

APPLICATION CHECKLIST

Motor Common Carrier of Persons in Paratransit Service

Use this checklist to make sure you have enclosed all required items or your application will not be processed. You cannot operate in Pennsylvania until you receive a Certificate of Public Convenience from the Commission.

- ☐ The original Application with original signatures (unless e-Filed with the Commission's online e-Filing system at www.puc.pa.gov).
- ☐ Verified Statement of Applicant.
- ☐ A certified check, money order, or check from your attorney for \$350 made payable to "Commonwealth of Pennsylvania."
- ☐ IF application is being made as an individual or sole proprietor.
- ☐ IF application is being filed by a Partnership, provide a list of the names and addresses of ALL partners.
- ☐ IF application is being filed by a Limited Partnership, provide a list of names and addresses of ALL partners, and your PA Corporation Bureau Entity ID Number.
- ☐ IF application is being filed by a Limited Liability Partnership, provide a list of names and addresses of ALL partners, and your PA Corporation Bureau Entity ID Number.
- ☐ IF application is being filed by a Limited Liability Company, provide a list of the names and addresses of ALL members and the Title of each member, and your PA Corporation Bureau Entity ID Number.
- ☐ IF application is being filed by a Corporation for Profit, provide a list of ALL corporate officers and titles, the name of each shareholder, distribution of shares, and your PA Corporation Bureau Entity ID Number.
- ☐ IF application is being filed by a Corporation Non-Profit, provide a list of ALL corporate officers and titles and those serving on the Board of Directors, and your PA Corporation Bureau Entity ID Number.

ALL Parties to proceedings pending before the Commission must 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.

If not e-Filed, mail your application and attachments to: SECRETARY PA PUBLIC UTILITY COMMISSION, 400 NORTH STREET, 2ND FLOOR, HARRISBURG, PA 17120

Corporate entities (corporations, LPs, LLPs, and LLCs) and fictitious trade names must be registered with the PA Department of State. Companies incorporated in other states must register as a foreign business corporation. Individuals acting as sole proprietors and partnerships do not have to register.

If you are not registered with the PA Department of State, you can apply at its website at www.dos.state.pa.us/corps on how to do business in Pennsylvania as:

PA Corporations (Profit and Non-Profit) – apply for Articles of Incorporation

Foreign Corporations – apply for a Certificate of Authority

PA Limited Partnerships (LPs), Limited Liability Partnerships (LLPs), and Limited Liability Companies (LLCs) – apply for an Application of Registration

Fictitious Name Registration – File ONLY IF Trade Name will be different than the business name you register with the PA Department of State.

General Information for Preparing and Filing the Application for Motor Common Carrier of Persons in Paratransit Service.

1. This application is required to request a Certificate of Public Convenience to operate as a commercial carrier of people, when providing transportation on a nonexclusive, advance reservation basis. Service includes, but not restricted to:

- Transportation of people whose personal convictions prevent them from owning or operating motor vehicles.
- Transportation of people to correctional facilities for visitation.
- Transportation of people in wheelchair and stretcher vans.

****Important Note: Paratransit carriers may not render service to or from airports.***

2. Upon approval of the application, you will be notified that prior to providing service in Pennsylvania you must submit evidence of insurance to the Public Utility Commission. **Your permanent evidence of insurance will be a Form E for bodily injury and property damage insurance.** This form is mailed to the Commission directly from the home office of your insurance carrier. The name and address on your Form E must **exactly** match the name and address you have provided on your application. Your insurance company must subscribe to the NIC Insurance Filing website at www.nicinsurancefilings.com. You will request the insurance company (not the agent) to file the required insurance forms electronically through NIC. Mailed insurance forms are no longer acceptable. The minimum limits of insurance are as follows:

Minimum limit dependent upon manufactured rated seating capacity of the vehicle. Carriers operating any vehicle of

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|------------------------|-----|--|
| 15 passengers or less: | (a) | \$35,000 to cover liability for bodily injury, death or property damage incurred in an accident (BIPD). |
| | (b) | \$25,000 first party medical benefits, \$10,000 first party wage loss benefits, and conforming to 75 PA C.S. §§1701 - 1798 (relating to Motor Vehicle Financial Responsibility Law). |
| | (c) | First party coverage of the driver of certificated vehicles shall meet the requirements of 75 PA C.S. §1711 (relating to required benefits). |

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)

SafeWayz Transportation, LLP

- 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)

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?** Yes **NO**

If NO, you must register (see checklist on how to register)

If YES, provide your PA Corporation Bureau Entity ID Number 0013993280

(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).**

Tracey Johnson

6. **Mailing Address**

4104 North 5TH Street
Street Address

Philadelphia, PA 19140-2614
City, State and Zip Code

Philadelphia
County

Philadelphia
Telephone Number

contactus@personalcarehomecg.net
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.)

SAME AS ABOVE
Street Address

City, State and Zip Code

County

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)

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 the persons for non emergency, by motor vehicle or wheelchair van, in Paratransit service, from points in the city and county of Philadelphia 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.

Tracey Johnson

(Print Name)



(Signature)

12/10/2024

(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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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.

