

1.) Please provide this Commission with evidence (such as a W2 or a letter from the owners of Hired Hands) verifying your time working for “Hired Hands.”

See Below , Small correction I spent one year with Hired Hands

2.) You failed to adequately answer all aspects of question #5 of the Verified Statement of Applicant. Please review Title 52 Pa Code §29.501-509 Driver Regulations to see what is required of motor carriers. a. Your system for conducting criminal background checks. i. How often will the criminal background checks be conducted? ii. How will you maintain records of the criminal background checks performed? b. Your system for conducting driver license checks? i. How often will these checks be performed? ii. How will you maintain records of such checks?

How often will the criminal background checks be conducted?

Alien Movers will conduct criminal background checks during the hiring process and then periodically after, but routinely annually. This will ensure the ongoing safety and security of our customers and the integrity of their workforce. Periodically, Alien Movers will perform random or targeted checks as needed.

■ How will you maintain records of the criminal background checks performed?

Alien Movers will use our CRM system to store digital copies of employee records, including criminal background checks that only managerial and higher positions will have access to. In addition to the CRM, we will have hard copies in each employee's file that is locked with only owner access.

■ How often will these checks be performed?

Driver license checks will be conducted during the hiring process, once a year, and more frequently for those in which Alien Movers may have concerns regarding their driving record to ensure that all drivers are consistently in compliance with driver qualifications.

■ How will you maintain records of such checks?

Alien Movers will use our CRM system to store digital copies of employee records, including driver license checks that only managerial and higher positions will have access to. In addition to the CRM, we will have hard copies in each employee's file that is locked with only owner access.

3.) For Question #7 of the Verified Statement of Applicant it asks you to describe the vehicle safety program. Will there be any type of pre/post trip inspections, and what would they entail?

Pre-trip inspection will include

○ The driver will be responsible for:

■ Visually inspecting the truck for any signs of damage, such as tire changes, dents, scratches, fluid leaks

■ Check that all lights are functioning properly

■ Check fluid levels (ex: oil, brakes, gas, coolant)

■ Check wipers are functioning properly and mirrors provide proper visibility

■ Check brake system (ex: pads and lights)

■ Check steering

■ Confirm that all safety equipment is still in truck and restock if necessary (first-aid kit, fire extinguishers)

Post-trip inspection will include

○ The driver will be responsible for:

■ Visually inspecting the truck for any signs of damage, such as tire changes, dents, scratches, fluid leaks

■ Check that all lights are functioning properly

■ Check fluid levels (ex: oil, brakes, gas, coolant)

■ Check wipers are functioning properly and mirrors provide proper visibility

■ Check brake system (ex: pads and lights)

■ Check steering

■ Confirm that all safety equipment is still in truck and restock if necessary (first-aid kit, fire extinguishers)

■ Check back of the truck to ensure all customer items are removed and remaining items are secured

■ Report and document any observations, maintenance alerts, or incidents/accidents

4.) You failed to date the Statement of Financial Position (Balance Sheet). Please resubmit a dated and completed Balance Sheet for review.

Statement of Financial Position (Balance Sheet) As of (date) 3/13/2024
(Must be less than 6 months old)

Assets

Current Assets

Cash \$20,000
Other Current Assets \$0

Tangible Assets

Motor Vehicle Equipment \$9,000
Property 0
Office Equipment 0

Total Assets , \$25,000

Current Liabilities


Loans - \$0
Credit Cards - \$7000
Other Liabilities 0\$

Long Term Liabilities

Mortgage. \$0
Long Term Commercial Loans - \$0
Other Liabilities- \$25,000 car loan

Total Liabilities - \$32,000

5.) Please be aware, if you intend to also offer office moves between points in Pennsylvania, then you will need to apply for and obtain PA PUC Property rights. An application can be found at https://www.puc.pa.gov/documents/utilityfiles/307/App_MC_Property100521.pdf

I,  _____, 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).



March 12, 2024

To whom it may concern:

I am writing to confirm the employment of Carson Williams at the Hired Hands Moving Company during the year 2019. Hired Hands Moving Company is an agency under the Student Agencies Inc. company.

Please let me know if you have further questions.

Thank you,

A handwritten signature in black ink, appearing to read 'Julie Ellis-Grove', written in a cursive style.

Julie Ellis-Grove
Director of Finance

