

Secretary PA Public Utility Commission
400 North Street, Second Floor
Harrisburg, PA 17120
717.787.3834
www.puc.pa.gov

SEP 18 2023

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

**Application for Motor Common Carrier of Persons in
Paratransit Service**

THIS APPLICATION IS TO BE USED FOR COMMON CARRIER PASSENGER SERVICE WHEN PROVIDING TRANSPORTATION ON A NONEXCLUSIVE, ADVANCE RESERVATION BASIS.

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

Vida Guard Transportation, INC

- 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)

N/A

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 Vans" 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 Vans" or "J. Doe Vans" 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 3620585
(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).**

Wissan Barouki

6. **Mailing Address**

2314 N Front Street

Street Address

Phila., PA 19133

City, State and Zip Code

Philadelphia

County

713-478-0650

Telephone Number

vidahelpinc@gmail.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 than mailing address. Do not use a post office box.)

Street Address

City, State and Zip Code

County

Telephone Number

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)

N/A

Attorney's Name & Telephone Number for this Filing

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

Yes, at No. _____

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

(see attached)

Examples:

- *To transport people whose personal convictions prevent them from owning or operating motor vehicles from points in Lancaster County to points in PA, and return.*
- *To transport people from the city and county of Philadelphia to correctional facilities in PA, and return.*
- *To transport people in wheelchair and stretcher vans from points in the city of Pittsburgh to points in Allegheny County, and return.*
- *To transport people between points in Northumberland County.*

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 Persons in Paratransit Service; and acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the certificate.

"VIDA QUARD TRANSPORTATION INC"

SCHEDULE OF RATES AND CHARGES GOVERNING THE RIGHT TO TRANSPORT PERSONS
BETWEEN POINTS IN PENNSYLVANIA.

To Transport As a contract carrier, by motor vehicle in vehicles(both ambulatory and non-emergency), persons for Pa Managed Care Organizations and between points in the counties of Bucks, Montgomery, and Philadelphia.

Rules and Regulations

1. Advance reservations must be made 48 Hours Prior to the service being rendered.
2. Rates for mileage will be computed by the use of the odometer of the vehicle being used and begin when the vehicle leaves the carrier's premises. The final mileage rate is determined upon return to the carrier's premises.
3. Total charges are divisible and payable on a per person basis.

Schedule of Rates

Per Person

By agreement with PA Mcos, the following rates are as follows:

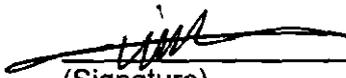
- a) Flat Rate per trip is \$75.00 per one way per person.
- b) \$4.50 per mile or fraction thereof after the first 5 minutes.
- c) Waiting Time: \$5.00 per 15 minutes of a fraction thereof.

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.

Wissam Barooki
(Print Name)


(Signature)

9/16/2023
(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).

DATE OF DEPOSIT

SEP 18 2023

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

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.

Vida Guard Transportation, INC
Legal Name of Applicant

2314 N Front Street Phila, PA 19133
Trade Name, if any
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.

(attached)

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

(attached)

3. Describe the applicant's business experience, particularly any experience relating to the operation of a transportation service. If practical experience is lacking, please provide an explanation and description of any education or training that you believe may be relevant.

(attached)

DATE OF DEPOSIT

SEP 18 2023

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

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.

(Attached)

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:
- Your hiring standards for drivers;
 - Your system for conducting criminal background checks;
 - Your driver training program;
 - Your system for conducting driver license checks;
 - Your policies regarding alcohol and drug use by your drivers.

(Attached)

6. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below.

YEAR	MAKE	MODEL	SEATING CAPACITY*	VEHICLE ID #	MILEAGE

*Vehicles with seating capacity of more than 15 passengers, including driver, can't be used in paratransit service.

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).

(Attached)

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

(attached)

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

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)
Wissam Barouki

(Name and Title, printed or typed)

9/16/2023

(Date)
DATE OF DEPOSIT

SAFE TRANSPORTATION POLICY

Policy:

- To protect participant health and safety when "VIDA QUARD TRANSPORTATION INC" is responsible for providing transportation the agency promote safe driving practices, with provisions for handling emergency situations.
- Driving/transporting participants is an essential job function at "VIDA QUARD TRANSPORTATION INC". Employees must be mindful that they are a representative of "VIDA QUARD TRANSPORTATION INC" while transporting participants either in personal or agency vehicles. If there are accurate complaints of employees committing driving infractions, they may be subject to disciplinary actions, including termination from employment.

