

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)

Golden Years Concierge Service, 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)

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 6827489
(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).

Sarfulah Stewart

6. Mailing Address

5231 Euclid St.
Street Address

Philadelphia, PA., 19131 Philadelphia
City, State and Zip Code County

2674694803 goldenyearsconcierges@gmail.com
Telephone Number 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.)

2449 Golf Rd., Suite #3
Street Address

Philadelphia, PA., 19131 Philadelphia
City, State and Zip Code County

215-921-4767 info@goldenyearsconcierges.com
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).
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To transport people between points in the City of Philadelphia and the counties of Philadelphia, Delaware, Bucks, Chester and Montgomery to points in PA, and return.

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.

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.

Sarfulah Stewart

(Print Name)

S. Stewart

(Signature)

11/6/2023
(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).

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.

Golden Years Concierge Service, LLC
Legal Name of Applicant

Trade Name, If any

2449 GOLF Rd., Suite 3 Philadelphia PA 19131
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.

Sarfulah Stewart, Owner, 2449 Golf Rd., Suite #3, Philadelphia, PA., 19131, 215-921-215-921-4767

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

Owner

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.

I have a bachelor's degree in business management from Indiana University of Pennsylvania. I know how to, not only start a business I own a couple and know how to run it successfully. I'm also a certified full stack web developer, certified through the University of Pennsylvania, I know how to code my own website and I am familiar with software systems that will be good for running the transportation company. I was also a certified vehicle inspection mechanic from Delaware County Community College from Oct 2017 to Oct 2020, I'm familiar with the process of vehicle maintenance and signs of vehicle failure. The agency will also use the Smith-System Driver program for training.

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 agency uses a CRM (Customer Relationship Management) system for our record maintenance. Each driver will have access to the CRM system via an app they will have downloaded onto their smartphone, which provides electronic verification for drivers to clock in and out. Drivers can upload compliance documents with dates and will be alerted and notified when compliance related documents are due to expire. It will also display the names of each customer, pick up and drop off information including dates and times and anything relevant to the trip. The location of our agency has street parking and a parking lot at the back of the building. Customers can request transportation by calling the agency office number or by scheduling online through the agency's website. Our system displays drivers and their availability and with that we can dispatch the rides to drivers matching based off locations of the customer and driver. We can maintain continuous communication with our drivers via the CRM app or by calling their mobile device.

5. Please state the number of drivers you intend to use or hire in your business and explain why that number of drivers is appropriate for the size of the territory you will be serving. In addition, please explain:
 - a. Your hiring standards for drivers;
 - b. Your system for conducting criminal background checks;
 - c. Your driver training program;
 - d. Your system for conducting driver license checks;
 - e. Your policies regarding alcohol and drug use by your drivers.

We will hire based off demand by county, with Philadelphia being the primary county to focus on because we already have a waitlist of clients ready to enroll in the transportation service. Based off our waitlist we can start with hiring a minimum of 5 drivers to start in Philadelphia, and a minimum of 2 in the other 4 counties. This would be appropriate to start out with while adding based off demand. The agency will hire only qualified drivers, who are at least 18 years old, speak and read English satisfactorily with a clean driving record and can pass the criminal background check. They must be physically qualified to perform all duties of a driver and have a valid driver's license. The agency will use the PATCH (Pennsylvania Access to Criminal History) system to conduct the PA criminal background checks and IdentoGO for drivers who haven't lived in PA for at least 2 years. The agency will use the Smith System for our driver training program. The agency will go through PennDOT Driver Record Business Account to conduct driver license checks. Our policy is that we maintain an alcohol and drug-free environment. Alcohol and drugs are prohibited in the vehicles. Use of or possession of alcohol or unauthorized substances by drivers are violations of this policy and will result in disciplinary actions up to and including termination.

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
2015	Lincoln	MKC	5	5LMCJ2A97FUJ18060	96458.1

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

Plans are to have a minimum of 5 vehicles, and grow based off of demand.

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

The agency's vehicle safety program consists of daily, monthly, semi-annual and annual maintenance checks. Daily checks consist of checking the tires, turn signals, wipers, lights on the exterior and interior of the car, odometer logs, fuel, cleaning interior, seatbelt check. Monthly checks will consist of checking the engine oil level, checking the brake fluid level, checking coolant/ antifreeze, checking windshield washer fluid and wipers, checking tire pressure and condition. Every 3 months maintenance will consist of changing oil and filter, checking exhaust system check, checking automatic transmission fluid, checking power steering fluid, inspecting seatbelts, inspecting hoses for cracks, inspecting battery & cables, and changing engine air filter. Every 6 months maintenance will include checking tires, wiper blades engine coolant level and spark plug wire replacement. Annual maintenance will include brake and wheel bearing checks, checking the air conditioning system, inspecting the steering and suspension, spark plug inspection or replacement, tire alignment, timing belts and chains checks.

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

Insurance is obtained and premiums are reasonable.

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.

S. Stewart

(Signature)

11/6/2023

(Date)

Sarfulah Stewart, Owner
(Name and Title, printed or typed)

Statement of Financial Position (Balance Sheet)
As of (date) _____
(Must be less than 6 months old)

ASSETS

Current Assets		
Cash	<u>\$ 10,000</u>	
Other Current Assets (specify)	<u>\$ 10,000</u>	
Total Current Assets		<u>\$20,000</u>
Tangible Assets		
Motor Vehicle Equipment	<u>\$23,000</u>	
Property (buildings, land, etc.)	<u>\$0</u>	<u>\$23,000</u>
Office Equipment		
	TOTAL ASSETS	<u><u>\$43,000</u></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><u>\$0</u></u>