



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA PUBLIC UTILITY COMMISSION
COMMONWEALTH KEYSTONE BUILDING
400 NORTH STREET
HARRISBURG, PENNSYLVANIA 17120
[WWW.PUC.PA.GOV](http://www.puc.pa.gov)

November 4, 2024

A-6427518
A-2024-3051860

MAHONING VALLEY AMBULANCE ASSOCIATION
902 MILL ROAD
LEHIGHTON PA 18235

RE: Application of Mahoning Valley Ambulance Association

To Whom It May Concern:

On October 29, 2024, the application of Mahoning Valley Ambulance Association, at A-2024-3051860, as a motor carrier was accepted for filing and docketed with the Public Utility Commission. In order 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, OR you may submit your filing by overnight delivery. If a filing contains confidential or proprietary material, the filing is required to be submitted by overnight delivery.

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

I, Paul D. Widdell, 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 David Canzoneri, Bureau of Technical Utility Services at (717) 346-9738. Faxed or emailed filings are **not** accepted.

Sincerely,

A handwritten signature in cursive script that reads "Rosemary Chiavetta".

Rosemary Chiavetta
Secretary

Enclosure

Docket No. A-2024-3051860
Mahoning Valley Ambulance Association

Request for Information

- 1.) 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. Please explain your hiring standards for drivers;
 - i. Are there any age restrictions?
 1. Your previous response did not comply with the Commission's regulations found at **Title 52 Pa Code §29.503(b)**. If you wish to permit drivers under the age of 21, then they need to comply with aforementioned regulations. Please provide a policy that complies with the regulations mentioned above.
 - b. Your system for conducting criminal background checks;
 - i. What type of things in their criminal background check would disqualify them from employment?
 1. Your previous response did not fully comply with the regulations found at **Title 52 Pa Code §29.505(a)(3)**. Please amend your response so that it complies with the regulation mentioned above.
 - ii. How will you maintain records (record retention) of the criminal background checks performed?
 1. Your previous response did not comply with the regulation found at **Title 52 Pa Code §29.505(a)(4)**. Please provide a policy that complies with the regulation mentioned above.
 - c. Your system for conducting driver license/history checks;
 - i. How often will you conduct driver license/history checks?
 1. Your previous response did not fully comply with the regulation found at **Title 52 Pa Code §29.504(a)(2)**. Please provide a policy that fully complies with the regulation mentioned above.
 - ii. How will you maintain records (record retention) of such checks?
 1. Your previous response did not comply with the regulation found at **Title 52 Pa Code §29.504(a)(3)**. Please provide a policy that complies with the regulation mentioned above.

Please provide typed responses that thoroughly answer these questions on a separate sheet of paper

Docket No. A-2024-3051860
Application of Mahoning Valley Ambulance Association
Request for Information

- 1) A. Mahoning Valley wishes to provide transportation from points in the Counties of Carbon, Luzerne, Monroe, Schuylkill, Lehigh, Berks and Northampton counties to points in Pennsylvania and return.

B. The surrounding areas that were referenced are now identified in the above point A and this Point B. Those Counties are Lehigh, Berks and Northampton.

- 2) A. Hiring standards for drivers are as follows: All driving applicants must possess a valid PA driver's license. The prospective employee must be free of felony convictions. The individual would need to have completed and maintain a valid CPR certification. Driver's would fall under the age restrictions of our insurance carrier. Our insurance allows those 18 years of age and older to drive and operate one of our vehicles. Driver's under the age of 21 years old but that are 18 years of age or older, will be required to have the following: The candidate will be a state registered EMSVO. The candidate will be required to carry their state issued EMSVO card with them while on company time and in operation of a vehicle. We will maintain records of all items including this for 5 years digitally through our Google drive cloud and will have these records available to the commission upon request. It will be verified annually through the state registry that all staff including the above mentioned are in good standing. Any accident, violation, reckless driving, or driving under the use of drugs and/or alcohol will be reported to the commission within 3 days of the event for drivers under 21 but that are 18 or older.

B. Background checks would be conducted prior to the prospective employee being authorized to drive a company vehicle. Background checks would be conducted every 2 years. Any charge that is related to abuse of another person would also be determined to make that candidate ineligible for employment with the association. Criminal background checks will be retained digitally through our digital drive file. Current digital storage is cloud based through Google Drive. Only managerial staff has and will have access to such accounts and records. These files will be kept on record for at least 3 years. Candidates will not be allowed to operate a vehicle when the person was convicted of a felony or a misdemeanor under the laws of the Commonwealth or under the laws of another jurisdiction, to the extent the conviction relates adversely to that person's suitability to provide service safely and legally.

C. Driver license and history checks will be conducted prior to the individual being allowed to operate company vehicles, and then periodically throughout the course of the individuals valid license length if suspicion arises. Additional checks will be run annually. Records of such checks will also be stored digitally in the cloud based account. This would be kept uniform with the background checks and be with Google Drive. These

checks again would only be accessible by managerial staff. These files will be kept on record for at least 3 years.

- 3) A. Routine Maintenance is having each vehicle maintained under the pre/post trip checks implemented, along with the following: Each vehicle to have fluids and filters changed routinely as recommended by the manufacturer unless recommended sooner by our mechanics. Each vehicle to have wipers replaced at the end of their recommended shelf life. Oil and oil filter changes are typically recommended at 3,000 miles or 3 months, whichever comes sooner. Coolant change and flushes are done as recommended by the mechanics or annually. Brake pads and rotors are gauged and monitored by the mechanical team and done on an as needed basis as it is a wear part. The same is applicable for all wear parts. The vehicles are subject to annual inspections from a licensed garage. Each vehicle is sent out to a garage once every 6 months or sooner if needed for additional maintenance. Any vehicle that deviates any of the above is determined to be "Out-of-service" and is not operated until the problem is corrected.

B. Pre/Post Trip Inspections are as follows:

Pre/Post Trip Vehicle Inspections

Driver is to initial after each point, sign, date, and return to the secure documentation box in the office upon shift completion.

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, mirrors and windows provide proper visibility and are free of damage
- Check that all lights are functioning properly
- Check fluid levels (ex: oil, brake, gas, coolant, washer)
- Check wipers are functioning properly
- Check brake system
- Check steering
- Confirm that all safety equipment is 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, mirrors and windows provide proper visibility and are free of damage
- Check that all lights are functioning properly
- Check fluid levels (ex: oil, brake, gas, coolant, washer)
- Check wipers are functioning properly
- Check brake system
- 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
- Report and document any deviations, problems, or incidents/accidents

Driver: _____ (Print & Date)

Driver: _____ (Signature)