Vehicles - Personal Support

General Transportation Procedures:

- The Program Director or Coordinator will ensure that all employees who transport participants have a current, valid driver's license and are properly insured.
- Employees must report any driving violations, lapse in personal insurance, revocation of driver's license, DUI's or accidents immediately to immediate supervisor.
- All employees will follow procedures to ensure safe transportation, handling, and transfers of participants and any equipment used by participants when assisting with transportation, whether or not we are providing the transportation. When we responsible for transportation of the participant or their equipment, employees will utilize the following assistive techniques:
 - All employees must wear their Employee ID in a visible manner while transporting participants to and from school, home, and/or residence.
 - Employees will provide assistance with seatbelts, as needed to ensure they are correctly fastened;
 - Employees will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle;
 - When the vehicle is in motion, seatbelts are to be worn at all times by all passengers, including the driver;
 - Employees will comply with all seat belt and child passenger restraint system requirements under PA statues when transporting a child;
 - Employees will ensure all supplies or equipment, including wheelchairs and walkers or other mobility aids or specialized equipment used by the participant is properly secured before the vehicle is in motion;
 - Employees must be prepared to intervene in order to maintain

safety if a participant being transported engages in behavior that puts the participant, the driver, or other passengers at risk of immediate danger of physical harm.

- Employees will assure the following information is with them whenever transporting participants:
 - Participant Information Form or One Page Profile, including name and phone number of person(s) to call in case of emergency, must be kept according to data privacy policies;
 - Proof of insurance card and vehicle registration.
- All employees are required to follow all traffic safety laws while operating vehicles. Employees will be responsible for paying for any fines or tickets issued by law enforcement.
- All employees are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating vehicles.

Procedures in Case of Accident:

- If employees are involved in an accident they will follow these instructions in the order given:
 - Do not leave the scene of the accident or move the vehicle unless you and the participants are in immediate danger;
 - Evaluate the condition of yourself and the participants. Administer First Aid as necessary;
 - Call the non-emergency police number for your community or call 911 to alert police if immediate medical attention is needed; if you are driving a busette, you must call the State Patrol as they need to complete an on-site investigation.
 - Solicit aid from passing motorists, if necessary;
 - Supply authorities and/or other drivers with accurate and complete information leading up to and involving the accident;
 - Report back to the Program Director as soon as possible;
 - Follow "MOTHERS TOUCH HOME HEALTH CARE" policy & procedures for reporting incidents.

Vehicles Owned or Leased

Procedures for Verification of Insurance and Driving Record Checks:

- Human Resources staff will request verification of proof of insurance bi-annually for all employees whose job function requires them to drive.
- Human Resources staff will request verification of a valid driver's license for all Forever Care employees annually.
- Human Resources staff will complete a motor vehicle driving record check on all employees whose job function requires them to drive.
- Employees must report any driving violations, lapse in personal insurance, revocation of driver's license, DUI's or accidents immediately to immediate supervisor.
- Human resources staff will provide Program Directors with a list of all employees who have current, valid driver's licenses and are properly

insured. Employees cannot drive an agency vehicle or transport participants if they do not have a valid driver's license or are uninsurable.

Procedures for Defensive Driving Training:

- Program Director or Coordinator will assure all employees who drive vehicles during the course of their employment, whether agency vehicles or personal vehicles, complete defensive driving training upon hire, yearly, and as needed.
- The Program Director or Coordinator may require individual employees to take a driving safety course as a result of a driving violation.

General Procedures:

- When we responsible for transportation of the participant or their equipment, employees will assure the following:
 - All employees must wear their Employee ID in a visible manner while transporting participants to and from school, home, and/or residence.
 - When the vehicle is in motion, seatbelts are to be worn at all times by all passengers, including the driver;
 - Employees will comply with all seat belt and child passenger restraint system requirements under PA Statutes, when transporting a child;
 - Employees must be prepared to intervene in order to maintain safety if a participant being transported engages in behavior that puts the participant, the driver, or other passengers at risk of immediate danger of physical harm..
 - Keys should not be left in the vehicle at any time unless in operation. Keys must be in the driver's possession at all times;
 - Vehicles should not be left running unattended with or without participants in the vehicle;
 - Lock all doors on vehicles when not in use;
 - In the event employees need to leave participants inside the vehicle during transfers or drop offs, the vehicle must be turned off and keys must be removed from the ignition;
 - Vehicles that are marked 'STOPS AT RR CROSSINGS' are required to stop at all railroad crossings. When approaching railroad tracks, move into the right hand lane, put your hazards on a block ahead of time and come to a slow and complete stop. After looking both ways, proceed on your way, turn off your hazards;
 - Radio volume must be kept low enough so as not to distract the driver at any time. The driver should have the ability to hear participants in the back seats talking in a normal voice, emergency vehicles, or warnings from other drivers, etc;
 - Seats and wheelchairs should not be in a reclined position when the vehicle is in operation. Wheelchairs must face forward at all times;
 - Cell phones cannot be used during the active operation of a vehicle or wheelchair lift or while loading and unloading participants. Ear buds cannot be used. Calls should be returned

later or limited to times when the vehicle is properly parked and inactive. Pull over immediately to a safe place if a call must be made;

