan an escape route; avoid setting up or getting yourself into hazardous situations
- **MAINTAIN CONTROL** - always have control of your vehicle at all times (slow your speed to maintain control); the posted speed limit is the speed recommended for ideal conditions; adjust for adverse road or weather conditions
- **ANTICIPATE** - anticipate the actions and mistakes of other drivers; assume other drivers will do the unthinkable; assume the other driver doesn't see you
- **DEVELOP A DEFENSE** - develop defensive actions for the anticipated mistakes of other drivers and pedestrians
- **SIGNAL YOUR INTENTIONS EARLY** - let other drivers know your intentions early; don't make sudden stops or turns without warning

Visual scanning keeps your head and eyes engaged while taking in the entire view of the road and surrounding areas. Scan from mirror to mirror and back again. Look about 10-12 seconds ahead, effectively covering a quarter mile at highway speeds or a city block when traveling at low speeds. Scanning is the foundation of defensive driving, establishing a mindset that is prepared to recognize various hazards along your route. Know the height of the truck you are in that day and ensure your route does not include any areas with low overhead clearance.

Some defensive driving techniques for typical situations are discussed below:

### **Oncoming Vehicles**

- \* Stay alert; keep eyes scanning well ahead. Look at traffic lights  $\frac{1}{4}$  mile away to anticipate slowdowns and traffic lights.
- \* Watch for signs from other drivers (i.e., turn signal on, passing, etc.)
- \* React early; reduce speed, veer to right and off road if necessary, to avoid a head on collision.

### **Following Another Vehicle**

- \* Stay alert.
- \* Watch situations developing well ahead of the vehicle immediately in front of you.
- \* Watch for signs from other drivers.
- \* Use the "2 Second Rule" to allow enough distance between you and the vehicle ahead.
- \* Leave yourself an out; don't get boxed in with no escape route.
- \* Begin slowing down and stopping early.

### **Vehicle Behind You**

- \* Check rear view mirrors frequently.
- \* Signal your intentions to turn or stop well in advance.
- \* Stop smoothly.
- \* Encourage tailgaters to pass; pull over if possible.

### **Intersections**

- \* Approach & cross intersections with caution.
- \* Note traffic light operation while still some distance from the intersection.
- \* Start slowly on green light; expect other driver to "run the red light".
- \* Signal your intentions well in advance.
- \* Assume that other drivers may not yield the right-of-way even though you have it.

### **Passing**

- \* Allow enough distance to pass safely.
- \* WHEN IN DOUBT, DON'T PASS!!
- \* Signal your intention to pass.
- \* Consider your blind spot and other driver's blind spot.
- \* Signal your intentions to return to the lane after passing.
- \* Don't return to the lane until you see all the passed vehicles in your rear-view mirror.

### **Being Passed**

- \* Slow down to assist the other driver in passing.
- \* Before turning or beginning to pass another vehicle, check to be sure you are not being passed.

### **Backing**

- \* Avoid backing as much as possible by parking in spots which don't require backing.
- \* Walk completely around your vehicle before backing to check clearances and obstructions.
- \* Use a wingman or spotter to direct backing.
- \* Use all mirrors frequently during backing maneuvers.

### **Defensive Parking**

- \* If a space is too tight, Find Another Space!
- \* Avoid parking next to vehicles which are not parked straight in their space (assume the other driver can't drive well and will probably hit your vehicle when they leave!).
- \* Don't park where your vehicle can be easily hit by backing vehicles.
- \* Look at side view mirrors and over your shoulder before opening doors into traffic lanes.

### **Driving at Night**

Most speed limits are set for driving during the day in dry, clear conditions – not for driving at night. Your headlights should illuminate the road ahead of you for approximately 4 seconds of headway. If you have poor headlights or you aren't getting at least 4 seconds of headway, it is best to slow down.

- \* Use high beam headlights wherever possible. Use high beams courteously when sharing the road with others.
- \* Look down and to the right of the headlights as you approach oncoming vehicles.
- \* Watch out for wildlife. They are more active at night.
- \* If you are fatigued, pull off the road to a safe place, rest, stretch, and get some fresh air.