SafeWayz Transportation, LLP

Legal Name of Applicant

Trade Name, if any

4104 North 5TH Street	Philadelphia	PA	19140-2614
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.

Name: Tracey Johnson

Title: Owner

Address: 4104 North 5TH Street, Philadelphia, PA 19140-2614

Phone# 445-223-3812

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

N/A

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.

We are hiring fully experienced drivers and company will provide the training and education on Fraud, Waste, and Abuse Training, Blood Spill Procedure Training, CPR Training, First Aid Training, Emergency Situation Training, Wheelchair Securement Training etc. Only eligible drivers will be hired.

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.

> Our physical office is located at 4104 North 5TH Street, Philadelphia, PA 19140. The office is fully equipped with the necessary office machines to support daily operations, including computers, printers, phones, and fax machines.

> We have a dedicated facility to house our fleet of vehicles. The facility includes a secure parking area with ample space for all our vehicles, ensuring their safety and proper maintenance.

> We will maintain all required records per the Public Utilities Commission (PUC) regulations, including detailed records of customer transactions, vehicle maintenance logs, driver hours, and safety compliance records.

> After receiving a request, our dispatch team will assign the appropriate vehicle based on availability, the scope of the request, and customer needs. We use a dispatch software system that tracks vehicle location, availability, and scheduling in real-time, ensuring efficient allocation of resources.

> To ensure smooth operations, we will maintain constant communication with our drivers using a combination of mobile phones, two-way radios, and GPS tracking systems. This will enable us to track the status of each vehicle in real-time, provide drivers with updated instructions, and address any issues or changes promptly.

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:

- Your hiring standards for drivers;
- Your system for conducting criminal background checks;
- Your driver training program;
- Your system for conducting driver license checks;
- Your policies regarding alcohol and drug use by your drivers.

We plan to hire two drivers, which is appropriate for the size of the area we serve, ensuring we can meet customer demand efficiently. This number allows flexibility for peak periods while maintaining reliable service. Drivers must have a valid commercial driver's license, a clean driving record, at least [X] years of driving experience, and a commitment to customer service. Our hiring standards must follow the state and insurance guidelines as below.

Criminal Background Checks
Driver Training Program
Driver License Checks
Alcohol and Drug Use Policies

By adhering to these rigorous standards and policies, we will ensure that our drivers are fully equipped to handle the responsibilities of transporting persons safely, while providing excellent customer service and maintaining compliance with all applicable laws and regulations.

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.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY*</u>	<u>VEHICLE ID #</u>	<u>MILEAGE</u>
2007	Chevy	Impala	5	2G1WT58K679202385	186257

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

We plan to use two vehicles in our business to serve the Philadelphia area. This number has been carefully determined based on the size and population density of Philadelphia, as well as the expected demand for our services. This fleet size ensures that we can handle multiple service requests at once, effectively cover all neighborhoods and surrounding areas, and maintain flexibility in scheduling. Additionally, it allows us to perform necessary vehicle maintenance and have backup vehicles available, ensuring continuous and reliable service.

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).

Our vehicle safety program ensures all vehicles are well-maintained and comply with Pennsylvania's vehicle equipment standards. We perform regular inspections on daily basis, checking essential components like brakes, tires, and lights. Preventive maintenance includes oil changes, fluid checks, and tire rotations. We keep detailed records of all maintenance and repairs to ensure vehicles are always in good condition.

Compliance with Pennsylvania Standards (67 Pa. Code, Chapter 175), we ensure compliance by conducting annual inspections with licensed mechanics to meet PennDOT standards. Our drivers and maintenance staff are trained on these regulations, and vehicles undergo regular audits. If a vehicle is found out of compliance, it is immediately taken off the road until fixed. This approach ensures safety, reliability, and adherence to state regulations.

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

To determine if we can obtain insurance and afford the required premiums, we have:

- 1) Consulted Insurance Providers
- 2) Conducted a Risk Assessment
- 3) Obtained Premium Quotes
- 4) Reviewed Finances
- 5) Worked with an Insurance Broker

These steps ensure we can obtain the necessary insurance and meet the premium requirements.

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.

(Signature)

Tracey Johnson - Owner

(Name and Title, printed or typed)

12/10/2024

(Date)

Statement of Financial Position (Balance Sheet)
As of (date) 12/10/2024
(Must be less than 6 months old)

ASSETS

Current Assets		
Cash	\$10,000	
Other Current Assets (specify)	\$0.00	
Total Current Assets		\$10,000
Tangible Assets		
Motor Vehicle Equipment	\$0.00	
Property (buildings, land, etc.)	\$75,000	\$75,000
Office Equipment		
	TOTAL ASSETS	\$85,000

LIABILITIES

Current Liabilities (Due within one year of date)		
Loans	\$0.00	
Credit cards/revolving credit	\$0.00	
Other Liabilities (Attach schedule)	\$0.00	
Total Current Liabilities		\$0.00
Long Term Liabilities (Due after one year of date)		
Mortgage	\$0.00	
Long term commercial loan	\$0.00	
Other Liabilities (Attach Schedule)	\$0.00	
Total Long-Term Liabilities		\$0.00
	TOTAL LIABILITIES	\$0.00