- If behaviors occur while on a route, the driver should pull over to a safe location and call the appropriate Program Director for assistance.
- Employees must supervise all participants at all times around all vehicles;
- Always be aware of the width and height of your vehicle. Some vehicles are wider or taller than average;
- Employees will assure the following information is with them whenever transporting participants:
 - Participant Information Form or One Page Profile
 - Name and phone number of person(s) to call in case of emergency;
 - First aid kit;
 - Proof of insurance card and vehicle registration.
- All employees are required to follow all traffic safety laws while operating vehicles. Employees will be responsible for paying for any fines or tickets issued by law enforcement.
- All employees are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating vehicles.

Procedures for Medication Transport and Administration:

Drivers cannot give medication to participants.

Procedures for Fueling Vehicles:

- When the tank reaches half full employees must refuel the vehicle.
- Fuel is the only purchase that can be made unless approval has been given by a supervisor prior to purchase.
- After filling agency vehicles, employees will collect the receipt, print their name, initial the receipt, and write the name/number of the vehicle on the front side of the receipt.
- Employees will turn the receipts into their Program Director daily.

Procedures Prior to Operating Vehicles:

- All employees must follow the Vehicle Safety Checklist prior to operating vehicles.
- Employees must adjust mirrors prior to operating vehicle.
- Employees must assure lights are turned on whenever driving vehicles.
- Before operating any vehicle, employees must identify the location of the first aid kit and fire extinguisher.

Procedures for Loading and Unloading Participants:

- Load participants in a safe and orderly fashion.

- Review seating arrangements. Think about pick up and drop off order when determining where individuals sit.
- Before loading a vehicle, if a participant is exhibiting behaviors that are unsafe or pose a threat to others, the driver can refuse to provide transportation. All participants should be calm when entering a vehicle.
- Employees will provide assistance with seatbelts, as needed to ensure they are correctly fastened.
- Employees will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle.
- Employees will ensure all supplies or equipment, including wheelchairs and walkers or other mobility aids or specialized equipment used by the participant is properly secured before the vehicle is in motion.
- Ambulatory participants cannot use wheelchairs as seating.
- Participants' personal items will be taken care of by the driver as needed. If possible, all items should be stored under the seat.
- Cell phones cannot be used while the wheelchair lift is being operated or while participants are being loaded or unloaded.
- As a safety measure, employees should open and close all doors. Employees must supervise and know where all of the participants are at all times before closing the doors. Do not slam doors;
- Employees should assist at doors to ensure participants are clear of the door.
- All wheelchair securements should be retracted and turned out or removed from pathways.
- **It is imperative that employees monitor the safe entry and exit of each participant in vehicles. This means not only watching and observing, but actually placing yourself right at the entrance/exit point so you can offer physical assistance to all those who need it and are prepared to support people so they do not fall.**

Procedures for Loading Wheelchairs into Vehicles:

- Park the vehicle where there is enough room to extend the lift to the ground.
- Vehicle may or may not need to be running in order for the lift to work. If the vehicle must be running be sure the vehicle is in park and the emergency brake is engaged.
- Use the deploy button to lay the ramp flat. If necessary, pull on the ramp to get it started. If the ramp seems stuck, report the problem to the Program Director as soon as possible.
- Use the down button to lower the ramp to the ground.
- ALWAYS explain to participants what you are doing while assisting them.
- Roll the wheelchair onto the ramp with the participant facing out, away from the van. If the wheelchair cannot be turned around inside the van, the wheelchair may be loaded with the participant facing into the van.
- Set the brakes or turn off the power to the wheelchair.
- Secure the safety belt on the ramp if present. The belt should not be tight across the participant but must be short enough to keep the participant

- from rolling off the ramp. Lifts will not operate if the belt is not secured.
- Use the up button to raise the ramp.
 - After the ramp is raised to the entry point, unlock the brake or turn on the wheelchair.
 - Maneuver the wheelchair into the van so the wheelchair is facing forward. If necessary, the wheelchair may face sideways but only if unable to face the wheelchair forward. NEVER face a wheelchair backwards in a vehicle.
 - Set the brakes or turn off power to the wheelchair.
 - Place securements on designated areas on wheelchairs or on the wheelchair frame.
 - Do not put the securement tie downs on any removable part of the wheelchair (e.g. arm rests, leg rests, wheels, etc.)
 - After securements are attached to the wheelchair, place the seatbelt around the wheelchair, as close to the hips as possible. The seatbelt should go under any tray on the wheelchair and may be strung through armrests if necessary.
 - Use the stow button to raise the lift for storage.

