



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

March 17, 2025

A-8927771
A-2025-3053965

WE MOVE PHILLY LLC
906 BURMONT ROAD
DREXEL HILL PA 19026

RE: Application of We Move Philly LLC

To Whom It May Concern:

On March 14, 2025, the application of We Move Philly LLC, at A-2025-3053965, 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.

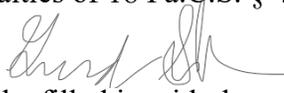
Please forward the information to the Secretary of the Commission at the following address **within ten (10) working days** from the date of this letter.

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. 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, Gunnar Schwan, 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,



Rosemary Chiavetta
Secretary

Enclosure

Request for Information

- 1.) You failed to adequately answer all aspects of question #5 of the Verified Statement of Applicant. **Please review the regulations found in Title 52 Pa Code §31.134, Title 52 Pa Code §37.204, and 49 CFR §391 to see what is required of Household Goods in Use carriers.**
 - a. Please provide your hiring standards for drivers;
 - i. Are there any age requirements for prospective drivers?
 - b. Your system for conducting criminal background checks;
 - i. How often will you conduct a criminal background check?
 - ii. What would disqualify a prospective driver?
 - iii. How will you maintain records (record retention) of the criminal background checks performed.
 - c. Your system for conducting driver license/history checks;
 - i. How often will you perform driver license/history checks?
 - ii. How will you maintain records of the driver license/history checks performed.

- 2.) For Question #7 of the Verified Statement of Applicant you are to describe your vehicle safety maintenance plan.
 - a. You stated that you would service your vehicles every 5,000 miles.
 - i. What would that entail?
 - b. Will you conduct any pre/post trip inspections?
 - c. Please provide your system for ensuring how you will continuously comply with applicable Pennsylvania vehicle equipment standards found in 67 Pa. Code, Chapter 175.

- 3.) Please resubmit a DATED Statement of Financial Position.

PLEASE ANSWER THESE QUESTIONS THOROUGHLY ON A SEPARATE SHEET OF PAPER

i. Are there any age requirements for prospective drivers?

* Our drivers are required to be at least 21 years old. Please see the attached SOPs for all of requirements for our drivers.

Your system for conducting criminal background checks;

i. How often will you conduct a criminal background check?

* We perform criminal background checks annually for our drivers.

ii. What would disqualify a prospective driver?

* As per our Assignment of Driving Privileges SOP, prospective drivers would be disqualified if they did not meet our qualifications if they have worked at WE MOVE for less than 6 months, have not shown proficiency as a crew leader on labor only jobs, incidents with damages to customer property, fail to complete a DOT physical, have failed a drug test, their driving record is not clean for the past three years, if they are under 21 years old, does not pass a criminal background check.

iii. How will you maintain records (record retention) of the criminal background checks performed.

* All files holding personal information of our employees are stored in a locked file cabinet in our office and are strictly viewed only by management.

Your system for conducting driver license/history checks;

i. How often will you perform driver license/history checks?

* We perform driver license and history checks annually. Our drivers are required to notify us of any accidents or impacts to their driving records while we employ them at the company.

ii. How will you maintain records of the driver license/history checks performed

* All files holding personal information of our employees are stored in a locked file cabinet in our office and are strictly viewed only by management.

2.) For Question #7 of the Verified Statement of Applicant you are to describe your vehicle safety maintenance plan.

You stated that you would service your vehicles every 5,000 miles. i. What would that entail?

* We perform oil changes and a check of all safety features including brakes, lights, turn signals, wipers, damages every 5,000 miles.

Will you conduct any pre/post trip inspections?

* We require our drivers to perform a post trip inspection upon returning the truck after every job. The following driver performs a pre trip inspection. If there are any discrepancies they will be immediately reported.

Please provide your system for ensuring how you will continuously comply with applicable Pennsylvania vehicle equipment standards found in 67 Pa. Code, Chapter 175.

We have our vehicles undergo annual PA state and DOT inspections to comply with 67 Pa. Code, Chapter 175.

* 3.) Please resubmit a DATED Statement of Financial Position.

