

## 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)

Safari Transportation LLC

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- 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)

Safari Transportation LLC

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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** 0013977502

(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).

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To transport people whose personal convictions prevent them from owning or operating motor vehicles from points in Dauphin, Cumerberland, Lebanon, lancaster and york county to points in Pennsylvania, and return.

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*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.

Safouna Mori

(Print Name)

*Safouna Mori*

(Signature)

06/15/2025

(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).

# 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.

Safari Transportation LLC

Legal Name of Applicant

Trade Name, if any

1411 Alexandria Lane	Harrisburg	PA	17110
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.

Safouna Mori, Owner/operator  
1411 Alexandria Lane  
Harrisburg, PA 17110

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

Owner

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.

I have managed a home care Business previously, doing scheduling for transportation to and from doctors appointments and places of interest for the clients. I provided transportation when we were short staffed. I documented mileage and logged trips. I picked up clients that were both ambulatory and wheelchair bound.

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.

See attached form labeled#4

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.

see attached labeled#5

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>

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

see attached labeled#6

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).

see attached labeled #7

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

see attached labeled#8

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     X  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)  
**Safouna Mori**  
\_\_\_\_\_  
(Name and Title, printed or typed)

06/16/2025  
\_\_\_\_\_  
(Date)

**Statement of Financial Position (Balance Sheet)**

**As of (date) \_\_\_\_\_**

**(Must be less than 6 months old)**

ASSETS

Current Assets

Cash

Other Current Assets (specify)

Total Current Assets

Tangible Assets

Motor Vehicle Equipment

Property (buildings, land, etc.)

Office Equipment

TOTAL ASSETS

LIABILITIES

Current Liabilities (Due within one year of date)

Loans

Credit cards/revolving credit

Other Liabilities (Attach schedule)

Total Current Liabilities

Long Term Liabilities (Due after one year of date)

Mortgage

Long term commercial loan

Other Liabilities (Attach Schedule)

Total Long-Term Liabilities

TOTAL LIABILITIES

# Job Description: Driver

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**Title:** Driver

**Department:** Transportation

**Date:** TBD Probationary Period: 90-Day orientation phase

## **SUMMARY**

The transport of patients to and from hospitals, convalescent facilities, dialysis centers, rehabilitation centers, medical office and their private home in a safe and professional manner. Drivers will be responsible for keeping the vehicles and the equipment maintained, ensuring that the vehicle has all necessary supplies, completion of shift forms, notifying office of any changes in shift schedule or patient care and maintaining company policy and professional code of ethics.

Requirements:

1. Current CPR and First Aide Certification.
2. Current and valid Pennsylvania driver's license.
3. Must pass mandatory and random drug and alcohol screening.
4. Have a clean 5-year drivers record

## **Duties included but not limited to:**

1. Transporting clients in a safe and professional manner.
2. Communicates with dispatch in order to receive relevant data and instructions pertinent to transportation trips.
3. Maintain a professional behavior, and attitudes in regards to customers, visitors, and coworkers.
4. Completion of vehicle maintenance inspection prior to daily vehicle usage for safe and comfortable customer transport.
5. Assist with transferring and balancing clients if needed
6. Capable of understanding directions and the ability to read and use maps accurately.
7. Perform all related duties assigned by Safori Transportation administrative staff.

## **Policy Title: Clearances & Face-to-Face**

### **PURPOSE**

To describe the terms and conditions under which background checks are conducted in order to protect the funds, assets, property and personal safety of clients/families/co-workers and other individuals.

### **POLICY**

Safori Transportation requires that all new employees undergo background clearances as a condition of employment. The list of clearances is as follows:

- Criminal Clearances
- Drivers Record
- Child Abuse Clearance
- Social Security Number Verification
- Employment History
- FBI clearance if not a resident of Pennsylvania for two years or more

### **PROCEDURES**

1. Prior to implementing this policy, the Manager/Administrator May speak with a lawyer or representative from the Department of Labor (DOL) or the Equal Employment Opportunity Commission (EEOC) to determine what the State law is regarding pre-employment background checks.
  
2. Face-to-Face and Clearance Authorization are the Agency's policy for background checks states that:
  - a. Face-to-Face Interview & Background Authorization are required for all new employees, whether they are full-time or part-time workers. In the event that the prospective employee has not been a resident of the state of Pennsylvania for the last two years they will need to submit a FBI background clearance
  - b. Face-to-Face Interview & Background Authorization are required for all former employees who are being rehired after being separated from the Agency for 60 days or more.
  - c. Candidates shall give consent to undergo Face-to-Face Interview & clearance check by completing and signing a "*Face-to-Face & Clearance Authorization Form*", in accordance with Pennsylvania State regulations.
  - d. As a condition of employment, successful candidates shall undergo background clearance checks to verify the following:

- i. Criminal record -upon Hire– free from prohibited offenses initially and each employee will be required to sign a declaration of facts annually to attest to, no prohibited offense has been obtained since being hired.
  - ii. sex and violent offender’s registry (Megan’s Law) (will be checked Upon Hire and each employee will be required to sign a declaration of facts attesting to their hire status has not changed annually
  - iii. Child abuse clearance if transporting individuals under the age of 18 years of age.
  - iv. Exclusion Database (OIG, Medichex, and SAMS) (will be checked Every 30 Days for each employee) These databases will be checked throughout the life of employment for each employee. A record will be kept stating the date that these clearances are ran monthly
  - v. SSN Verification (verified through E- verify and will be checked upon hire for each employee)
  - vi. education.
  - vii. employment history.
  - viii. licenses.
  - ix. Two verifiable personal/ professional references.
  - x. Two step tuberculosis will be administered unless proof can be shown of a prior test documented within the last 60 days.
  - xi. medical suitability (will be validated through an annual physical evaluation and upon hire and not to exceed more than 60 days prior to applying for employment); and,
  - xii. drugs/alcohol upon hire and if requested.
- e. Candidates will not be hired if the criminal records show evidence of a prohibited offense.
  - f. Candidates shall have the right to obtain a copy of the criminal records report at a cost and may challenge its accuracy.
  - g. The Agency shall have the right to make employment decisions arising out of any and all of the pre-employment background checks. (see face-to-face and authorization of background clearance/checks
  - h. If pre-employment background check(s) are unfavorable, the Manager/Administrator shall rescind the offer of employment in writing and advise the candidates about any relevant rights they have.
  - i. Candidates shall be given the opportunity to review a copy of the background report(s), which informs them of any rights they have under the federal Fair Credit Reporting Act (FCRA) and under relevant Pennsylvania State law to dispute incorrect information.
  - j. Child Abuse Clearances will be conducted for any individual providing services in a home where children under 18 years of age reside, even if the residency of a child is less than fulltime.

## **FORMS**

- Face To Face and Authorization for clearances

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ SCORE: \_\_\_\_\_

## DRIVERS WRITTEN EXAM

1. With only a few exceptions, the federal motor carrier safety regulations say a driver must be:
  - a.  at least 18 years old
  - b.  at least 19 years old
  - c.  at least 20 years old
  - d.  at least 21 years old
  
2. When driver receives notice of license or permit revocation, suspension or other withdrawal action, the driver must:
  - a.  notify the carrier within 72 hours
  - b.  notify the carrier within one week
  - c.  notify the carrier before the end of the next business day
  - d.  take no action since carrier will get notice
  
3. A driver cannot drive a motor vehicle:
  - a.  for one year after first offense conviction for felony involving a commercial motor vehicle operated by the driver
  - b.  for one year after a first offense conviction for driving a commercial vehicle under the influence of alcohol or narcotics
  - c.  for one year after a first offense of leaving the scene of an accident while operating a commercial motor vehicle
  - d.  for one year after a first offense conviction for any of the above
  
4. Every driver applicant must fill out a form giving:
  - a.  a list of all accidents during the previous 3 years
  - b.  a list of all motor vehicle violation convictions and bond forfeits (except for parking) during previous 3 years
  - c.  a list of names of all employers during the previous 3 years
  - d.  all of the above
  
5. At least once a year, a driver must fill out a form listing all motor vehicle violations (except parking) occurring during previous 12 months. The driver must fill out form:
  - a.  even if there was no violations
  - b.  only if convicted
  - c.  only if convicted or had forfeited bond or collateral
  - d.  only if carrier requires
  
6. If a driver applicant has a valid certificate showing successful completion of a driver's road test:
  - a.  the carrier must accept it
  - b.  the carrier may still require the applicant to take road test
  - c.  the carrier cannot accept it
  - d.  the carrier may request a road test waiver from the office of motor carriers.
  
