

REVISED VERIFIED STATEMENT OF APPLICANT

Angela K Transportation Services, LLC

Docket No. A-2025-3055973

1. Applicant and Contact Information

Magdalena Tejada is the Chief Executive Officer of Angela K Transportation Services, LLC, with a business address at 117 N Kenhorst Blvd, Reading, PA 19607. Phone: (610) 478-5415.

2. Ownership

Angela K Transportation Services, LLC is solely owned by the applicant.

3. Relevant Experience

Magdalena Tejada currently owns and operates a licensed Home Care agency in Pennsylvania. She has experience coordinating non-medical transportation for both clients and employees, providing rides to ensure timely care and access to essential services. These experiences include managing transportation logistics, scheduling, and compliance with safety and regulatory standards. The applicant brings strong operational and administrative experience, particularly in working with seniors and individuals with disabilities.

4. Office and Records

Operations are run from the office located at 117 N Kenhorst Blvd, Reading, PA 19607. The office is equipped with internet, telephones, secured filing cabinets, and computer systems. Transportation requests will be received via secure email and agency portals. Administrative functions such as dispatching, scheduling, and record-keeping are supported with cloud-based and physical record systems in compliance with 52 Pa. Code. Vehicle parking is secured in a monitored lot adjacent to the office.

All required PUC documents, including trip logs, driver files, maintenance logs, complaint records, and incident reports, will be securely stored.

5. Driver Management and Compliance Plan (REVISED FOR COMPLIANCE)

Angela K Transportation Services, LLC will begin operations with one driver and one vehicle, with plans to expand as demand increases. The company is committed to complying with all applicable regulations under 52 Pa. Code §§ 29.503–29.505, and has implemented the following formal policies:

a. Driver Qualifications – §29.503

All drivers employed by Angela K Transportation Services, LLC must meet the following minimum qualifications:

- Be at least 21 years of age
- Possess a valid Pennsylvania driver's license
- Have a clean driving record
- Have a minimum of 2 years' experience in professional driving or a related field (e.g., home care, human services, or transportation)

b. Criminal Background Checks – §29.505

The company has adopted the following written criminal history policy:

- Background checks will be conducted prior to hiring any driver
- Checks will include:
 - Pennsylvania State Police Criminal History Record
 - National Criminal Database Search
 - National Sex Offender Registry Check
- Background checks will be updated every two years for all active drivers
- No individual with a disqualifying conviction (as defined by state regulations) will be permitted to operate a vehicle on behalf of the company

Record Retention:

- All background check records will be securely maintained in individual driver files
- Files will be kept in locked physical cabinets and backed up to a cloud-based secured server
- Background check records will be retained for at least four (4) years from the date of hire or most recent check

c. Driving History Review – §29.504

- A Motor Vehicle Record (MVR) will be obtained from PennDOT at the time of hire and reviewed biannually
- Any driver with a suspended license or serious moving violations will be subject to immediate suspension or termination
- MVRs will be retained in each driver's file for a minimum of four (4) years

d. Drug and Alcohol Policy

- Angela K Transportation Services, LLC has a zero-tolerance policy for drugs and alcohol
- Pre-employment drug screening is required
- Random drug testing will be conducted regularly
- Any driver found in violation of this policy will be immediately terminated
- Records of drug testing will be retained in compliance with applicable laws

e. Training Program

All drivers will complete a mandatory training program, including:

- Defensive driving and passenger safety
- Wheelchair and mobility assistance
HIPAA compliance and client confidentiality
- CPR and basic First Aid
- Emergency response procedures
- Annual refresher training is required to maintain compliance and safety standards

6. Vehicle Information

- 2015 Honda Odyssey
- VIN: 5FNRL61FB020949
- Capacity: 8 including driver
- Mileage as of 6/25/2025: 160,216
- Registered and titled to Angela K Transportation Services, LLC

7. Vehicle Safety and Maintenance Plan

a. Periodic Maintenance

- Oil changes every 5,000 miles
- Tire rotation, brakes, fluids checked monthly
- Seasonal HVAC and transmission service

- Documentation retained physically and digitally

b. State Compliance (67 Pa Code, Chapter 175)

- Annual state safety inspections
- Monthly internal safety checks
- Daily driver pre-trip inspection
- Emergency equipment on board (fire extinguisher, first aid kit)
- No vehicle operates unless fully compliant

8. Insurance Information

I have already obtained commercial insurance that meets Pennsylvania PUC requirements and confirmed the selected provider can file Form E. I've budgeted for ongoing premiums and am fully prepared to maintain compliant coverage.

Quotes received from:

- Progressive Commercial
- Erie Insurance
- National General

Estimated annual premium: \$6,800 - \$9,200

9. Criminal History

The applicant, Magdalena Tejada, has never been convicted of a misdemeanor or felony.

10. Income Projection

Please see bank letter for current cash amount in account owned by Angela K. Transportation Services.

Service rate: \$20.00 per mile

Projected operation: 4 round trips per weekday, each 10 miles (40 miles/day)

Annual operating days: 250

Annual mileage: 10,000

Estimated Gross Revenue: 10,000 miles x \$20 = \$200,000

This revenue is based on confirmed agency rate agreements and operating capacity.

11. Service Area

Angela K Transportation Services, LLC proposes to operate:


- From points in Berks County, Pennsylvania, to points in Pennsylvania, and return.

12. Target Market

Transportation services will be available to the general public, not limited to clients or employees of the Home Care agency.

Verification Statement

I, Magdalena Tejada, 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).