25 March 2025

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

ASSETS

Current Assets		
Cash	\$3,000.00	
Other Current Assets (specify)	0	
Total Current Assets		\$3,000.00
Tangible Assets		
Motor Vehicle Equipment	\$11,500.00	
Property (buildings, land, etc.)	0	
Office Equipment		
TOTAL ASSETS		\$14,500.00

LIABILITIES

Current Liabilities (Due within one year of date)		
Loans	0	
Credit cards/revolving credit	0	
Other Liabilities (Attach schedule)	0	
Total Current Liabilities		0
Long Term Liabilities (Due after one year of date)		
Mortgage	0	
Long term commercial loan	0	
Other Liabilities (Attach Schedule)	0	
Total Long-Term Liabilities		0
TOTAL LIABILITIES		0



Standard Operating Procedures (SOP) Administration

Page #	1 of 3	Date Last Reviewed/Updated	3/2025
Title of SOP Author	Management	Date of E.D. Approval	3/2025

Assignment of Driving Privileges	
Purpose	This SOP outlines the criteria and process for promoting Crew Leaders to Drivers and establishes guidelines for current Drivers to remain in good standing at WEMOVE.
References	
Scope	Management
Definitions/ Background	
Procedure	<p>Drivers are the crew leaders of the company and the point person representing the company to the customer. This is a huge responsibility and all applicants must complete the requirements as listed below.</p> <p>Failure to complete the requirements will result in dismissal from driving duties.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> • Applicant has worked at WE MOVE for no less than 6 months. • Applicant has shown proficiency as a crew leader on labor only jobs. • Applicant has zero incidents with damages to customer property. • Applicant has completed a DOT physical. • Applicant has passed a drug test during the training driving period. • Applicant has a clean driving record during the past three years. • Applicant must be 21 years old or older. • Applicant must pass a criminal background check. See <u>Criminal Record</u> below. <p><u>Training Eriod</u></p> <ul style="list-style-type: none"> • New drivers will be placed on a training period for one month. • New driver will be accompanied by an experienced driver for the first week of this period and will only progress at the discretion of the experienced driver. • After first week the new driver will lead a crew and complete regular tasks and duties for the remainder of the training period. • Zero damage to company or customer property during this period. • Zero negative customer reviews during the training period.



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- New drivers must receive zero traffic infractions/ citations during their training period.
- New driver has completed job logs and driving logs everyday of the training period.
- At the end of the one month training period management will review the new driver's performance and make a decision on the advance of their position.

Alcohol and Drug Use

- WE MOVE has a zero tolerance policy for alcohol and drug use. Drivers will be subject to testing at any point.
- If a driver is suspected of being under the influence on the job he will be placed under suspension from work until a test has taken place.
- Quest Diagnostics will be used for all testing and WE MOVE management will file all forms with each drivers company record.

Criminal Record

- New drivers will undergo a federal criminal background check through the state of Pennsylvania.
- All employee criminal records will be locked and held in the management filing system at the office. These will strictly only be viewed by management.
- Any violent or sexual crimes on record will result in immediate termination.
- Misdemeanors will undergo a reviewed by management on a case by case basis.
- A history of theft will be scrutinized heavily as we work around private property and the safety of our customers and their belongings is our foremost concern.
- Drug and alcohol related charges will be reviewed based on severity of the charge, time since charge and steps taken towards rehabilitation.

Safety

- Drivers must adhere to the safety guidelines as seen in the Use of Company Vehicles SOP.

Cellular Phones

- Drivers must have working cell phones at all times.
- New driver has zero issues communicating with management, customers or the transportation director while working.
- New driver is constantly reachable via his cell phone.

Personal Vehicle

- New driver must have their own personal vehicle in order to get to and from the company vehicle bay.

Drivers to Stay in Good Standing



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- Drivers will adhere to the code of conduct outlined
- Drivers will have positive reception from fellow employees as well as customers.
- Negative reviews from customers will be assessed by management on a case by case basis.
- Annual drug screening will be passed.
- Annual criminal background check.
- Tickets and citations are avoided.