7. A person with breathing problems which may affect safe driving:

- a.  cannot drive
- b.  cannot drive unless vehicle has emergency oxygen supply
- c.  cannot drive unless another driver is along
- d.  cannot drive unless on short runs

8. Persons with arthritis, rheumatism, any such condition which may affect safe driving:

- a.  cannot drive unless they are checked by a doctor before each trip
- b.  cannot drive
- c.  cannot drive except when they are free of pain
- d.  cannot drive unless another driver is along

9. Person who have ever had epilepsy:

- a.  cannot drive unless another driver is along
- b.  cannot drive
- c.  cannot drive on long runs
- d.  cannot drive without monthly medical examinations

10. In order to be able to drive, a driver must

- a.  must not have any mental, nervous or physical problem likely to affect safe driving
- b.  must use a amphetamine, narcotic or any habit forming drug
- c.  must not have a current alcoholism problem
- d.  must not have any of the above

11. A driver gets an injury or illness serious enough to affect the ability to perform duties, the driver:

- a.  must report it at the next scheduled physical
- b.  cannot drive again
- c.  must take another physical and be recertified before driving again
- d.  must wait at least 1 month after recovery before driving again.

12. A driver may not drive faster than posted speed limits:

- a.  unless the driver is sick and must complete the run quickly
- b.  at any time
- c.  unless the driver is passing another vehicle
- d.  unless the driver is late and must make a scheduled arrival

13. When a driver's physical condition while on a trip requires the driver to stop driving, but stopping would not be safe, the driver:

- a.  must stop anyway
- b.  may try to complete the trip, but as quickly as possible
- c.  may continue to drive to the home terminal
- d.  may continue to drive, but must stop at the nearest safe place

14. A driver may not drink or be under the influence of any alcoholic beverage (regardless of alcohol content):

- a.  within 4 hours before going on duty or driving
  - b.  within 6 hours before going on duty or driving
  - c.  within 8 hours before going on duty or driving
  - d.  within 12 hours before going on duty or driving
15. A driver must be satisfied that service and parking brakes, tires, lights and reflectors, mirrors, coupling and other devices are in good working conditions:
- a.  at the end of each trip
  - b.  before the vehicle may be driven
  - c.  only when the driver considers it necessary
  - d.  according to schedules set by carrier
16. The following must be in place and ready to use before a vehicle can be driven:
- a.  emergency equipment as required by §393.95.
  - b.  a tool kit containing a specified list of hand tools
  - c.  at least one spare tire for every four wheels.
  - d.  a set of spark plugs
17. A driver required to stop at a railroad crossing should bring the vehicle to a stop no closer to the tracks than:
- a.  5 feet
  - b.  10 feet
  - c.  15 feet
  - d.  20 feet
18. Which of the following is true?
- a.  if a seat belt is installed in the vehicle, a driver must have it fastened before beginning to drive
  - b.  a driver may or may not use the seat belt, depending on the driver's judgement
  - c.  seat belts are not necessary on heavier vehicles
  - d.  a driver must use the seat belt only if required by the carrier
19. If a vehicle has a breakdown, the driver must place one warning device:
- a.  40 paces (100 feet) in front of the vehicle in the center of the traffic lane or shoulder
  - b.  40 paces(100 feet) in back of the vehicle in the center of the traffic lane or shoulder
  - c.  4 paces (10 feet) in front or back of the traffic side.
  - d.  all of the above locations
20. No warning devices are required for a vehicle with a breakdown if the street or highway lighting is bright enough so it can be seen at a distance of:
- a.  100 feet
  - b.  200 feet
  - c.  500 feet
  - d.  750 feet

21. If a vehicle has a breakdown and stops on a divided or one way highway, the driver must place one warning device:
- a.  200 feet in back of the vehicle in the center of the lane it occupies
  - b.  100 feet in back of the vehicle on the traffic side of the vehicle
  - c.  10 feet in back of the vehicle on the traffic side of the vehicle
  - d.  at all of the above locations
22. Under the Federal Motor Carrier Safety Regulations, no vehicle may be driven:
- a.  until a list of all missing or defective equipment has been prepared and given to the carrier
  - b.  until all equipment has been inspected and replacements for defective parts have been ordered.
  - c.  unless all missing equipment is to be replaced no later than the end of the vehicle's next run
  - d.  until it meets all of the equipment requirements of the regulations
23. If a vehicle on a trip is in a condition likely to cause an accident or breakdown:
- a.  the driver should report it at the end of the run so repairs can be made
  - b.  the driver should drive at lower speeds for the rest of the run
  - c.  the driver should stop immediately unless going on to the nearest repair shop is safer than stopping
  - d.  the driver should change the route so as to get away from heavily traveled roads
24. If authorized federal inspectors find a vehicle which is likely to cause an accident or breakdown:
- a.  it will be reported to the carrier for repair as soon as the vehicle is not scheduled
  - b.  it will be reported to the carrier at the end of the trip
  - c.  it will be marked with an "out of service vehicle" sticker and not driven until repairs are made
  - d.  the driver will be held responsible and declared "out of service"
25. What is the procedure for allowing a secondary passenger in the vehicle?
- a.  They must be preauthorized prior to entering the vehicle
  - b.  It is allowed if they assisting the client
  - c.  it is allowed if client ask
  - d.  it is allowed if you determine it is

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### Certification of Written Examination

**This certifies that \_\_\_\_\_ has successfully completed the written driver exam for Safari  
Transportation llc**

\_\_\_\_\_  
Signature of person taking exam

\_\_\_\_\_  
Date examination taken

\_\_\_\_\_  
Signature of Examiner

\_\_\_\_\_  
Title of Examiner

## **PRE-TRIP VEHICLE INSPECTION SHEET**

### **PURPOSE:**

To help ensure the safe mechanical condition of each Vehicle before it is used in service.

### **DIRECTIONS :**

The Pre-Trip Vehicle Inspection Sheet should be completed by each driver before they start their run. Items to be checked are listed on the left side of the page. Two boxes on the right side of the page highlight information that should be recorded for administrative purposes.

There are three main areas that must be inspected by the driver. The exterior inspection checks the lighting systems, tires, body damage, and wheelchair lift/ramp operation. The interior inspection checks the operating condition of the major mechanical systems such as the brakes and steering as well as the operation of the radio (if applicable) and the cleanliness of the vehicle.

Drivers should also visually check the condition of the belts and hoses in the engine compartment and fluid levels as instructed by their supervisor.

### **Exterior Inspection:**

The exterior inspection can be completed more efficiently by two people but it should not take long for a single person to do the work.

<b>Headlights</b>	Both high and low beams must be checked
<b>Turn Signals</b>	Front and back pairs of signals must work. In addition hazard lights must be operational.
<b>Back-up Lights</b>	Back-up lights must work if transmission is Shifted into reverse. (Should be inspected by another individual if possible.)
<b>Mirrors</b>	All mirrors must be present, unobstructed, and adjusted to the person who will be driving the vehicle.
<b>Windshield Wipers</b>	Windshield wipers must work at all settings. Wiper fluid pump should also be tested.
<b>Windows</b>	Windows must be secure and in good operating condition.

