



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA PUBLIC UTILITY COMMISSION
COMMONWEALTH KEYSTONE BUILDING
400 NORTH STREET
HARRISBURG, PENNSYLVANIA 17120
<http://www.puc.pa.gov>

August 14, 2024

A-6427320
A-2024-3050479

SERVICE MANDATE LLC
1288 NORTH MOUNTAIN ROAD
HARRISBURG PA 17112

RCVD PUC SEC BUR
AUG 19 2024 AM 11:07

RE: APPLICATION OF SERVICE MANDATE LLC

To Whom It May Concern:

On August 1, 2024, the application of Service Mandate LLC, at A-2024-3050479, as a motor carrier was accepted for filing and docketed with the Public Utility Commission. For the Commission to proceed with the application, additional information is required.

Please forward the information to the Secretary of the Commission at the following address **within ten (10) working days** from the date of this letter.

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

ALL Parties to proceedings pending before the Commission are advised to open and use an e-filing account through the Commission's website. If a filing contains confidential or proprietary material, the filing is required to be submitted by mail.

Your answers should be verified per 52 Pa Code § 1.36. Accordingly, you must provide the following statement with your responses:

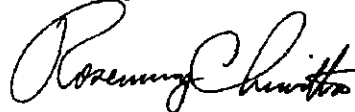
I, Israel Uchevelli hereby state that the facts above set forth are true and correct to the best of my knowledge, information, and belief, and that I expect to be able to prove the same at a hearing held in this matter. I understand that the statements herein are made subject to the penalties of 18 Pa.C.S.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

The blank should be filled in with the name of the appropriate company representative, and the signature of that representative should follow the statement.

Failure to comply with this request within 10 working days from the date of this letter will result in the denial of the application.

Please direct any questions to Compliance Specialist Kevin Morgan, Bureau of Technical Utility Services at (717) 787-2687. Faxed or emailed filings are **not** accepted.

Sincerely,



Rosemary Chiavetta
Secretary

Enclosure

The clause above has been added to the end of the Verified Statement of Applicant.

Docket No. A-2024-3050479
Service Mandate LLC

Request for Information

1.) Question #10 of the application.

An applicant for Paratransit service must demonstrate sufficient finances, facilities, and vehicles to safely, efficiently, and reasonably service the entire scope of the territory they are requesting. Based on your submitted information you do not appear to have sufficient resources to properly service the area you have requested.

- a) Please revise your requested service territory to indicate only the areas from which you intend to originate service for another evaluation, showing that you can effectively operate your business in the Commonwealth of PA.

Application has been edited to only show Dauphin County as a service area for now.

- b.) Unless you can sufficiently show how you will be able to adequately service such a vast area here. Then we will be unable to approve your application.

See above.

Note: If you show you can manage a smaller territory, you may apply for additional territory in the future once your resources have grown sufficiently to support areas outside of your immediate operating area.

2.) Question #5 of the Verified Statement.

Please describe your employment policies in the event of expansion, the Commission will not reevaluate your hiring standards and your knowledge of the applicable laws. You must provide these answers within your initial application. Provide compliant code specific policies that satisfies the requirements of 52 Pa Code with revision to specific chapters. Please review Title 52 information online at www.pacode.com.

Owner of Service Mandate is also owner of EasyUdo, a human service agency working with people with disabilities. Transporting clients is a functional aspect of service provision for EasyUdo staff. If Service Mandate begins to expand, EasyUdo staff would be brought on to assist until Service Mandate hires additional staff. EasyUdo staff would be treated as new employees and be subject to background checks per Employee Qualifications policy, initial and ongoing training per Employee Training policy and held to the same standards as other Service Mandate drivers.

- a.) § 29.505. Criminal history. (schedule): How often will this check be done and how will you make sure it is done on a set schedule?

Employee Qualifications policy revised to reflect 29.505 requirement of checks every two years after initial check. Employee's files to be audited monthly, per Employee Personnel Records policy to assure compliance.

- b.) § 29.504. Driver history. (schedule): Since this must be done every year, how will you make sure it is done annually?

Employee's files to be audited monthly, per Employee Personnel Records policy to assure compliance.