Procedures for Unloading Wheelchairs from Vehicles:

- Use the deploy button to lay the ramp flat.
- ALWAYS explain to participants what you are doing while assisting them.
- Unlock the seatbelt from the participant.
- Unlatch the securements from the wheelchair. Be sure securements are retracted.
- Unlock the brake or turn on the power to the wheelchair.
- Turn the wheelchair to face out of the van if possible.
- Push the wheelchair onto the lift.
- Set the wheelchair brakes or turn off power to the wheelchair.
- Place the belt under any trays and as close to the hips as possible. The belt should not be tight across the participant but must be short enough to keep the participant from rolling off the ramp.
- Use the down button to lower the ramp to the ground.
- Remove the safety belt.
- Unlock the wheelchair brakes or turn on the power to the wheelchair.
- Move the wheelchair off the ramp.
- Secure the safety belt. The lift will not work if the belt is not secured.
- Use the up button to raise the lift.
- Use the stow button to raise the lift for storage.

Procedures for Backing Up Vehicles:

- Backing up vehicles is not preferred unless it is absolutely necessary. When stopping, park in such a way as to avoid backing up whenever possible.
- If it can be avoided do not pull into neighborhood driveways.
- Participants cannot be loaded or unloaded into a line of traffic. If it is safest for the participant, vehicles may be pulled into driveways.
- If a vehicle must be backed up, employees must first walk around the

vehicle to ensure there are no obstructions.

Procedures for Parking Vehicles

- If possible, when there is more than one employee, a staff member and participant(s) should be dropped off at the entrance. The other employee will then park the vehicle. The same should occur upon departure.
- Regular and handicap parking spots will accommodate mini-vans and larger vans. Busettes should only be parked in handicap spots that are vertical to the entrance. However, it is preferred that employees park in a spot where a larger vehicle can pull in and pull out rather than backing up; this may mean parking towards the back of the lot. It is acceptable to use both the front and rear spot if the vehicle is longer than the space assigned.
- Participants cannot be loaded or unloaded into line of traffic so consider this when parking a vehicle.
- If you must back out of a parking spot, be aware of the surroundings and note the vehicles behind you and on each side. If two employees are present, one employee should watch for pedestrians or oncoming vehicles and warn the driver.
- Take extra precaution when backing out, paying extra attention to side mirrors both on agency vehicles and the vehicles adjacent.

Procedures for Picking Up Participants:

- In the mornings, pick up times may be scheduled around the times homes are staffed.
- Employees will follow the route guides that indicate the driving route and times participants are to be picked up.
- It is important to be prompt and on time. If a vehicle is late, this may result in a missed connection for transportation to worksites or other vehicles. If you are running late call the appropriate Program Director so others can be informed of the delay.
- Drivers are not to go into residences to assist participants in getting ready for transportation.
- Residential staff members should assist participants from the home to the vehicle. If they are unable to assist participants from the home to the vehicle, drivers should help.
- Drivers are responsible for helping participants into the vehicle.
- The wait time begins at the regularly scheduled pick up time, even if the driver arrives early.
- If a participant is not outside waiting or does not exit the house upon the driver's arrival, the driver will wait 3 minutes beyond the scheduled pick up time. The driver will then ring the doorbell or knock. After an additional 2 minutes, if the participant has not exited the house, the driver will leave. The driver should inform the Managers that member the vehicle will be leaving. It is then the responsibility of the residential provider to provide transportation for the participant.

- If the participant does not get on the van in the allotted time, the driver should contact their Program Director or Coordinator.

Procedures for Dropping Off Participants:

- Participant eligibility for unsupervised drop offs will be identified on an individual basis. Eligibility will be communicated in writing to the agency providing transportation services. The IAPP or participant information will state if the participant can be dropped off without supervision.
- If a participant requires a supervised drop off employees will wait until there is physical communication with someone at the home before departing.
- Employees will follow the route guides that indicate the driving route and times participants are to be dropped off.
- It is important to be prompt and on time. If a vehicle is late, this may result in a missed connection for transportation to worksites or other vehicles. If you are running late call the appropriate Program Director or Coordinator so others can be informed of the delay.
- When participants are dropped off at home, the employee is responsible for assisting participants out of the vehicle. Someone at the participant's home is responsible for assisting participants from the vehicle to the home. If someone at the home is unable to assist, the employee should help participants into the home.
- If someone at the home is not waiting outside or does not exit the house upon the vehicles arrival, employees will call the home using the agency vehicle cell phone. If there is no answer employees will wait 2 minutes before going to the door and knocking. If there is no answer, employees will call the residential main office or parent/legal representative to inform them of the situation. The employee and the contact will agree on an alternative location where the participant can be taken. A transfer of responsibility will occur at the alternative location and not interrupt the other participants drop off times.