Stay alert by checking mirrors regularly enough to be aware of what is happening all around you. That also means being at the top of your game for defensive driving skills. Sometimes, especially at night, it's more about watching for other driver's mistakes than having to worry about your own. That said, also make sure you keep your mirrors clean and have them pointed in a direction that will make it easier for you to see but also lose any glare, if possible.

### **Driving in Poor Weather Conditions**

#### **Driving in the rain**

While driving in rain may not seem all that dangerous, the unfortunate truth is that traffic fatalities increase during poor weather conditions. Not only does rain create a slippery surface, but it also decreases visibility. Wet roadways are typically the most dangerous right after a rain begins because the rain will mix with oil, gas, and other vehicle fluids on the roadway surface. This is especially true near intersections. While you might drive safely during rainy conditions, what about the drivers around you? With these defensive driving tips for rainy conditions, you'll always be one step ahead and ready to avoid dangers that present themselves.

- \* Avoid driving through standing water. You have no idea what hazards lie beneath the surface of the water.

#### **Driving in Snow**

Things can change in a big hurry during a snowstorm and can literally become deadly during a blizzard. Even when the storm is over, the slippery streets still present serious safety

hazards and visibility issues. You should keep a 9-second following distance. I know, that seems excessive, but when you don't have traction, you shouldn't be concerned with how fast you get somewhere. You should just get there safely.

- \* You should always brake *before* a turn, not *during* a turn.
- \* Be careful on overpasses or bridges; these areas freeze first.
- \* Give snow plows a lot of room.

### **Driving on Ice**

Make sure all driving inputs are done in slow motion; no sudden movements. Do **NOT** hit the brakes and don't make any sudden movements with the steering wheel, even if you feel yourself sliding. The best thing to do is to *slowly* take your foot off the accelerator. Unlike with snow where you can safely navigate through in most cases, when driving on ice, you should find a safe location to park, off the roadway, as soon as possible. Ice is nothing to take a chance with. Yes, it's that dangerous!

### **Driving in Fog**

Driving in fog is considered one of the most dangerous weather hazards, especially if it is exceptionally dense fog or combined with other adverse weather conditions. Foggy conditions are the number one cause of large multi-car pile ups

- \* Use your headlights so you can be seen.
- \* Don't use high beams
- \* Follow the lines with your eyes to keep yourself in your lane.
- \* Increase your following distance

If it is possible, do not drive in fog. When you can't see, you cannot possibly drive safely.

### **Summary**

The primary basis of defensive driving is to always assume that the other drivers on the road are not as attentive as they should be and to expect them to make mistakes which will put you in jeopardy. By maintaining this defensive attitude, you will be prepared to take appropriate action to avoid accidents caused by other driver's mistakes.

**CERTIFICATE OF SERVICE**

I hereby certify that I have this day served a true copy of the foregoing document upon the participants, listed below, in accordance with the requirements of Section 1.54 (relating to service by a participant).

**VIA EMAIL**

Patrick M. Cicero, Esquire  
Office of Consumer Advocate  
555 Walnut Street  
Forum Place, Fifth Floor  
Harrisburg, PA 17101  
[pcicero@paoca.org](mailto:pcicero@paoca.org)

NazAarah Sabree, Small Business Advocate  
Steven C. Gray, Esquire  
Commonwealth of Pennsylvania  
Office of Small Business Advocate  
Forum Place  
555 Walnut Street, 1<sup>st</sup> Floor  
Harrisburg, PA 17101  
[ra-sba@pa.gov](mailto:ra-sba@pa.gov)  
[sgray@pa.gov](mailto:sgray@pa.gov)

Richard Kanaski, Director/Chief Prosecutor  
Allison C. Kaster, Esquire  
Bureau of Investigation and Enforcement  
Pennsylvania Public Utility Commission  
Commonwealth Keystone Building  
P. O. Box 3265  
Harrisburg, PA 17105-3265  
[rkanaskie@pa.gov](mailto:rkanaskie@pa.gov)  
[akaster@pa.gov](mailto:akaster@pa.gov)



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Kenneth R. Stark

Counsel to 1020 Movers, LLC  
d/b/a College HUNKS Hauling Junk &  
Moving

Dated this 10th day of November, 2022, in Harrisburg, Pennsylvania.