<b>Tires</b>	All tires should be visibly inspected for inflation and tread wear.
<b>Body Damage</b>	Any body damage should be reported even if transportation system administration and personnel are already aware of the problem.
<b>Cleanliness</b>	Outside of the vehicle should be inspected for accumulated dirt and grime.
<b>Lift/Ramp Operation</b>	All wheelchair lifts must be checked before the vehicle is put into service, whether or not the lifts are intended to be used.
<b><u>Interior Inspection</u></b>	
<b>Brakes</b>	Brakes should be checked by putting the vehicle in gear without acceleration and applying the brakes.
<b>Steering</b>	Steering wheel should both have a full range of motion and effectively turn the front wheels.
<b>Gauges and Indicators</b>	all gauges and indicators should be visually inspected to make sure that they are operational.
<b>Transmission Selector</b>	Vehicle should be capable of being shifted into any gear
<b>Radio</b>	If the vehicle is equipped with a radio, a radio check should be conducted with dispatch.
<b>Cleanliness</b>	The interior of the vehicle should be free of any litter, food, or excessive dirt.
<b><u>Engine Area Inspection</u></b>	
	Each driver should visibly inspect the engine compartment for any loose belts or hoses. Fluid levels should also be checked as appropriate.

## Daily Vehicle Report

Vehicle # \_\_\_\_\_

Date: \_\_\_\_\_

Driver: \_\_\_\_\_

Miles: (Start Yard) \_\_\_\_\_

Miles :( End Yard) \_\_\_\_\_

Miles: (Start Route) \_\_\_\_\_

Miles:(End Route) \_\_\_\_\_

Daily Check List	Check (√)	If Defective, Mark X	All defects must be described on bottom of DRB		
Items to Check	Driver		Items to Check	Driver	
Belts/Hoses			A/C Heater/Defroster		
Power Steering Fluid			Passenger Door		
Oil Level			Emergency Exits/Lights		
Water Coolant Level			Fire Extinguisher		
Water/Oil Leaks			Emergency Reflectors		
Tires/Lug Nuts			First Aid/Accident Kit		
Head Lamps			Wheel Chair Restraints		
Turn Signals			W/C Interlock System		
Hazard Lights			W/C Lift		
Clearance Lights			Hand Rails		
Brake Lights			Seatbelts		
Backup Lights			Modesty Panels		
Glass (All) & Mirror			Registration		
Clean Exterior			Insurance Information		
Proper Decals			Radio		
Brake Pedal			Horn		
Emergency Brake			Clean Interior		
Backup Beeper			Fare box		
Gauge: Oil Pressure			Drivers Seat		
Gauges: Volt, Fuel, Temp			Passenger Seats		
Wipers/Washers			Other:		

Body Damage Description:

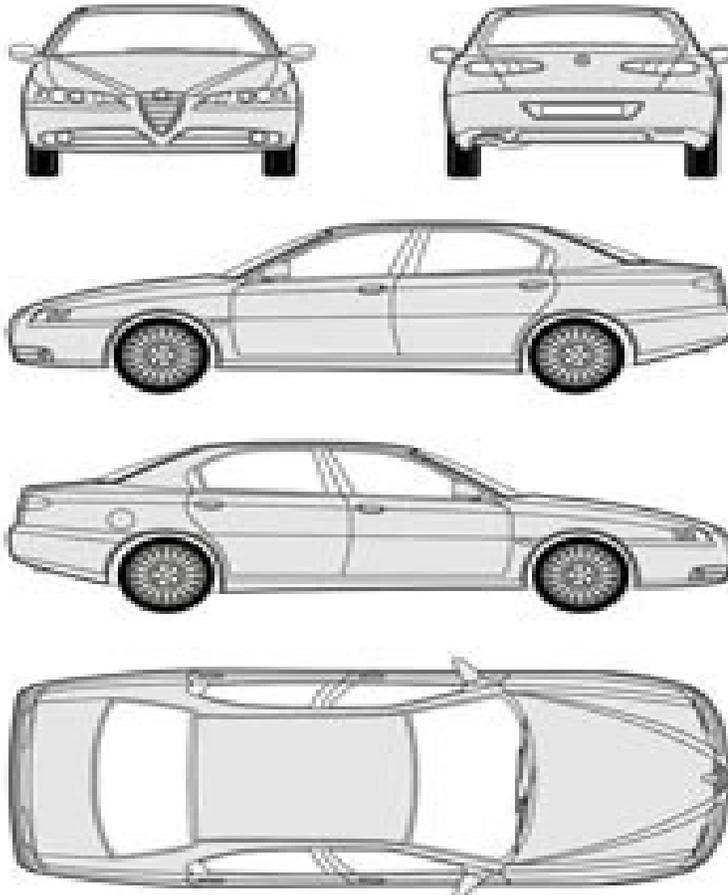
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Defect and brief explanation or other comments:

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### **VEHICLE DEFECT SHEET**

#### **PURPOSE:**

Used by drivers to record and report any vehicle malfunctions that develop during their run.

#### **DIRECTIONS:**

Drivers should use this form to indicate any vehicle defects that occur during their run. An “x” should mark the component or area that seems to be malfunctioning. Drivers must also describe the defect as they record information on the vehicle in question, the date and, their name in the first box. If no repairs are made because the problem could not be located, the mechanic should also record that information

**ROAD CALL INFORMATION SHEET**

1) Today's Date: \_\_\_\_\_ 2) Vehicle #: \_\_\_\_\_

3) Time Received: \_\_\_\_\_ 4) Driver; \_\_\_\_\_

(5) Location of Vehicle (Be specific: Street, Address, Cross Street, City)


(6) Reported Trouble (Ask specific questions, be precise):


8) Replacement Vehicle: \_\_\_\_\_ 10) Call Received by: \_\_\_\_\_

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**TECHNICIANS REPORT**

1) Time Left Garage: \_\_\_\_\_ 2) Time Arrived at Bus: \_\_\_\_\_

3) Check One: \_\_\_ In-Service Repair \_\_\_ vehicle Exchanged \_\_\_ Towed

4) Time Repair/Exchange Completed: \_\_\_\_\_

5) Nature of Trouble:


6) Road Call Necessary for vehicle to Continue in Operation? \_\_\_\_\_

7) Remarks:


\_\_\_\_\_  
Operator's Signature

\_\_\_\_\_  
Mechanic's Signature

\_\_\_\_\_  
Maintenance Manager's Signature

\_\_\_\_\_  
Valid or In-Valid





## VEHICLE MAINTENANCE STANDARDS

### Annual Inspection Requirements

Vehicle inspection, repair, and maintenance standards are critical to the safe operation of commercial motor vehicles. They are designed to reduce accidents, injuries, and fatalities resulting from unsafe vehicles operating on the highways. We have three separate fact sheets on vehicle maintenance standards that cover: systematic maintenance; pre-trip inspections/post trip inspection reports and annual inspections. This fact sheet addresses annual inspection requirements.

**General Standards.** Pennsylvania adopts most of the Federal Motor Carrier Safety Regulations, 49 C.F.R., Part 396 (Inspection, Repair and Maintenance). Pennsylvania Statutes, section 169.781 contains requirements for annual inspections of vehicles registered in Pennsylvania and bearing Pennsylvania license plates. Under these regulations:

**Intrastate carriers who must comply.** A carrier who operates a commercial motor vehicle with Pennsylvania license plates is required to have the vehicle inspected annually.