Procedures for Using Handicapped Parking:

- It is important to follow all guidelines of Commercial Disability (handicap parking) certificates. Misuse may result in revocation of any certificates now or in the future by the State Driver and Vehicle Service Department.
- Handicap certificates are only kept in certain vehicles. If there is not one in a vehicle contact the Program Director.
- If a Commercial Disability certificate is missing from a vehicle, inform the Program Director as soon as possible.
- Commercial Disability certificates are to be used for individuals with physical limitations only.
- If parking in a handicap parking space, it is required to hang a handicap parking certificate from the rearview mirror so it is visible from the front and the rear of the vehicle. This applies to any handicap parking spaces including at worksites.

- When displaying a handicap certificate, parking is allowed in handicap designated parking spaces and metered parking spaces without obligation to pay the meter fee.
- Employees should place the certificate in the glove compartment or binder when done using it. It is illegal to have the certificate on the mirror while driving.
- Commercial Disability certificates do not permit parking in "NO PARKING" spaces or in spaces designated for specific purposes or vehicles (e.g. emergency vehicles only, truck unloading areas).

Procedures in Case of Accident:

- If employees are involved in an accident they will follow these instructions in the order given:
 - Do not leave the scene of the accident or move the vehicle unless you and the participants are in immediate danger;
 - Evaluate the condition of yourself and the participants. Administer First Aid as necessary;
 - Call the non-emergency police number for your community or call 911 to alert police if immediate medical attention is needed;
 - Solicit aid from passing motorists, if necessary;
 - Supply authorities and/or other drivers with accurate and complete information leading up to and involving the accident;
 - An insurance information card and a vehicle accident procedure card are in every agency vehicle. These are located in the binder;
 - Report back to the Program Director as soon as possible;
 - Follow Forever Care's policy & procedures for reporting incidents.

Procedures for Winter Driving:

- Safety first. There is no place that you have to be that warrants taking risks and placing yourself, your participants, or others in jeopardy.
- Slow down. Allow yourself extra time to get to your destination.
- Allow increased distance between vehicles.
- Do not pump anti-lock brakes.
- Do not use cruise control on wet or icy roads.
- Do not turn, brake, or accelerate too fast.
- Do not follow snow plows too closely.
- Remove all snow and ice from all windows, vehicle hoods, and vehicle roofs.

Procedures for Inclement Weather:

- In the event of bad weather, every precaution should be taken to ensure the safety of employees and participants being transported.

Procedures for Weather Emergencies:

- Evacuate the vehicle and move everyone to the nearest building or substantial structure at least 200 feet away from the vehicle if possible.

- Take the First Aid Kit when evacuating the vehicle.
- In the shelter, instruct all ambulatory participants to lie face down with their hands clasped behind their heads. Ensure participants who use a wheelchair are in a location where they will be safe from falling or flying debris.
- If an adequate shelter cannot be reached without further endangerment, a ditch or depression in the immediate vicinity will have to be used.
- Instruct everyone to lie face down in the ditch or depression with their hands clasped behind their heads. Assist wheelchair participants out of their chairs and help them to lie face down in the ditch or depression.
- Once the danger has passed, assess the need for medical attention. Administer First Aid as necessary.
- Call for assistance if needed.

Procedures if Vehicle Breaks Down:

- Pull over to the side of the road as safely as possible.
- Turn on emergency flashers and use the emergency triangles if available.
- If a cell phone is available, call a Program Director, give details of where you are located and what happened.
- If there is not a cell phone available, try to flag someone down and ask them to call Forever Care main office.
- Do not leave participants alone or send a client for help.
- Depending on where you are, the participants you have with you, and weather conditions, you can consider taking participants with you and walking to the nearest phone.
- On evenings or weekends, call a call Program Director or Coordinator for assistance.

Procedures for Evacuating Vehicle (engine fire, submerged vehicle):

- Stay calm.
- Assess the situation.
- Assess and utilize all available exits.
- Assess your participants' abilities and any equipment which may also need to be evacuated (e.g. oxygen tanks).
- Assist participants with unlatching seatbelts and exiting the vehicle.
- If unable to unlatch belts, use the seatbelt cutter supplied in the vehicle to cut seatbelt straps.
- Move all participants away from the vehicle to a safe location.