- 3.) Please explain in detail your periodic vehicle maintenance plan, and your system for ensuring your vehicles will continuously comply with applicable Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175). You are responsible for learning and reviewing rules and regulations related to the proposed service.

- a.) Who will be conducting PA vehicle inspections?

Service Mandate staff will conduct daily and monthly vehicle checks per policy. Any identified issues will be reported for corrective action. Official PA state inspections will be performed by a certified inspection station based on the inspection sticker date. Inspection sticker dates are noted on both daily and monthly checks.

- b.) How often will you conduct PA vehicle inspections?

Per 29.405, Service Mandate vehicles will be inspected annually.

Employee Personnel Records: Management

POLICY

Service Mandate will maintain official records for all employees in accordance with HIPAA and applicable anti-discrimination laws.

1. Official Personnel Records shall be established for each individual occupying a position with Service Mandate.

2. General Personnel Records shall include, but not be limited to:
 - Employee name and address
 - Job application and resume listing education/training and previous employment
 - Verification of initial job interview
 - Supervisor verification of credentials, education, training and previous employment
 - Reference checks
 - Verification of license
 - Employee Handbook signature page
 - Job description with employee's signature
 - Job-offer letters
 - Training logs including Orientation and other required and elective trainings
 - Direct deposit forms
 - Tax withholding documents (W-2, W-4, W-9)
 - Reimbursement records
 - Termination documents
 - Performance and Disciplinary Records including:
 - Work performance evaluations
 - Promotion or demotion records
 - Warnings or disciplinary records
 - Merit pay or other incentive pay reviews

3. Confidential Personnel Records include, but are not limited to:
 - Background checks (criminal, drivers history checks, SSN verification, childline)
 - Documents related to past or pending litigation, accessible only by legal counsel.
 - I-9s. as they contain social security numbers.
 - Employee grievance documents
 - Child support documents
 - Garnishment documents
 - Benefits Records
 - Medical, dental, and other insurance enrollment forms
 - FSA or HSA forms
 - Beneficiary information

4. Medical Personnel Records must not be filed with General Personnel Records. They shall be treated as confidential and kept as separate files. Medical Personnel Records, include, but are not limited to:
 - Results of any health screenings
 - Accommodation requests and approvals
 - Benefits claims, doctor's notes, and leave requests
 - Worker's Compensation Documents
 - Medical questionnaires and exams

Records Storage

1. All Personnel Records will be stored securely.
2. Hard-copy Personnel Records will be kept in a locked cabinet in the Service Mandate office.
3. Medical Personnel Records and Confidential Records will be in a separate locked cabinet from the General Personnel Records.

Records Access

1. Access to Personnel Records is restricted to authorized personnel where it is necessary for the performance of their duties. The Director will determine who shall have access.
4. Only the Director will have access Medical or Confidential records.
5. All information placed in the Personnel Records is confidential in nature and it will only be divulged to individuals who have been authorized to receive such information.
6. The right of every staff member to privacy shall be recognized and protected, consistent with policy guidelines and applicable laws.
7. Employees will be granted access their own Personnel Records by request.
8. Employees may not alter or remove any document from their Personnel Records; though they may submit a request to challenge information in their record or have a change made.

PROCEDURES

1. The Director will be responsible for ensuring that the required employee/volunteer documentation is received and verified.
2. The Director shall determine what additional documents may be placed in Personnel Records, as permitted by law and Service Mandate policy. Discussions will be held with individuals involved before placing a document in their file.
3. Original certificates or documents will not be retained in the General Personnel Record. Copies of the original are filed, and the originals are returned to the employee.
4. Electronic and hardcopy Personnel Records shall be kept current and maintained with the strictest of confidence.
5. Director shall ensure that persons having access to, or involved in the creation, development, processing, use, or maintenance of Personnel Records, are informed of pertinent recordkeeping regulations and requirements.

6. Employees whose official duties involve Personnel Records shall be sensitive to individual rights to personal privacy and shall not disclose information from any personnel record unless disclosure is part of their official duties or required by law.
7. "Release of Information" statements must be signed by employees or volunteers before any information is released from their Personnel Records to a Third Party unless the request is due to a subpoena or other legal requirement.
8. Employees and Volunteers may request copies of documentation contained in their Personnel Records.
9. Records will be maintained for one year post an employee's voluntarily or involuntary termination of employment with Service Mandate. If there is a complaint or litigation involved, records will be maintained until such is resolved.
10. Personnel Records documentation, deemed to be destroyable, will be destroyed by shredding.