"Commercial motor vehicle" includes:

- vehicles or vehicle combinations with a gross vehicle weight over 26,000 pounds;
- vehicles transporting hazardous material of a type or quantity that requires the vehicle to be placarded;
- vehicles designed to transport 16 or more passengers, including the driver; and
- special transportation service vehicles.<sup>2</sup>

A commercial motor vehicle, when inspected by a Pennsylvania State Patrol certified inspector, must display a current state inspection decal.

Note: A commercial motor vehicle that operates and is inspected outside the state, may obtain a certificate from the Pennsylvania State Patrol (612-405-6196 or 1-888-472-3389), in lieu of decal if the vehicle has passed an annual Federal inspection.

A commercial motor vehicle does not include a motor vehicle that:

- . has a gross vehicle weight of less than or equal to 26,000 pounds carrying, in bulk tanks, a total of not more than 200 gallons of petroleum products or liquid fertilizer or pesticide;
- . is a school bus or Head Start bus displaying a certificate;<sup>3</sup> or
- . is a bus operated by the Metropolitan Council Transit Operation or local transit commission.

**Intrastate inspection requirements.** The Pennsylvania State Patrol certifies a motor carrier's mechanic to perform annual vehicle inspections. A carrier also may use certified inspectors from local dealers or garages. Inspector certification is valid for two years. For details on inspector certification contact the State Patrol at (612) 405-6196 or toll free 1--888-472-3389. A certified inspector may purchase inspection decals from PA/DOT's Office of Motor Carrier Services (612-405-6060 or toll free 1-888-472-3389) for \$2.00 per decal.

An inspector will issue a decal, valid for one year, if the vehicle passes an inspection based on the criteria of the Federal Motor Carrier Safety Regulations, appendix G to part 396.

The following vehicles will be issued a two-year decal unless the vehicle has one or more defects that would result in the vehicle being placed out-of-service:

- a registered farm truck with a gross vehicle weight of less than 57,000 pounds;
- a storage semi-trailer; or
- a building mover vehicle

**Interstate carriers.** The following vehicles, when operated by motor carriers in interstate commerce, are required to have annual inspections:

- vehicles with a gross vehicle weight rating or a gross combination weight rating over 10,000 pounds;
- vehicles designed to transport 16 or more passengers, including the driver; and
- vehicles used to transport hazardous materials of a type or quantity that requires the vehicle to be placarded.

A commercial motor vehicle, as described above, used in interstate commerce (i.e., one that is not required to have a PA annual inspection) must be inspected annually by a qualified inspector. A commercial motor vehicle must carry documentation of the inspection. The documentation may be an inspection report<sup>4</sup> or other form, like sticker or decal, which contains the date of inspection, carrier's name and address, a vehicle identification number, and certification that the vehicle passed the inspection in accordance with 49 C.F.R. § 396.17.

**Interstate inspector qualifications.** A motor carrier must ensure that the individual(s) performing an annual inspection is qualified. The inspector must:

- understand the inspection criteria and be able to identify defective components;
- be knowledgeable of and have mastered the methods, procedures, tools and equipment used when performing an inspection; and
- be capable of performing an inspection by reason of experience, training, or both. This includes:
  - ◆ successfully completing a state or federal-sponsored training program or having a certificate from a State or Canadian Province which qualifies the person to perform commercial motor vehicle safety inspections; or
  - ◆ having a combination of training and/or experience totaling at least one year. Such training and/or experience may consist of:
    - participation in a truck manufacturer-sponsored training program or similar commercial training program designed to train students in truck operation and maintenance;
    - experience as a mechanic or inspector in a motor carrier maintenance program;
    - experience as a mechanic or inspector in truck maintenance at a commercial garage, fleet leasing company, or similar facility; or
    - experience as a commercial vehicle inspector for the federal government, a state or a province.

The motor carrier must retain evidence of an inspector's qualifications for the time the individual is performing annual motor vehicle inspections for the carrier, and for one year thereafter. However, motor carriers do not have to maintain documentation of inspector qualifications for those inspections performed either as part of a state periodic inspection program or at the roadside as part of a random roadside inspection program.

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## VEHICLE MAINTENANCE STANDARDS

### Systematic Maintenance

Vehicle inspection, repair, and maintenance standards are critical to the safe operation of commercial motor vehicles. They are designed to reduce accidents, injuries, and fatalities resulting from unsafe vehicles operating on the highways. We have three separate fact sheets on vehicle maintenance standards that cover: systematic maintenance; pre-trip inspections/post trip inspection reports and annual inspections. This fact sheet addresses systematic maintenance standards.

**General standards.** Pennsylvania adopts most of the Federal Motor Carrier Safety Regulations, 49 C.F.R., Parts 393 (Parts and Accessories) and 396 (Inspection, Repair, and Maintenance). Under these regulations:

- a carrier is responsible for ensuring that it properly inspects, repairs, and maintains vehicles under its control;
- a motor vehicle may not be operated when its mechanical condition is likely to cause an accident or breakdown;
- parts and accessories must be in safe operating condition at all times;
- a vehicle must be maintained according to the vehicle manufacturer's recommended schedule or an improved schedule based on actual operating conditions; and
- Pushout windows, emergency doors, and emergency door marking lights in buses must be inspected at least every 90 days.

**Intrastate carriers who must comply.** The following carriers, operating in intrastate commerce, must comply with the systematic maintenance standards:

- for-hire carriers operating any size vehicle;1
- private carriers operating vehicles or vehicle combinations with a gross vehicle weight over 10,000 pounds;
- carriers transporting hazardous material of a type or quantity that requires the vehicle to be placarded;
- certain transit providers;2 and
- Solid waste transporters!

**Interstate carriers who must comply.** The following carriers, operating in interstate commerce, must comply with the systematic maintenance standards:

- carriers operating vehicles that have a gross vehicle weight rating or gross combination weight rating over 10,000 pounds;
- carriers operating vehicles designed to transport 16 or more passengers, including the driver; and
- Carriers transporting hazardous materials of a type or quantity that requires the vehicle to be placarded.

**Intrastate carriers not subject.** The following operations, in intrastate commerce, are not subject to the systematic maintenance standards:

- carriers operating under agricultural exemptions;4
- certain carriers exclusively engaged in transportation of exempt commodities;5 and
- government or political subdivisions

**Interstate carriers not subject.** The following operations, in interstate commerce, <sup>6</sup> are not subject to the systematic maintenance standards:

- school bus operations (as defined);<sup>7</sup>
- transportation by government or political subdivision;
- occasional transportation of an individual's personal property not in a commercial enterprise;
- transportation of human corpses or sick and injured persons; and
- Fire trucks and rescue vehicles while involved in emergency operations.

\*\*\*\*\*

**Required records.** For each vehicle a carrier controls for 30 consecutive days or more, the carrier must ensure the proper vehicle maintenance files are maintained. Each vehicle file must contain:

- Vehicle identification including company number (if so marked), make, serial number, year, and tire size. If the vehicle is leased, the person furnishing the vehicle must be identified;
- due date and type of inspections and maintenance operations to be performed;
- a record of inspections, repairs, and maintenance indicating their date and nature; and
- A record of tests conducted on pushout windows, emergency doors, and emergency door marking lights on buses.

**Record retention.** Vehicle maintenance records must be retained where the vehicle is either housed or maintained for a period of one year and for six months after the vehicle leaves the carrier's control.

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**Pennsylvania Department of State**  
Bureau of Corporations and Charitable Organizations  
PO Box 8722 | Harrisburg, PA 17105-8722  
T: 717.787.1057  
[dos.pa.gov/BusinessCharities](http://dos.pa.gov/BusinessCharities)

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October 28, 2024

SAFORI TRANSPORTATION LLC  
1411 ALEXANDRIA LANE  
HARRISBURG, PA 17110

**Entity Name:** SAFORI TRANSPORTATION LLC  
**Entity File Date:** October 7, 2024  
**Entity Number:** 0013977502  
**Filing Type:** Domestic Limited Liability Company

The Bureau of Corporations and Charitable Organizations is happy to send your filed document. The Bureau is here to serve you and we would like to thank you for doing business in Pennsylvania.

