

I, Jucara Dacruz hereby state that the facts above set forth are true and correct to the best of my knowledge, information and belief, and that I expect to be able to prove the same at a hearing held in this matter. I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

**1- Specific Areas:**

**TO TRANSPORT PEOPLE FROM POINTS IN PENNSYLVANIA AND RETURN. EXCLUDING PHILADELPHIA, LEHIGH, AND MONTGOMERY COUNTIES.**

**2- Hiring and Employment Policies**

**Section 1: Minimum Age Requirement (§ 29.503)**

**1.1. Minimum Age Requirement:** As required by § 29.503 of 52 Pa Code, our company establishes a minimum age requirement for individuals seeking employment as drivers. The minimum age for employment as a driver within our organization is 21 years old, consistent with federal regulations set forth by the Federal Motor Carrier Safety Administration (FMCSA) for interstate commerce.

**1.2. Rationale:** This age requirement aligns with federal and state safety standards to ensure that all drivers have the necessary experience and maturity to operate vehicles safely.

**1.3. Exceptions:** Exceptions to this minimum age requirement may be considered on a case-by-case basis for certain positions or circumstances, subject to compliance with state and federal regulations.

**Section 2: Criminal History Check (§ 29.505)**

**2.1. Criminal History Check Policy:** Our company adheres to the criminal history check requirements outlined in § 29.505 of 52 Pa Code.

**2.2. Types of Offenses and Schedules:** We follow the schedules provided by the code to determine the types of criminal offenses that may disqualify individuals from employment in our organization. Specifically, we consider Schedules I through V as specified in the code.

**2.3. Rehabilitation and Reconsideration:** Individuals with a criminal history who wish to be employed as drivers may request rehabilitation or reconsideration. Our company has established a formal process for evaluating such requests, which includes a thorough review of the individual's rehabilitation efforts, reference checks, and compliance with applicable legal requirements.

**2.4. Time Frames:** In accordance with the code, we consider the time frames associated with disqualifying offenses and rehabilitation periods when making employment decisions related to criminal history.

### **Section 3: Compliance Documentation**

**3.1. Documenting Compliance:** Our company maintains comprehensive records of all hiring and employment processes to demonstrate compliance with 52 Pa Code. These records include documentation of age verification and criminal history checks.

**3.2. Checklist:** We utilize an internal compliance checklist that ensures all hiring and employment practices align with the provisions of the code.

### **Section 4: Legal Consultation**

**4.1. Legal Counsel:** We engage legal counsel experienced in employment law in the state of Pennsylvania to provide ongoing guidance and ensure continued compliance with 52 Pa Code.

### **Section 5: Internal Implementation**

**5.1. Training:** All employees involved in the hiring process are trained on the provisions of this policy and are responsible for adhering to it.

**5.2. Monitoring and Review:** Our organization conducts regular internal reviews of our hiring and employment policies and practices to ensure that they continue to align with 52 Pa Code and any updates or changes in regulations.

### **Section 6: Ongoing Review**

**6.1. Updates:** Our company commits to promptly updating this policy and related procedures in response to changes in the law or regulations to remain in compliance with 52 Pa Code.

This hiring and employment policy outlines our commitment to ensuring that our hiring and employment practices are in line with the requirements of 52 Pa Code, including age restrictions and criminal history checks. It serves as a foundational document for our organization's HR and hiring processes and is subject to regular review and revision to ensure ongoing compliance.

### **3- Safety and Maintenance Plan**

#### **Section 1: Vehicle Maintenance Schedule**

**1.1. Routine Maintenance:** Our company is committed to ensuring the safe operation of all vehicles used in our operations. To comply with 52 Pa Code and 67 Pa. Code, Chapter 175, we have established a rigorous routine maintenance schedule.

**1.2. Maintenance Frequency:** All vehicles in our fleet undergo regular maintenance checks, which include oil changes, brake inspections, tire rotations, and other critical safety-related maintenance items. These checks are performed weekly and every 10,000 miles or in accordance with the manufacturer's recommendations, whichever is more frequent.

**1.3. Record-Keeping:** We maintain detailed records of all maintenance activities, including service dates, maintenance performed, and the technician's name and certification, as required by the code.

#### **Section 2: Pre-Trip and Post-Trip Inspections**

**2.1. Pre-Trip Inspections:** Our drivers are required to conduct thorough pre-trip inspections of their vehicles before every trip, as mandated by the code. These inspections cover essential safety components such as brakes, tires, lights, steering, and other critical systems.

**2.2. Documentation:** Drivers are equipped with pre-trip inspection checklists, and they are trained to document any issues or defects discovered during the pre-trip inspection. Any identified issues are reported immediately to our maintenance department for prompt resolution.

**2.3. Post-Trip Inspections:** After each trip, drivers also perform post-trip inspections to ensure that the vehicle remains in safe and operational condition. Any additional issues identified during this inspection are documented and addressed promptly.