Audits:

1. Personnel files will be audited monthly to assure all information is accurate and timely. Any documents that are due for renewal or update will be flagged. Employees will be informed of needed actions on their part, when necessary, to maintain up-to-date information in their files.

Employee Qualification

Policy

Prior to hiring a prospective employee, the Administrator of Service Mandate will ensure that each candidate meets the necessary staff qualifications. This includes minimum age, background and driver checks and State and Federal data base screening.

Procedure

1. Upon interest in a position, a prospective employee will fill out an employment application. If the applicant is less than 21 years old, the process will stop here.
2. The prospective employee will go through the interview process, to determine whether or not they are qualified for the position for which they are interviewing.
3. If qualified and Service Mandate wishes to continue in the hiring process, the company will make the prospective employee an offer, *pending the results of the following:*

State and Federal database screening:

1. Prior to hire, the Administrator or designee will screen all applicants, and prospective contractors, to ensure they are not listed on the LEIE (List of Excluded Individuals and Entities), SAM (System for Award Management) and DHS's Medichex system. This will be done online at each respective website.
2. If the applicant or contractor's name appears on any of the exclusions lists, Service Mandate will not continue in hiring the individual or contracting them for services.
3. Service Mandate will keep a list of all employees verified through the exclusion list screening as well as a list of all contractors and service providers authorized through the exclusion list screening.
4. All active employees and contractors will be screened on a monthly basis to ensure ongoing compliance.

Drug Screen:

1. Prospective employees will need to submit for a drug screen in accordance with Quality Care's drug-free workplace policy.
2. Any candidate returning a positive result for illicit or mood-altering substances will be disqualified from the hiring process.
3. In order to assure a drug-free workplace, Service Mandate may further require staff to submit to a drug screen should a report or other suspicious activity prompt additional

checks. Any staff involved in an at-fault vehicle accident will automatically be screened for substance use. It is prohibited for any employee to manufacture, distribute, possess or use illegal substances or alcohol while engaged in any work or job function for Service Mandate.

Criminal Background checks:

1. Prior to working for Service Mandate a prospective employee must submit for a Pennsylvania State Police Criminal Background check.
2. Should a candidate report that s/he has been a resident of any other state at any time in the past three (3) years, an application for a Federal Bureau of Investigation (FBI) criminal history record check shall be submitted in addition to the Pennsylvania criminal record check.
3. Should a criminal record exist, Service Mandate will take the following into consideration in making the determination to employ the person:
 - a. The nature of the crime(s)
 - b. The facts surrounding the conviction
 - c. Time elapsed since the conviction
 - d. Evidence of the person's rehabilitation
 - e. The nature and responsibilities of the job position
4. Service Mandate will conduct criminal background screens on its drivers upon hire and every 2 years thereafter.
5. Criminal background checks will be maintained in each staff person's personnel file for at least 3 years.

Driver's Vehicle Records check:

1. Prior to a job offer to a perspective driver, a driver's motor vehicle records check will be completed for each applicant. This will include PA and any other state in which that person held a motor vehicle operator's license or permit during the preceding 3 years.
2. Any candidate will not be eligible for hire based on the following criteria:
 - a. A combination of 3 motor vehicle violations or accidents within the past 2 years
 - b. Any driving infraction relating to the use of drugs or alcohol within past 3 years
 - c. Having an invalid or suspended license
3. All active employees will need to show proof of valid driver's license and vehicle insurance on an annual basis. Employees must report to administration any lapse or suspension of license or insurance, as well as any driving offense or violation.
4. Driver history checks will be completed at least every 12 months from the date of the most recent report.

5. Driver history checks will be maintained in each staff person's personnel file for at least 2 years.

Maintenance of Records:

1. All records from the above background checks and screenings will be maintained in each employee's personnel file as per our Employee's Personnel Records policy.