Thank you for registering with the Department of State to do business in Pennsylvania. Like many other businesses, you may have employees, sell taxable products, or provide a taxable service to consumers in Pennsylvania. Please visit [www.pa100.state.pa.us](http://www.pa100.state.pa.us) to register for business taxes with the Department of Revenue and the Department of Labor and Industry. You may also visit [www.Business.pa.gov](http://www.Business.pa.gov) to find resources for businesses through all stages of development.

Beginning in 2025, annual reports are required for all domestic filing entities, limited liability general partnerships and registered foreign associations. More information will be forthcoming from the Bureau. However, to ensure that you receive notice of how and when to make annual reports, keep all information on file with the Bureau up-to-date, particularly registered office address.

PENNSYLVANIA DEPARTMENT OF STATE  
BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS

Pennsylvania Department of State  
**-FILED-**  
File #: 0013977502  
Date Filed: 10/7/2024

Return document by mail to:  
Name: SAFOUNA MORI  
Address: 1411 Alexandra lane  
City: Harrisburg State: PA Zip Code: 17110  
 Return document by email to: morisafouna@yahoo.com

Certificate of Organization  
Domestic Limited Liability Company  
DSCB:15-8821 (rev. 2/2017)



Read all instructions prior to completing. This form may be submitted online at <https://www.corporations.pa.gov/>.

Fee: \$125  I qualify for a veteran/reservist-owned small business fee exemption (see instructions)

In compliance with the requirements of 15 Pa.C.S. § 8821 (relating to certificate of organization), the undersigned desiring to organize a limited liability company, hereby certifies that:

1. The name of the limited liability company is: SAFORI TRANSPORTATION LLC  
(designator is required, e.g., "company," "limited" or "limited liability company" or any abbreviation thereof)

2. Complete part (a) or (b) – not both:

(a) The address of this limited liability company's registered office in this Commonwealth is:  
(post office box alone is not acceptable)

1411 Alexandra lane Harrisburg PA 17110 Dauphin  
Number and Street City State Zip County

(b) The name of this limited liability company's commercial registered office provider and county of venue is:

c/o: \_\_\_\_\_  
Name of Commercial Registered Office Provider County

3. The name of each organizer is (all organizers must sign on page 2):

Safouna Mori  
\_\_\_\_\_  
\_\_\_\_\_

4. Effective date of Certificate of Organization (check, and if appropriate complete, one of the following):

The Certificate of Organization shall be effective upon filing in the Department of State.  
 The Certificate of Organization shall be effective on: \_\_\_\_\_ at \_\_\_\_\_  
Date (MM/DD/YYYY) Hour (if any)

**PA DEPT OF STATE**

OCT 07 2024

88717-5746 18/07/2024 2:36 PM Received by Pennsylvania Department of State

5. **Restricted professional companies only.**

Check the box if the limited liability company is organized to render a restricted professional service and check the type of restricted professional service(s).

The company is a restricted professional company organized to render the following restricted professional service(s):

- Chiropractic
- Dentistry
- Law
- Medicine and surgery
- Optometry
- Osteopathic medicine and surgery
- Podiatric medicine
- Public accounting
- Psychology
- Veterinary medicine

6. **Benefit companies only.**

Check the box immediately below if the limited liability company is organized as a benefit company:

This limited liability company shall have the purpose of creating general public benefit.

Optional specific public benefit purpose. Check the box immediately below if the benefit company is organized to have one or more specific public benefits and supply the specific public benefit(s). See instructions for examples of specific public benefit.

This limited liability company shall have the purpose of creating the enumerated specific public benefit(s):

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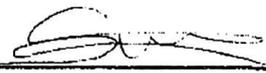


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7. For additional provisions of the certificate, if any, attach 8½ x 11 sheet(s).

IN TESTIMONY WHEREOF, the organizer(s) has (have) executed this Certificate of Organization this

07 day of October, 2024.

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## **Verified Statement of Applicant**

### **In reference question #3**

I have managed a home care business previously, doing scheduling for transportation to and from doctor's appointments and places of interest for the clients. I provided transportation when we were short staffed. I documented mileage and logged trips. I picked up clients that were both ambulatory and wheelchair bound. I completed vehicle check log for the start and end of my shift.

### **In reference to question #4**

The Business will keep all records for a period of 12 years. All documentation will be maintained in two formats, paper and digital. A digital copy of all records will be scanned and saved on a hard drive. Our communication network will consist of hands- free devices in vehicles. A connected two-way device will be in the office for easy communication; this will be the preferred method of communication for additional dispatch until an alternative method can be implemented. My physical location will be home-based for 90 days after which time I will relocate to a standard office for operations. The company will accept transportation requests via phone, fax or email. All trips will be printed out for drivers the day before, and any additional trips will be dispatched via a two-way device. The office machines include a desktop computer, a desktop phone with two lines, a fax machine and a multi-function copier for copying and scanning.

### **In reference to question #5**

The company plans to deploy six active drivers. This amount was chosen based on the time frame of business start-up and the time it takes for. If more drivers are needed, the agency is prepared to deploy additional drivers to cover the demands of reservations. The company is prepared to deploy a total of 12 drivers. Drivers will be placed according to the area of the demand.

Please see the attached to answer A-E

### **In reference to question #6**

The company plans to start with one vehicle for each county and will add vehicles based on that counties' need and the number of trips reserved. The company starts with one vehicle per county based on the company being a start-up company. I feel it will take time for recognition and marketing to allow potential customers to know the business exists and feel safe traveling with us.

### **In reference to question #7**

Please see attached labeled #7

**In reference to question #8**

I have reached out and made contact with multiple insurance companies. Ending with two quotes and the I would be able to secure the required form E as well remit payment to secure a policy

State Farm Commercial Auto Coverage

Progressive Commercial

Milepost Insurance

The only member of Safori Transportation LLC is: Safouna Mori

1411 Alexandria Lane

Harrisburg, PA 17110

EMPLOYEE  
ORIENTATION  
BOOKLET

FOR

**Drivers**

I have read the "EMPLOYEE ORIENTATION BOOKLET FOR DRIVERS", and fully understand its contents.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Safori Transportation

Driver & Vehicle  
Policy

# Contents

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# Policy statement

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## **Policy statement regarding the provision of a vehicle to carry out work-related business**

Safari Transportation now regards existing Health and Safety laws as applying to anyone driving a vehicle as part of their work. It is now essential therefore that the company has a controlled and auditable management process in place to protect itself and its employees.

Driving any vehicle carries significant risk of injury or death. The company takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstances do so in a manner that minimizes the risk, both to the employee and the company.

The company has identified that motor vehicles are a necessary requirement for the fulfilment of its business. This Driver Vehicle Handbook, agreed by the directors, sets out all the rules, processes and regulations that the company and all drivers will follow.

Within the handbook, specific requirements and tasks are set out. Anyone using a vehicle must comply with these requirements. Failure to do so will result in the company treating the matter as a disciplinary issue.

There should be no misunderstanding with regard to the company's policy relating to the provision and use of vehicles.

Please study the handbook, comply with its requirements and share in the significant benefits for everyone as a result of safer driving.

Safouna Mori  
Administrator

# The company's and driver's Responsibilities

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The provision and use of road vehicles is absolutely necessary for the survival and success of the company's business. These vehicles are 'tools of the trade' and must be managed, maintained and used so that the company complies with all health and safety laws. These laws apply to 'on the road' work activities as much as they do to all other work activities.