#### **Section 3: Maintenance and Repair Procedures**

**3.1. Repair Protocols:** In the event that a vehicle requires maintenance or repairs, we have established clear protocols for drivers to report issues to our maintenance department. Any vehicle found to be unsafe is immediately taken out of service until the necessary repairs are completed. We have a local dealership that we conduct business with that will take over all repairs for our vehicles.

**3.2. Emergency Response:** In cases of breakdowns or accidents, our drivers are trained to follow safety procedures and to contact the appropriate authorities, as required by the code.

#### **Section 4: Compliance with 52 Pa Code and 67 Pa. Code, Chapter 175**

**4.1. Regular Audits and Reviews:** Our company conducts regular internal audits and reviews to ensure ongoing compliance with 52 Pa Code and 67 Pa. Code, Chapter 175. We also maintain

open lines of communication with relevant regulatory agencies to address any compliance inquiries or concerns.

#### **Section 5: Ongoing Training and Education**

**5.1. Driver Training:** Our drivers receive regular training in vehicle maintenance and safety protocols to ensure they are aware of and adhere to all requirements of the code.

#### **Section 6: Ongoing Review and Updates**

**6.1. Policy Updates:** We commit to promptly updating this safety and maintenance plan in response to changes in regulations to ensure continued compliance with 52 Pa Code and 67 Pa. Code, Chapter 175.

This comprehensive safety and maintenance plan outlines our commitment to maintaining a safe and compliant fleet of vehicles in accordance with the requirements of 52 Pa Code and 67 Pa. Code, Chapter 175. It covers routine maintenance schedules, pre/post-trip inspections, documentation, and compliance measures, and it is subject to regular review and revision to ensure ongoing compliance.

## **Vehicle Maintenance and Repair Protocols**

### **Section 1: Reporting Issues**

**1.1. Driver Responsibility:** Drivers are responsible for promptly reporting any issues or defects they observe during pre-trip or post-trip inspections to the maintenance department.

**1.2. Report Format:** Drivers are provided with a standardized form or checklist to document identified issues. The form includes fields for date, time, vehicle identification, description of the issue, and the driver's name.

**1.3. Immediate Safety Concerns:** If a driver identifies an issue that poses an immediate safety concern, they must immediately notify their supervisor, who will take appropriate action.

### **Section 2: Vehicle Inspection Workflow**

#### **2.1. Pre-Trip Inspection:**

- Drivers are required to perform pre-trip inspections before each trip.
- The inspection includes checks of essential safety components such as brakes, tires, lights, steering, and other critical systems.
- Any defects or issues identified during the pre-trip inspection are documented.

#### **2.2. Post-Trip Inspection:**

- After completing a trip, drivers perform a post-trip inspection.
- This inspection ensures that the vehicle remains in safe and operational condition.
- Any additional issues discovered during the post-trip inspection are documented.

### **Section 3: Reporting Procedure for Vehicle Defects**

#### **3.1. Driver Reporting:**

- Drivers must immediately report any vehicle defects or safety concerns to their supervisor or the maintenance department.
- If a vehicle is deemed unsafe to operate, it must not be driven until the issue is resolved.

#### **3.2. Supervisor Responsibilities:**

- Supervisors or fleet managers receiving defect reports should ensure that the vehicle is removed from service if necessary.
- They will coordinate with the maintenance department for repair or maintenance scheduling.

## **Section 4: Repair and Maintenance Procedures**

### **4.1. Maintenance Department Notification:**

- Once a defect is reported, the maintenance department is notified immediately.
- The maintenance department assesses the issue and determines the urgency of repairs.

### **4.2. Repair Scheduling:**

- Repairs are scheduled based on the urgency and nature of the reported defect.
- Safety-critical issues are addressed as a top priority.

### **4.3. Repair Documentation:**

- All maintenance and repairs are thoroughly documented, including the date, description of the work performed, parts used, and the technician's name and certification, as required by regulations.

## **Section 5: Emergency Response**

### **5.1. Breakdowns and Accidents:**

- In the event of a vehicle breakdown or accident, drivers follow safety procedures and contact appropriate authorities.
- Drivers should report any accidents or breakdowns to their supervisor and the maintenance department.

## **Section 6: Regulatory Compliance**

### **6.1. Regular Audits and Inspections:**

- The company conducts regular audits and inspections to ensure compliance with 52 Pa Code and 67 Pa. Code, Chapter 175.

### **6.2. Records Retention:**

- Records related to vehicle maintenance and repair, including defect reports and repair documentation, are retained as required by regulations.

These protocols outline the procedures for reporting, inspecting, and addressing vehicle defects and maintenance issues to ensure compliance with 52 Pa Code and 67 Pa. Code, Chapter 175. They are designed to prioritize safety and regulatory compliance in your company's fleet management.

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