VIDA QUARD TRANSPORTATION INC

DRIVER QUALIFICATIONS AND HIRING PREREQUISITES

SUMMARY:

The Paratransit Driver is responsible for the transportation of wheel chair and ambulatory patient (s). The Paratransit Driver must comply with all state, local and company policies and procedures pursuant to his or her level of training. The Paratransit Driver must also comply with all state, local and Company policies and procedures regarding certifications.

- Project a professional image and attitude when dealing with patients, other agencies and fellow employees.**
- Be familiar with company driving policies/standards and always drive in a safe and responsible manner.**
- Adhere to Company dress code and personal appearance policies.**
- Be familiar with safe lifting and moving techniques and be physically/mentally fit for the performance of job duties.**
- Be familiar with all Company policies and procedures and any changes made to the same.**
- Be familiar with Company management structure.**
- Be familiar with all Company forms and their purposes.**
- Demonstrate proper patient care documentation techniques and a working knowledge of all policies and forms as well as all required hardware and software programs.**
- Assume responsibility for daily check of vehicle maintenance and mechanical Must inspect and report any vehicle damage or malfunction and check all fluid levels to insure they are replenished if necessary. Must refuel vehicle daily, noting vehicle number, mileage and driver assigned PIN on all transactions.**
- Assume responsibility for cleanliness of vehicle cab and cleaning vehicle exterior in conjunction with partner on a daily basis.**
- Have a working knowledge of the Company communications systems and communications**

policies and procedures.

- **Be familiar with and capable of navigating in all response areas of the Company.**
- **Be knowledgeable of major receiving hospital/facility locations and their capabilities.**
- **Know how to use "GPS" products to assist in navigating.**
- **Be willing and able to perform special duties as assigned.**
- **Including but not limited to the following examples:**
 - **Washing Vehicles (inside/outside)**
 - **Sweeping/Vacuuming (vehicle/building)**
 - **Removal of trash (vehicle/building)**
 - **Billing**
 - **Driving Shuttle Programs**
- **Must report all incidents, accidents and problems to his/her immediate supervisor**
- **Be willing to work overtime as required required**

KNOWLEDGE, SKILLS, AND QUALIFICATIONS:

- **The Paratransit Driver should have a high school education. Those with a GED equivalent will be considered.**
- **Must have a current, valid driver's license.**
- **Must be knowledgeable of safe moving and lifting techniques to insure safety of self and others.**
- **Must be knowledgeable in the correct use of hydraulic wheel chair lift.**
- **Must be knowledgeable in the correct use of safety straps used in securing patients while in the vehicle.**
- **Must successfully complete the Company's probationary program.**

VIDA QUARD TRANSPORTATION INC

Drug-Free & Alcohol-Free Workplace

Our employees' health and well-being are important to us. In addition, the Company has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Company is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy provides an overview of important the practices and procedures designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the Company.

Drug-Free Awareness

Drug and alcohol misuse have a number of adverse health and safety consequences. This can have an impact on employee success and productivity at work. Employees should speak with a trusted healthcare provider for information about the impacts of drug and alcohol misuse.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol.

The Company permits the legal use of prescribed drugs on the job if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, operating any company vehicle, present on company premises (including parking garages or parking lots), or are conducting related work off-site, they are prohibited from:
 - o Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).

o Being under the influence of alcohol, marijuana or an illegal drug as defined in this policy.

Drug and Alcohol-Free Workplace Policy

- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- The Company will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over by the Company to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The company retains the right to require the following tests:

Pre-Employment: All candidates who have received a written offer of employment will be required to undergo testing for commonly abused controlled substances in accordance with this policy.

Reasonable suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession, or impairment. The owner must be consulted before sending an employee for reasonable suspicion testing.

Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property, and/or result in an injury to himself, herself, or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.

Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Substances Covered by Drug and Alcohol Testing.

Candidates will be tested for their use of commonly abused controlled substances, including amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

Testing Methods and Procedure

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

"VIDA QUARD TRANSPORTATION INC" will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his or her own expense if he or she disagrees with the test result.

Consequences

Employees who refuse to cooperate immediately in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will NOT be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management. We will not be responsible for after-care.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the CEO shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

The Company reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees, and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol, or other contraband.

Employees who possess such contraband or refuse to cooperate in such inspections are subject to dismissal.