Alcohol and Drugs:

1. It is Service Mandate's policy to adhere to Title 52 29.506 – 507 which states "A driver may not use alcohol or controlled substance, be under the influence of alcohol or controlled substance, or have any measured alcohol or controlled substance concentration or detected presence of alcohol, while operating a vehicle in passenger service."
2. All employees will sign a statement that they understand this policy and will abide by it. A copy of the statement will be maintained in the employee's personnel file.
3. Any employee found in violation of this policy will be terminated immediately.

Service Mandate, LLC

Vehicle Maintenance Log (Keep separate sheet for each vehicle)

Year: _____ Make: _____ Model: _____ License #: _____

Date	Mileage	Work done	Service provider	Cost	Next due Mileage or Date
Date	Mileage	Work done	Service provider	Cost	Next due Mileage or Date
Date	Mileage	Work done	Service provider	Cost	Next due Mileage or Date
Date	Mileage	Work done	Service provider	Cost	Next due Mileage or Date
Date	Mileage	Work done	Service provider	Cost	Next due Mileage or Date
Date	Mileage	Work done	Service provider	Cost	Next due Mileage or Date

Services Due must be scheduled no less than 14 days prior to the identified date of needed service

Service Mandate, LLC

Legal Name of Applicant

N/A

Trade Name, if any

1288 N Mountain Rd. Harrisburg, PA 17112

Street Address City State Zip Code

1. Israel Uchendu; Owner.
2. No affiliation with any other carrier.
3. Since 2014, Applicant has been the owner/operator of EasyUdo Services, an agency which works with individuals with intellectual disabilities and those on the autism spectrum. Part of his duties in this capacity is transporting individuals to and from appointments, work and other community activities. He coordinates transportation of individuals with clients, family, co-workers and County personnel. He provides annual training to his staff on the rules and regulations of transporting these consumers; safety precautions; instructions on securing wheelchairs in vans; vehicle safety checks; supervision of clients in vehicles; and client interventions as needed. Transporting these same individuals will be a majority focus for Service Mandate. Finally, Service Mandate has secured the assistance of a Certified Business Consultant to assist through the startup phase of this venture. Nye Morgen Business Consulting is working directly with the owner to assure a successful beginning.
4. Service Mandate is headquartered on N Mountain Rd. in Harrisburg. This physical location has offices, lobby and a meeting room. Office equipment includes desktop computers, printers, copier/scanner and telephone.
There is ample private parking to maintain all vehicles for the business as well as staff's personal vehicles.
All records and documents will be kept in the owner's office in a locked file cabinet. (See Attachment #1: Record Management_Policy)
An Office Manager will be on duty during all business hours. This position will manage all drivers' schedules as well as take calls for customer requests for transportation services. Transportation services will be arranged via contracts with County personnel working with the ID/A population (Intellectual Disabilities/Autism). This will result in transporting individuals to and from providers of Day Programs, Pre-vocational services, Life Sharing, Homes and Community Habilitation, etc.. These contracts will include the names of individuals to be

transported, to and from addresses, times for pick up and drop off, frequency of services (daily, weekly, etc.) and any special needs of the individual.

As contracts are secured, the Office Manager will coordinate the drivers' schedules to assure all riders can be serviced as per contract or request call.

Each vehicle will have an assigned cell phone through which driver and office will have continuous communication.

Service Mandate will have the following office hours:

Monday – Friday: Office opened 8 am to 5 pm (Driving will begin at 7 am and end at 8 pm)

Saturday & Sunday: Office opened 9 am to 2 pm (Driving will begin at 9 am and end at 7 pm)

5. In addition to the owner, Service Mandate has staff in his EasyUdo agency who are prepared to begin transportation duties upon demand. Schedules will be staggered and coordinated to assure all transportation requests and contracts can be fulfilled.

When Service Mandate secures additional contracts for transporting individuals that warrant the hiring of another driver, ads will be placed and/or offers will be made to EasyUdo staff who express interest.

For hiring standards, background checks and alcohol and drug use (5a, b, d and e), please see Attachment #2: Employee Qualifications_Policy..

5c. Please see Attachment #3: Employee Training_Policy.

6. Service Mandate currently has one vehicle to use in the business. As business increases and more contracts are secured, additional vehicles will be acquired. We believe that this vehicle will sufficiently cover the territory we intend to service during the start-up phase of this business. The vast majority of trips for the ID/A population referenced above occur Monday-Friday between 7:30-9:00 am, and 2:00-4:30 pm.