Serious or fatal consequences can be caused to members of the public, the employee or the company due to human error or misuse of a company vehicle. In so far as its own vehicles and drivers are concerned, it is the company's intention to actively manage and control the risk (occupational road risk or ORR) which arises from this use.

The results of improper or careless vehicle use include increased costs and inefficiency, imprisonment or fatal injury. By carefully managing the vehicles and the users of them, it is possible to increase safety, avoid injury or fatality, increase efficiency and also profitability. The company therefore places heavy emphasis on the proactive and constructive management of its vehicles, the employees who use them and its management of ORR.

The intention of this document is to supply the basic rules and guidance for the use of vehicles being used on the company's business. This forms an important part of the company's management of ORR.

It is essential that all authorized drivers familiarize themselves with the contents of this document, as there may be financial penalties arising if certain requirements are ignored. The company may not accept liability for any expenditure as a result of failure on the part of any driver to comply with these documented requirements in relation to driving, operating or maintaining a company vehicle.

Employees who drive while working for the company are required to cooperate fully with the management of ORR. In return, the employee, the company and the public at large can only benefit from the successful management of this important part of our business.

The company reserves the right to withdraw a vehicle or the permission to use a vehicle at any time, particularly in the event of the employee failing to comply with any of the terms and conditions of its use.

**Useful contact phone numbers 717-623-9244**

# Driver Screening & Training Standards

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**Driver Application-** Prior to interview, all driver applicants should complete an application form that solicits specific identifying and other information sufficient to verify previous relevant work experience and background, and authorization to conduct those verifications.

**Minimum Driver Qualifications-** Safori recognizes that local, state, or contracting agreements may have varying requirements. However, minimum driver qualifications should include:

- Age 21 or over
- Read and speak English
- Valid Pennsylvania State Driver's License
- Physically capable of safely operating the type of motor vehicle to be driven and associated equipment
- Physically able to lift and support 60lbs.
- Knowledge of the geography and conditions of the required driving environment.

**Background Check-** The previous work experience and personal background of every applicant will be checked for the following:

- Verification of past work experience
- Motor vehicle record (MVR) for the past five (5) years.
- Work related driving verification for the last ten (10) years
- Criminal Background check for a Pennsylvania resident of the last two (2) years and a FBI background check if a resident of Pennsylvania for less than two (2) years

**Driving Record Check-** The motor vehicle record (MVR) of any applicant will be checked to ensure that it meets a grading requirement that is acceptable to the company insurance carrier, contracting agency, and/or licensing authority. Minimum D.O.T. Driver requirements- Federal Motor Carrier Safety Regulations

**Drug and Alcohol Testing-** A written anti-drug and alcohol abuse policy, including pre-employment or pre-contract, periodic, random, and for-cause (also called reasonable suspicion- i.e., you smell alcohol on a driver's breath or his eyes are bloodshot) screening criteria, should be read and understood by all driver applicants. Prospective drivers should submit written authorization for inquiry about the results of prior drug and alcohol tests. A drug test should be conducted on and passed by each driver applicant before the driver may drive a paratransit vehicle.

# Authorized Drivers

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## **Cars, Minibuses and vans**

To be eligible for employment as a driver with Safori Transportation LLC, all persons must be at least 25 years of age with a full clean license held for a minimum of two years and pending the completion of all requirements of employment. Driving licenses must show vehicle category “D1” (minibus of between 9-16 passenger seats).

Corporate Support Services FRD may, in exceptional circumstances, authorize slightly different criteria for drivers of cars and/or minibuses/vans. Any such request must be accompanied by a written brief explaining why the request is being made, and this will be forwarded to our insurers for their comments/agreement. However, holders of provisional licenses will not be authorized to drive for Safori Transportation LLC

## **Driver Registration**

All drivers of Safori Transportation, LLC vehicles are required to complete a Driver Declaration. The form is to be submitted with a copy of their driving license and driving record for approval - management should then determine if the individual is suitable for driving their vehicle(s). These forms will be subject to annual renewal, and establishments should introduce local procedures to implement this.

Should an individual driver’s circumstances change following registration (penalty points on license, health etc.), then drivers are required to submit a new Driver Declaration with another copy of their driving license.

## **Change of Authorized user**

When a vehicle is transferred from one driver to another, a vehicle transfer inspection will be carried out. The recipient of the inspected vehicle will receive a detailed hand-over and will be required to sign a satisfaction form to that effect.

If vehicles are transferred, without the appropriate authority from Safori Transportation, they will not be

able to

Provide correct information to the Police, Penn Dot or other authority that may need to know driver details.

# Health and safety

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## **Policy**

The policy statement issued by the company and underlines the absolute commitment to create and maintain a safe working environment. When adhered to it will, so far as is reasonably practicable, help to safeguard the interests of the company and the health and safety of its employees who drive in the course of their employment.

There is a legal duty for employees to follow company guidelines, taking reasonable care for themselves and for the safety of others while at work and this include driving during the course of their employment.

## **Driving fatigue and tiredness**

Many road traffic accidents are caused by tiredness. Avoid driving directly after a heavy meal or particularly strenuous work and stop in a safe place for regular breaks before fatigue sets in. It is recommended that you do not drive for more the two hours without taking a break of at least 20 minutes duration. Drivers should not exceed 300 miles per working day and if they need to break the journey should arrange overnight accommodation at an appropriate medium price hotel.

## **Fitness and health**

You must inform the company of any health conditions that may affect your ability to drive safely. Company rules preclude unsuitable persons from driving.

Driving while under the influence of drugs or alcohol is strictly prohibited and subject to disciplinary action, including possible termination of employment. Before driving, seek medical advice if in doubt as to the effect of any prescribed medication that you are taking.

Ensure your eyesight is tested at least every two years if you already have defective eyesight. If glasses or other corrective devices are necessary for driving, these must be worn.

## **Driving position**

Ensure the vehicle seat height, lumbar and head restraint, etc., are correctly adjusted, along with the steering wheel and mirrors so that you are in a comfortable position while driving. You should be able to touch the top of the steering wheel with your wrist without stretching your arm unduly. Posture is important in avoiding injuries such as back and neck strains.

Take particular care when handling or lifting goods into the boot of the vehicle as this involves bending and stretching. Get help if the load is too heavy to move on your own.

## **General guidelines**

- No vehicle is to be driven in an illegal or un-roadworthy condition. If a vehicle becomes Un-roadworthy it must be taken off the road IMMEDIATELY. Safori Transportation must be notified and given the opportunity to rectify the faults reported as soon as possible.
- In adverse weather conditions, such as fog or icy roads, it is recommended that you either delay your journey or make alternative travel arrangements.
- Safety belts must be worn in both front and rear seats and it is the driver's responsibility (and your own if you are a passenger) to ensure they are used at all times.
- You should be fully conversant with the Highway Code.
- Attention must be paid regularly, preferably weekly, to check oil, lights, tire condition and tire pressures, steering, brakes, windscreen washers and wipers, and the condition of the vehicle generally.
- If any damage is caused to a company-provided vehicle due to neglect, the company reserves the right to take disciplinary action against the employee.
- You must be conversant with 'hours of darkness' regulations requiring the vehicle to be lit by front and rear lights. In conditions of poor visibility such as fog, heavy rain, snow and smoke you are required by law to drive with dipped headlights, not sidelights. If in doubt, drive on dipped headlights. All lights must be kept clean and in full working order at all times.
- Neither you nor anyone driving the company vehicle is permitted to give lifts to strangers.
- Stow loose luggage in the boot or on the floor at the back of the vehicle. In the event of a collision, unsecured items can cause injury if projected forward.