VIDA QUARD TRANSPORTATION INC

BACKGROUND CHECKS:

1. State criminal history
2. FBI criminal history (this shows the criminal history across the US, not just the current state)
3. Department of Motor Vehicles (DMV) history
4. Child abuse history

VIDA QUARD TRANSPORTATION INC

Currently our office is in a secured location with two computers, a phone, fax line and scanner. We plan to keep our trip sheets in a locked secure cabinet as well as have electronic capabilities and records through MediRoutes which an online dispatch that can provide each transport with information including but not limited to: date, time, location, and signatures. We will download these trip sheets on a usb drive as well pdf so we may be able to provide all information in a timely manner whenever an on-spot inspection could occur.

We could receive communication thru telephone or electronic requests(website). I can communicate with all drivers thru telephone communication via phone or text and have capabilities to send information via Mediroutes.

"VIDA QUARD TRANSPORTATION INC"

COMPANY DRIVING PERMITS

Driver's license checks will be performed on all applicants after a conditional offer of employment has been made and for annually thereafter for all employees where driving is an essential job function or who must obtain rental cars during the course of conducting company business. Applicants and employees will be subject to the status classification system listed below.

Satisfactory - eligible to drive. Driving record reflects less than or equal to:

o one (1) moving violation in 12 months

Probationary - eligible to drive with the stipulation that the individual's motor vehicle record will be checked periodically over the period of probation and their driving record reflects greater than the criteria for Satisfactory status or equal to:

o two (2) moving violations in past 24 months

Unacceptable - Applicants will not be hired if their driving record reflects:

o suspended or revoked license

o three (3) or more moving violations in the past 36 months

o one (1) or more DUIs/DWIs within the past 24 months

o at fault in a fatal accident within the past 5 years

o leaving the scene of an accident within the past 36 months

o reckless driving within the past 12 months

EXISTING EMPLOYEES

VIDA QUARD TRANSPORTATION INC will check the motor vehicle records for all current employees on an annual basis. Any employee without a valid driver's license will not be allowed to operate a company vehicle or drive on VIDA QUARD TRANSPORTATION INC business. If driving is an essential job function, and the employee cannot be reasonably accommodated, the employee will be terminated. If an existing employee has a valid driver's license, however if the employee's driving record meets or exceeds Probationary Status criteria, the employee will be placed on Probationary Status and will be subjected to the requirements of that status until the end of the probation. If during a subsequent periodic motor vehicle record check, the employee's record indicates further violations, Perfect Care Transport will review the specific circumstances surrounding the individual and determine appropriate action.

APPLICANTS

VIDA QUARD TRANSPORTATION INC will check the motor vehicle records of any job applicant where driving is an essential job function and where a rental car must be obtained for business travel purposes. The applicant's job offer is contingent upon this driving record check. The driving record check will include review of any appropriate state records based on the employee's application and resume. If the applicant does not have a valid driver's license, the applicant will not be hired. If an applicant has a driving record that meets or exceeds the criteria listed under the Unacceptable Status, the applicant will not be hired. If the applicant meets the

Probationary Status criteria he/she will be placed into that status.

VERIFIED STATEMENT OF APPLICANT

1. Wissan Barouki

2. OWNER/CEO OF "VIDA QUARD TRANSPORTATION INC"

3. MR BAROUKI HAS PARTICULAR EXPERIENCE WITH WITH HELPING OTHERS WITH THEIR INDIVIDUAL NEEDS. THEY HAVE TRANSPORTED VARIOUS FAMILY MEMBERS AND FRIENDS ON A NO CHARGE BASIS AND IS CURRENTLY SHADOWING AND TRAINING WITH AN EXISTING ORGANIZATION.

THE FOLLOWING IS VEHICLE MAINTENANCE PROTOCOL:

THE VEHICLES OPERATED FOR THIRTY(30) CONSECUTIVE DAYS OR MORE, EXCEPT FOR A NON-BUSINESS PRIVATE MOTOR CARRIER OF PASSENGERS(PMCP), THE MOTOR CARRIER SHALL MAINTAIN, OR CAUSE TO BE MAINTAINED, THE FOLLOWING RECORD FOR EACH VEHICLE:

ALL IDENTIFICATION OF THE VEHICLE INCLUDING COMPANY NUMBER (IF MARKED), MAKE, SERIAL NUMBER, YEAR, AND VIN NUMBER. IF THE MOTOR VEHICLE IS NOT OWNED BY HELPING OTHERS TO LIVE, INC, THE RECORD MUST IDENTIFY THE PARTY PROVIDING, OR LEASING THE VEHICLE.

A MEANS TO SHOW THE NATURE AND DUE DATE OF THE VARIOUS INSPECTION AND MAINTENANCE OPERATIONS TO BE PERFORMED.

A RECORD OF INSPECTION, REPAIRS, AND MAINTENANCE SHOWING THEIR DATE AND TYPE.