Vehicles –

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Capacit</u> y	<u>Vehicle ID</u>	<u>Milcage</u>
2002	Chevrole t	Express	6	1GBFG15M621	145,000

7a-b. Vehicles will be inspected daily by staff of Service Mandate to be sure that all systems are working and that they are safe, clean, and prepared to be operated. See Attachment #4: Vehicle Checklist – Daily.

Each month, a more thorough inspection will be conducted to assure safety and sanitary conditions. See Attachment #5: Vehicle Checklist – Monthly.

The two checklists referenced above cover the requirements of 52 Pa Code, Section 29.403.

8. A thorough budget and Pro Forma were compiled in the planning of this venture. Several insurance agencies were visited for competing quotes which were included in the budgeting process.

Service Mandate's vehicle is currently insured and premiums have been consistently covered.

9. No. Applicant has no criminal history and is not subject to supervision by a court or correctional institution.

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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)

06/25/24

(Date)

Israel Uchendu, Owner

(Name and Title)

**Statement of Financial Position (Balance Sheet)
As of June 1, 2024**

ASSETS

Current Assets

Cash	\$9,000	
Other	\$0	
(Specify Other: _____)		

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Tangible Assets

Motor Vehicle Equipment	\$14,200
Property	\$0 (Rented space)
Office Equipment	\$3,500

TOTAL ASSETS: \$26,700

LIABILITIES

Current Liabilities

Loans	\$0
Credit Cards	\$800
Other Liabilities	\$0

Total Current Liabilities \$800

Long Term Liabilities

Mortgage	\$0
Long Term Loan	\$0
Other Liabilities	\$0

Total Long Term Liabilities \$0

TOTAL LIABILITIES: \$800

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).

Signature - Israel Uchendu, Owner

08/15/24
Date

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)

Service Mandate 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 0013835219

(See checklist and indicate type of business entity registered)

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

~~To transport people in paratrasit services from points in the counties of Dauphin, Lebanon, Cumberland and Perry to points in Pennsylvania and return.~~ Edited: IU - 8/15/24

To transport people in paratrasit services from points in the county of Dauphin to points in Pennsylvania 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

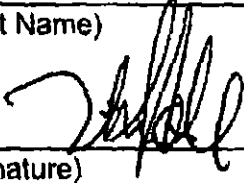
I/We hereby state that the statement(s) made in this application is/are true and correct to the best of my/our knowledge and belief.

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.

Israel Uchendu

(Print Name)

(Signature)



06/25/24

(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).

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AUG 19 2024 AM 11:07

VERIFIED STATEMENT OF APPLICANT

RCVD PUC SEC BUR
AUG 19 2024 AM 11:07

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.

Service Mandate LLC

Legal Name of Applicant

N/A

Trade Name, if any

1288 N Mountain Rd. Harrisburg, PA 17112

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.

Israel Uchendu

For all other questions, please see Attachment #6: Verified Statement of Applicant

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

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.

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.

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.

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).

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

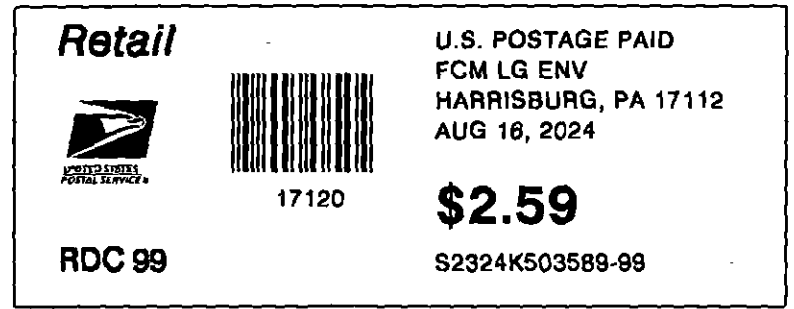
The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. Section 4904 relating to uniform falsification to authorities.

(Signature)

(Name and Title, printed or typed)

(Date)

Service Mandate LLC
1288 N. Mountain Rd.
Harrisburg PA 17112



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