- No children are permitted in company vehicle.
- No unauthorized passengers are allowed in company vehicle

### **Theft and vandalism guidance**

- The ignition key must always be removed and the vehicle locked according to the manufacturers recommendations whenever and wherever the vehicle is left unattended.
- Checks that the doors, windows, sunroof, bonnet, boot lid and petrol cap are securely locked when the vehicle is left unattended.
- Wherever possible, park in well-lit areas. If in a public car park, always take the ticket with you, unless it is 'pay and display'.

Never leave valuable items inside the cabin of the vehicle. Lock them in the boot or preferably, take items out of the vehicle completely.

### **Driving safety and security**

Drive within legal speed limits and follow Highway Code guidance at all times. Remember, you are representing the company while driving at work. Show consideration and avoid the temptation to respond aggressively towards discourteous road users, so as to minimize possible 'road rage'.

Do not eat or drink while driving and use of personal cellphone is prohibited. Absolutely NO loud music or smoking is permitted. Company Phone/two-way device to be used when vehicle is completely stopped or has been pulled over safely.

Park in well-lit roads or preferably manned car parks and, if possible, park in an open area near the entrance. Do not 'hang about' once out of the vehicle. Whenever practical to do so reverse park and position the vehicle so as to allow the open door to protect you from potential attack. When returning always has the keys easily available, preferably in your hand, ready for use.

### **Emergencies**

If you break down, use hazard lights. After calling the breakdown services remember to take the vehicle keys with you and stand behind motorway crash barriers or on the nearside verge of other roads while waiting for their arrival. Only get back into the vehicle if you feel at risk from attack, then return via the

passenger side and keep the doors locked.

## **Summary checklist for your benefit**

### **Your journey**

- Allow sufficient time for traffic delays, breaks and re-routing, etc.
- Choose the safest route, taking into account the weather conditions, etc.
- Prepare emergency arrangements for an unplanned overnight stay should there be adverse conditions.
- Ensure you have sufficient fuel for the journey to avoid the possibility of breakdown or stopping in unsafe areas.

### **Yourself and the vehicle**

- Seek medical advice if in doubt while taking prescribed medicines.
- Remember to wear clean spectacles or contact lenses if you need them for driving.
- Top up screen wash and check lights, coolant levels and tire pressures etc.
- Familiarize yourself with the vehicle and its controls before your journey.
- Make driver comfort adjustments before the journey.
- Ensure goods are secure and locked away before setting off.
- Carry a torch, cloth, ice scraper, de-icer spray, coins, and maps etc.
- Have your route pre-planned and any notes you need clearly positioned within your sightline on a proper holder. Never attempt to consult a road atlas or map while driving.
- Check for traffic jams by listening to radio traffic reports or mobile phone services when safe to do so.

# The law and your vehicle

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**It is your responsibility to comply with all laws relating to your company vehicle.**

**Seatbelts**-Seat belts must be worn at all times in both the front and rear of the vehicle. They must be maintained in proper working order.

**Tires**-Although Pennsylvania law stipulates that there must be a minimum tire tread depth  $\frac{2}{32}$  inches across the central width throughout the entire circumference with the remaining tread pattern still visible, Safori Transportation require tires to be changed when tread depth reaches 2.0mm. Tire pressure must be maintained to the correct pressure (see vehicle handbook for details) and checked daily before starting route.

**Lights**-Drivers must ensure that all lights are clean and in working order. This includes rear fog lamps, hazard warning lamps, number plate lights, indicator lights, brake lights, front and rear lights. It is also the driver's responsibility to ensure that headlights are adjusted properly. Even in daylight hours the lights must be in full working order. Only use rear fog lamps in foggy conditions.

**Windscreen**-If there are any cracks in the windscreen please contact Safori Transportation Supervisor, who will be able to confirm if a replacement is needed.

**Horn and speedometer**-The law requires that all cars have a functional horn and speedometer at all times.

**Production of documents**-If requested, the driver must produce one/some of the following documentation at a driver nominated police station within five days:

- Insurance certificate
- Vehicle Registration document (V5) - copy available In vehicle glove compartment
- Vehicle Inspection & Emissions Sticker (MOT certificate) – Displayed on vehicle Windshield
- Original driving license

## **Prosecution**

While the company's insurers may provide legal advice or representation, in this circumstance the employee will be responsible for meeting the cost of any fine or other penalty the court may impose.

Where the insurance company provides legal assistance, it is imperative that their solicitors have the maximum time in which to prepare for the hearing. Therefore, any notice of intended prosecution, summons or communications relating to an accident or motor offence of any kind must be forwarded immediately to Safori Transportation, who will advise on the action to be taken.

Should you lose your driving license as a result of successful Police prosecution, the company has the right to withdraw the use of the company vehicle for the length of the disqualification.

The company accepts no liability for fines incurred following offences involving your company vehicle and the responsibility for such offences, e.g., speeding, careless driving, drinking and driving, etc., is firmly placed with the driver.

It is an offence to drive a vehicle on a public highway without a valid driving license. The company places upon YOU the responsibility to notify Safori Transportation of any endorsement or disqualification imposed. Under no circumstances may a vehicle be driven after you have been disqualified or deemed to be unfit to do so by a doctor. You must also notify Safori Transportation of any endorsement or disqualification imposed on any other person approved to drive your company vehicle.

### **Drugs, Drinking and Driving**

It is a very serious matter to be convicted of a driving offence, e.g., driving while under the influence of drugs or alcohol. In the event of a conviction, your status in relation to the use of a company vehicle will be re-assessed.

### **Parking fines**

Should you at any time incur a fixed penalty parking fine, you must settle this yourself within the time specified. **THIS IS NOT RECLAIMABLE FROM THE COMPANY.** If you do not settle a fine, it will be redirected to Safori Transportation, who will pay the fine direct and recover the cost, plus an administration fee, from your paycheck.

Persistent non-payment of parking fines is a serious offence and will lead to disciplinary action. If you have a dispute regarding a fine, please ensure that Safori Transportation is made aware of all the details.

### **Mobile phones**

It is an offence for the driver to use a mobile phone in hand while a vehicle is being driven. The phone must be in a stationary position in traffic, unless it is being used with a hands-free kit. A hands-free kit is defined as a kit that enables a call to be made or received without the need to hold the handset.

Any member of staff who makes a call to a driver's mobile phone must ask the driver if they are using a hands-free kit. If they are not the call must be aborted. It is possible for the caller, the driver and the company to be prosecuted in the event of an incident that happens when a driver is using a mobile.

### **Mobile Phone Law Fact File**

- Since June 05, 2025, it has been an offence to use a hand-held phone when driving.
- The penalty is a \$50.00 fixed penalty for first offense or up to \$250 for up to the third defense.
- Drivers still risk prosecution, for failure to have proper control, if they use hands-free phones when driving.
- A hand-held device is something that 'is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function'.
- Pushing buttons on a phone while it is in a cradle or on the steering wheel or handlebars of a motorbike, for example, is not covered by the new offence, provided the phone is not held. However, drivers still face prosecution for failing to have proper control of a vehicle if the hands free phone is deemed to be a distraction.
- If there is an incident, the use of any phone or similar device might justify charges of careless or dangerous driving.

### **Checklist to avoid possible prosecution**

You are breaking the law if you drive a vehicle that has:

- defective seat belts
- defective exhaust
- defective brakes
- defective steering
- defective tires (minimum tread depth = 1.5875mm)
- defective speedometer
- defective lights, including indicators, brakes lights etc.
- defective horn
- windscreen that is not completely transparent
- damaged bodywork that could be dangerous to others
- no License plates, or License plates which are not visible

- no current inspection & Emissions stickers

You, as driver, can be prosecuted in all the above instances, even if the defect is due to bad workmanship by a garage. If you suspect a fault in any of the listed items, make sure to report it to your immediate supervisor and/or Safori Transportation immediately.