A RECORD OF TESTS CONDUCTED ON PUSHOUT WINDOWS, EMERGENCY DOORS, AND MARKINGS(IF APPLICATION):

UNSAFE OPERATIONS

COMMERCIAL MOTOR VEHICLES(CMV) may not be operated in such a manner as to likely cause accident or a breakdown to vehicle.

ROADSIDE INSPECTION REPORTS

ANY DRIVER WHO RECEIVES A ROADSIDE INSPECTION REPORT, MUST DELIVER IT TO HIS/HER MANAGER OR EMPLOYER.

Pre-trip Inspection form

Vehicle ID: _____ Beginning _____ Ending _____

Date: _____ Odometer _____

Time: _____ Hour Meter _____

DO NOT include tenths

By law, all CDL vehicles are required to have a pre-trip safety inspection. An effective inspection exposes safety concerns and potential maintenance issues. Repairs can be addressed before they become costly, major repairs. Supervisor and Service Garage should be notified immediately of any safety concerns.

Vehicle Overview

As you approach the vehicle, notice its general condition. Look for fresh oil, coolant, grease or fuel leaks.

Inspection DAILY: CDL=Entire checklist, WEEKLY: Non-CDL (>10,000 GVW or equipped with liftgate), Bold only

Pass	Fail	N/A		Pass	Fail	N/A	
(check one)				(check one)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check brake lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify three red reflective triangles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Flashers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check steering linkage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turn Signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check suspension (leaf and coil springs)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check u-bolts and hangers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check all mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check frame for cracks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check windshield condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check brake chambers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check for wheel chocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check brake hoses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steering wheel looseness, damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check brake drums
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wiper blades and washer operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air brake check
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horn operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check oil pressure gage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heater / Defroster operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check lug nuts for tightness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking brake operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check axle seals for leaks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seat Belt operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check for debris between dual tires
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check all external lights and reflectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check condition of mud flaps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check tire rims for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check all hoses for leaks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check tires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check to ensure compartment doors secure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check cargo area for loose material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check battery box and connections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check lift gate (up/down, stow completely)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check fuel tanks (caps secured)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check Coupling System (5th wheel, hitch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check exhaust system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check windshield fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check fuel gage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check all belts for tightness and wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check dumpbed operation, up - down
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check dumpbed pivot points, and end gate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check coolant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make sure tanks are not below 1/4 tank
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check power steering fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check operation of boom
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify fire extinguisher on truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check voltmeter

Safety Concerns/Issues: _____

Remarks/Comments: _____

*Seat belt use is required

*Cell phone use is prohibited while operating University vehicles

*Use of wheel chocks required

Operator Signature: _____

Supervisor Signature: _____

Inspection paperwork should remain in the vehicle until end of shift when it is delivered to the supervisor for forwarding to the Service Garage

Statement of Financial Position (Balance Sheet)

As of (date) 9-16-2023
 (Must be less than 6 months old)

ASSETS

Current Assets		
Cash	<u>1000</u>	
Other Current Assets (specify)	<u> </u>	
Total Current Assets		<u>1000</u>
Tangible Assets		
Motor Vehicle Equipment	<u> </u>	
Property (buildings, land, etc.)	<u> </u>	
Office Equipment	<u> </u>	
	TOTAL ASSETS	<u>1000</u>

LIABILITIES

Current Liabilities (Due within one year of date)		
Loans	<u>0</u>	
Credit cards/revolving credit	<u>0</u>	
Other Liabilities (Attach schedule)	<u>0</u>	
Total Current Liabilities		<u>0</u>
Long Term Liabilities (Due after one year of date)		
Mortgage	<u>0</u>	
Long term commercial loan	<u>0</u>	
Other Liabilities (Attach Schedule)	<u>0</u>	
Total Long-Term Liabilities		<u>0</u>
	TOTAL LIABILITIES	<u>0</u>

DATE OF DEPOSIT

SEP 18 2023

PA PUBLIC UTILITY COMMISSION
 SECRETARY'S BUREAU

VILVA GUARD TRANSPORTATION INC
2314 N FRONT STREET
PHILADELPHIA, PA 19133

Retail



U.S. POSTAGE
FCM LG ENV
PHILADELPHIA
SEP 18, 2023

17120

\$7.14

RDC 99

R2308M15394



RECEIVED

SEP 25 2023

PA PUBLIC UTILITY COMMISS
SECRETARY'S BUREAU

SECRETARY PA PUBLIC UTILITY COMMISSION
400 NORTH ST 2ND FLOOR
HARRISBURG, PA 17120