

Additional Information for Limo Application

5. Driver Information- initially, the Company intends to only hire one driver based upon initial demand, but will hire more to support needs as they change.

- a. All drivers must be licensed to operate a vehicle in PA and pass criminal background check and license check requirements, including a valid Class C or higher license. Drivers will be at least 21 years of age (as verified prior to employment) and authorized to work in the United States. Drivers will also be required to acknowledge and agree to an Employee Handbook, which will set forth additional minimum safety standards and expectations for drivers.
- b. In order to be hired, drivers will initially be required to pass a criminal background, motor vehicle report check, pre-employment drug screen, and license check, which will require them to be free from major traffic violations for at least 3 years prior to employment. Additionally, drivers will be required to acknowledge and agree to an Employee Handbook, which will require them to provide any updates to the company regarding any changes to criminal activity, license status, etc. Copies of the criminal history record will be kept on file by the Company for the duration of the drivers' work with the Company and made available to PUC upon request.
- c. Drivers will receive training directly from the Company regarding job expectations, safety, applicable Pennsylvania driving laws, and more. Drivers will also receive training documents and an Employee Handbook, which they will be required to read and sign. This will include appearance requirements, such as being neatly attired in professional clothing, displaying professional behavior at all times, refraining from inappropriate language or conduct, assisting passengers with luggage and doors (unless declined), and only engaging in authorized pickups. Drivers will also be trained on operating vehicles safely and in compliance with traffic laws, following designated routes, refraining from using mobile phones or other electronic devices while driving (except hands-free), refraining from smoking, and keeping the vehicle clean, safe, and in good repair.
- d. In order to be hired, drivers will initially be required to pass a criminal background, motor vehicle report check, pre-employment drug screen, and license check, which will require them to be free from major traffic violations for at least 3 years prior to employment. Additionally, drivers will be required to acknowledge and agree to an Employee Handbook, which will require them to provide any updates to the company regarding any changes to criminal activity, license status, etc. Copies of the criminal history record will be kept on file by the Company for the duration of the drivers' work with the Company and made available to PUC upon request.
- e. The Company has a clear policy against drug and alcohol use while driving, and against operating a vehicle under the influence of drugs, alcohol, or any controlled substance. Drivers will be made aware of this policy and will be required to sign a policy stating such. Drivers must complete and pass a pre-employment drug screen as well, and consent to random drug and alcohol screening.

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

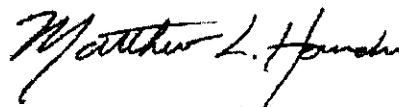
I, Prasad Agarwal, hereby state that the facts above set forth are true and correct to the best of my knowledge, information and belief, and that I expect to be able to prove the same at a hearing held in this matter. I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 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 Jerome Elliott, Bureau of Technical Utility Services at 717-214-7155. Faxed or emailed filings are **not** accepted.

Sincerely,



Matthew L. Homsher
Secretary

Enclosure