**Remember - if you lose your license, you may also lose your job.**

## Use of a company vehicle

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Whenever you receive a new or reallocated vehicle you will be notified of a vehicle hand-over date. This hand-over will include a vehicle familiarization and a check to ensure that the Driver Handbook has been read and understood.

### **Permitted use**

The vehicle is to be used only for business or authorized other use. This excludes competitions, rallies, trials, pace making, speed testing and the carriage of passengers for hire or reward. Goods must not be carried if the vehicle is unsuitable and overloading or overworking must be avoided.

### **Towing**

A tow bar may NOT be fitted to company funded vehicles at any time.

### **Fuel reimbursement**

Fuel reimbursement is dependent upon individual terms of employment. Please consult the HR department for guidance.

### **Condition/cleaning of vehicle**

The company vehicle allocated to you represents a substantial investment in you and your job. You have the responsibility to drive the vehicle safely and to comply with all vehicle-operating requirements as stated in law, this policy and the manufacturer's handbook.

You are expected to keep the vehicle in a clean and tidy condition at all times. Kept in good order, the vehicle will reflect a good image of both you and the company. If you allow the vehicle condition to

deteriorate through neglect it could be dangerous and cause serious injury. If animals are carried in the vehicle, a guard must be fitted to keep pets in the rear or luggage area and a suitable floor covering provided to protect the carpet.

Smoking is **not** permitted in company provided vehicles at any time.

You will have acknowledged that the vehicle was received by you in a clean, tidy and roadworthy condition and will have agreed to return the vehicle in the same condition, fair wear and tear excepted. Any costs incurred by the company to return the vehicle to this condition will be charged to you. The comprehensive vehicle inspection report will be used to calculate any charges.

### **Vehicle inspections**

Random inspections of all vehicles used on company business may be carried out from time to time without prior notice.

### **Care and maintenance**

Care and maintenance of the vehicle is your responsibility. Please ensure that you note the following:

#### **Routine checks**

The checks set out in the vehicle handbook are essential. It is your responsibility to check:

- ✓ engine oil
- ✓ brake fluid
- ✓ battery levels
- ✓ windscreen washers
- ✓ radiator level
- ✓ tire pressures and tread condition
- ✓ lights, including indicators

## Miscellaneous

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### **Windscreen/glass replacement**

In the case of company owned vehicles, drivers should contact Safori Transportation for advice on repair or replacement.

Irrespective of the source of the vehicle it is illegal to have a crack in the windscreen within the driver's

sightline and these should be repaired at the earliest opportunity.

### **Breakdown assistance**

In the case of short of a breakdown please notify the office. The person on-call will take care of calling to have vehicle towed.

## **Accident Procedure**

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In the event of an accident, theft or incident, you must inform Safori Transportation after calling the police to report the accident.

You should then request an insurance claim form from the officer or he may just give incident/report #

Please note that any damage found to your vehicle should be reported to Safori Transportation regardless of how the damage was caused.

To assist your wellbeing and, at the same time, help your understanding of the various processes, please find below some helpful information.

### **Reporting accidents to the Police**

#### **Only report an accident to the Police if:**

- there is an injury to a person or animal (i.e., dog or larger).
- the third party refuses to give name and address details or fails to stop after the accident (however slight). This includes damage caused to the vehicle while parked.
- you are unable to give your name and address to a third party at the scene of the accident.
- the incident is theft or attempted theft of the vehicle or any of its accessories.

#### **What to do in the event of an accident:**

- Stop and switch off your engine to avoid fire and switch on your hazard warning lights.
- Your first priority must be the safety and care of any persons involved. Call an ambulance in case of injury or the fire brigade if there is danger of fire or where someone is trapped.
- Do not discuss what happened.

- DO NOT ADMIT LIABILITY, APOLOGIZE OR OFFER ANY PAYMENT even if you consider the accident was your fault. To do so could invalidate the company's insurance claim. Even a simple apology can be misconstrued at a later stage of the proceedings.
- Conversely, do not accept any offer to pay for any damage to your vehicle.

**Write down:**

- Names, addresses and telephone numbers of any witnesses.
- The date and time of accident.
- The registration number of any vehicle whose occupants may have seen the accident.
- Name, number and station of any attending police officers.

**Obtain and write down third party(s):**

- Name (if not owner, relevant particulars of owner).
- Address in full and telephone number if applicable.
- Owner of vehicle(s) and addresses.
- Insurance company including policy numbers.
- Make, model, color and registration of vehicle.
- Details of all damage.
- The number of people in the vehicle.

**REMEMBER** you do not have to make a statement to the police, and it is better not to as you may be in a state of shock and could incriminate yourself. If you decide to make a statement write it down yourself and keep a copy.

**Correspondence**

All correspondence concerning the accident should be sent to Safori Transportation, LLC at 1411 Alexandria Lane Harrisburg, PA 17110 as soon as possible. Do not reply to any third party letter direct.

**Theft/attempted theft**

As soon as a theft or attempted theft is discovered the Police should be informed immediately. Safori Transportation, LLC should then be contacted, and they will complete a claim form over the phone if applicable.

# Insurance

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## **Cover**

The vehicle is insured for business use only.

## **Exclusions**

Rallying, hiring for gain, carrying passengers for reward, racing, reliability trials or speed testing.

## **Security**

The vehicle must be locked, windows closed and all keys removed while left unattended. Movable valuables, owned by the company or driver, should be removed from the vehicle or locked in the boot out of sight when the vehicle is left unattended. Where it is possible the vehicle should be returned to the office daily at the end of shift.

## **Personal injury**

In the event of an injury to you or your passengers following a motor accident you are covered for emergency medical costs if charged by the hospital. These costs can be recovered from the insurance company therefore please contact Safori with any receipts.

If the accident is the fault of a third party, claims for personal injury may be possible. Contact Safori, LLC in the first instance to discuss this.

## **Personal effects**

These are not insured under the company Motor Fleet Policy. You should arrange separate insurance, if so desired, for personal belongings.

## **Insurance certificates**

Certificates are issued to all drivers annually. In the event of a copy lost or needs to be replaced, please notify office Manager to obtain a copy.

## Disclosure of material facts

It is a condition of the company's motor policy that vehicles are not driven by any person who:

- suffers from any disease or infirmity that impairs the ability to drive.
- has been refused motor vehicle insurance cover.
- has, during the last 5 years, been convicted of any of the following motoring offences:
  - ✓ causing death by dangerous driving.
  - ✓ dangerous driving (by any terminology).
  - ✓ failing to stop after an accident.
  - ✓ any offence which resulted in suspension from driving.
  - ✓ driving under the influence of drink or drugs.
  - ✓ has any driving conviction not disclosed to the company.

Failure to disclose any pertinent facts could invalidate the insurance.

It is imperative that you inform Safori Transportation, LLC of **ANY** motoring conviction (other than parking) as soon as possible.

It is better to disclose too much than too little. In the majority of instances it will not be the conviction that nullifies the insurance, but the non-disclosure of any such conviction.

Failure to notify Pennsylvania Department of Transportation Drivers Licensing Division of any impediment that may affect driving ability is an endorsable offence incurring up to six penalty points.

Your attention is drawn to your 'Approval to Drive Vehicle on Company Business' form which includes a signed declaration. The company will only allow individuals to drive company vehicles on company business when the necessary forms have been completed, submitted, assessed and a decision given in writing. The company policy is absolute regarding approval to drive.

## Provision of vehicles

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On delivery, you will be given instructions on all aspects of the vehicle. On completion, and subject to your being satisfied with the familiarization process, you will be required to sign your acceptance.

You must ensure that the vehicle is returned in a clean, presentable condition. You must remove all personal belongings.

It is your responsibility to advise Safori Transportation, LLC if the condition of the vehicle in your opinion is below a satisfactory acceptance level. This will allow SAFORI the opportunity to carry out a vehicle inspection prior to contract termination.