Standard Operating Procedures (SOP) Administration

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	Standard Operating Procedure (SOP) for Vehicle Use in Compliance with 67 Pa. Code, Chapter 175
Purpose	To establish guidelines for the safe and lawful operation of cargo trucks by WE MOVE PHILLY LLC.
References	N/A
Scope	This SOP applies to all employees authorized to operate company-owned cargo trucks.
Definitions/ Background	N/A
	<p>1. Pre-Trip Inspection:</p> <ul style="list-style-type: none"> ○ Objective: Ensure the vehicle is in safe operating condition before use. ○ Steps: <ul style="list-style-type: none"> ▪ Exterior Check: <ul style="list-style-type: none"> ▪ Lighting and Electrical Systems: Verify that all headlamps, tail lamps, stop lamps, turn signals, and hazard warning lamps are functioning properly. These should be visible from a distance of 500 feet during nighttime operation and 100 feet in normal sunlight, as specified in 67 Pa. Code § 175.175. ▪ Mirrors: Ensure the vehicle is equipped with at least one rearview mirror providing an unobstructed view of the highway to the rear for at least 200 feet. Mirrors should be free from cracks, breaks, or discoloration, in accordance with 67 Pa. Code § 175.110. ▪ Tires: Inspect tires for proper inflation, adequate tread depth, and absence of damage. ▪ Body and Chassis: Check for any loose or protruding parts, ensuring the vehicle's body and chassis are in good condition as per 67 Pa. Code § 175.77. ▪ Interior Check: <ul style="list-style-type: none"> ▪ Horn: Test the horn to confirm it is audible under normal conditions at a distance of not less than 200 feet, as required by 67 Pa. Code § 175.110. ▪ Brakes: Test service and parking brakes for proper operation. ▪ Steering: Ensure the steering mechanism operates smoothly without excessive play. ▪ Documentation: Complete a pre-trip inspection report, noting any defects or deficiencies. Do not operate the vehicle if any issues compromise safety or violate regulatory standards. <p>2. Vehicle Operation:</p> <ul style="list-style-type: none"> ○ Compliance: Adhere to all traffic laws and regulations.



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	<ul style="list-style-type: none"> ○ Load Securement: Ensure cargo is properly secured to prevent shifting or falling during transit. ○ Seat Belts: All occupants must wear seat belts at all times during vehicle operation. ○ Prohibited Activities: Avoid the use of mobile devices or engaging in other distractions while driving. <p>3. Post-Trip Inspection:</p> <ul style="list-style-type: none"> ○ Objective: Identify any issues that may have arisen during operation. ○ Steps: <ul style="list-style-type: none"> ▪ Conduct a walk-around inspection, focusing on areas such as tires, lights, and body condition. ▪ Document any new defects or damages in the post-trip inspection report. ▪ Report significant issues to the maintenance department promptly. <p>4. Regular Maintenance and Inspection:</p> <ul style="list-style-type: none"> ○ Scheduled Maintenance: Adhere to the manufacturer's recommended maintenance schedule. ○ State Inspections: Ensure vehicles undergo periodic safety inspections as mandated by 67 Pa. Code § 175.4, which requires that registered vehicles bear a valid certificate of inspection. ○ Record Keeping: Maintain detailed records of all maintenance and inspection activities. <p>5. Driver Qualifications and Training:</p> <ul style="list-style-type: none"> ○ Licensing: Drivers must possess a valid Pennsylvania driver's license appropriate for the vehicle class. ○ Training: Provide training on vehicle operation, safety protocols, and regulatory compliance. ○ Evaluation: Conduct periodic assessments of driver performance and knowledge. <p>6. Accident and Incident Reporting:</p> <ul style="list-style-type: none"> ○ Immediate Actions: In the event of an accident, ensure the safety of all parties, notify emergency services if necessary, and secure the scene. ○ Internal Reporting: Report the incident to the supervisor as soon as possible. ○ Documentation: Complete an accident report detailing the circumstances, involved parties, and any damages or injuries.
Compliance	All employees are expected to adhere strictly to this SOP. Non-compliance may result in disciplinary action, up to and including termination of employment.
Review and Updates	This SOP will be reviewed annually or as necessary to incorporate changes in regulations or company policies.



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Acknowledgment	<p>Employees must sign an acknowledgment form indicating they have read, understood, and agreed to comply with this SOP.</p> <p>By implementing this SOP, WE MOVE PHILLY LLC. commits to maintaining high safety standards and ensuring compliance with Pennsylvania's vehicle equipment and inspection regulations.</p>
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