Signature: 
Date: 07/18/2025

BALANCE SHEET

ANGELA K. TRANSPORTATION SERVICES, LLC

Date 18 Jul 2025

ASSETS Currency USD

CURRENT ASSETS

Cash	25,000.00
Accounts receivable	
Inventory	
Prepaid expenses	
Short-term investments	0.00
TOTAL CURRENT ASSETS	25,000.00

NON CURRENT ASSETS

Property/land	
Furniture	
Vehicles	
Equipment/tools	
Long-term investments	
TOTAL NON-CURRENT ASSETS	0.00

TOTAL ASSETS	25,000.00
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LIABILITIES

CURRENT LIABILITIES

Accounts payable	
Payroll	
Sales tax	
Income tax payable	
Short-term loans	
TOTAL CURRENT LIABILITIES	0.00

LONG-TERM LIABILITIES

Long-term loans	
Other long-term liabilities	
TOTAL LONG-TERM LIABILITIES	0.00

TOTAL LIABILITIES	0.00
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OWNER'S EQUITY

Owner's investment	
Owner's drawings	
Retained earnings	
TOTAL OWNER'S EQUITY	0.00

TOTAL LIABILITIES AND OWNERS EQUITY	0.00
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Letter of Reference

Date: 07-18-2025

To Whom It May Concern:

As requested by the customer indicated below, this letter confirms the following account information at Citizens:

Account Title: Angela K. Transportation Services, LLC		
Account Open Date: 07-18-2025	Account Type: Checking	Customer Available Balance: \$25,000.00

Account Title:		
Account Open Date:	Account Type:	Customer Available Balance:

Account Title:		
Account Open Date:	Account Type:	Customer Available Balance:

Account Title:		
Account Open Date:	Account Type:	Customer Available Balance:

Customer's Signature:  _____

This letter is intended merely to describe current account information and does not constitute a Citizens guarantee.

Sincerely,

Yamile Zabala Pena

Colleague Name

Branch Manager

Colleague Title

130 W Main St, Trappe, PA 19426

Branch Location

COMMONWEALTH OF PENNSYLVANIA CERTIFICATE OF TITLE FOR A VEHICLE

925

FUEL: GAS

243393410012412-001

RE-CONSTRUCTED

RE-CONSTRUCTED

5FNRL5H61FB020949
VEHICLE IDENTIFICATION NUMBER

2015
YEAR

HONDA
MAKE OF VEHICLE

86113215002 AN
TITLE NUMBER

SW 0
BODY TYPE OUP SEAT CAP

PA
PRIOR TITLE STATE

12/04/24
ODOM. PROCD. DATE

158531
ODOM. MILES

0
ODOM. STATUS

7/06/23
DATE PA TITLED

12/04/24
DATE OF ISSUE

UNLADEN WEIGHT

GVWR

GCWR

R
TITLE BRANDS

ODOMETER STATUS
0 = ACTUAL MILEAGE
1 = MILEAGE EXCEEDS THE MECHANICAL LIMITS
2 = NOT THE ACTUAL MILEAGE
3 = NOT THE ACTUAL MILEAGE-ODOMETER TAMPERING VERIFIED
4 = EXEMPT FROM ODOMETER DISCLOSURE

TITLE BRANDS
A = ANTIQUE VEHICLE
C = CLASSIC VEHICLE
D = COLLECTIBLE VEHICLE
F = OUT OF COUNTRY
G = ORIGINALLY MFGD. FOR NON-U.S. DISTRIBUTION
H = AGRICULTURAL VEHICLE
L = LOADING VEHICLE
P = IS/WAS A POLICE VEHICLE
R = RE-CONSTRUCTED
S = STREET ROD
T = RECOVERED THEFT VEHICLE
V = VEHICLE CONTAINS REISSUED VIN
W = FLOOD VEHICLE
X = IS/WAS A TAXI

REGISTERED OWNER(S)

ANGELA K TRANSPORTATION SERVICES LLC
117 N KENHORST BLVD
READING PA 19607

FIRST LIEN FAVOR OF:

SECOND LIEN FAVOR OF:

FIRST LIEN RELEASED _____ DATE _____
BY _____ AUTHORIZED REPRESENTATIVE

SECOND LIEN RELEASED _____ DATE _____
BY _____ AUTHORIZED REPRESENTATIVE

MAILING ADDRESS

ANGELA K TRANSPORTATION SERVICES LLC
117 N KENHORST BLVD
READING PA 19607



pennsylvania
DEPARTMENT OF TRANSPORTATION

MICHAEL B. CARROLL

Secretary of Transportation

I certify as of the date of issue, the official records of the Pennsylvania Department of Transportation reflect that the person(s) or company named herein is the lawful owner of the said vehicle.

D. APPLICATION FOR TITLE AND LIEN INFORMATION

TO BE COMPLETED BY PURCHASER WHEN VEHICLE IS SOLD AND THE APPROPRIATE SECTIONS ON THE REVERSE SIDE OF THIS DOCUMENT ARE COMPLETED.

SUBSCRIBED AND SWORN TO BEFORE ME. MD. DAY YEAR

If a co-purchaser other than your spouse is listed and you want the title to be listed as "Joint Tenants With Right of Survivorship" (on death of one owner, title goes to surviving owner) CHECK HERE . Otherwise, the title will be issued as "Tenants in Common" (on death of one owner, interest of deceased owner goes to his/her heirs or estate).

SIGNATURE OF PERSON ADMINISTERING OATH

IF NO LIEN, CHECK IS THIS AN ELT? (IF YES, FIN REQUIRED) YES NO

SIGN IN PRESENCE OF A NOTARY

1ST LIENHOLDER FINANCIAL INSTITUTION NUMBER:

1ST LIENHOLDER NAME

STREET

CITY STATE ZIP

The undersigned hereby makes application for Certificate of Title to the vehicle described above, subject to the circumstances and other legal claims set forth here.

IF NO 2ND LIEN, CHECK IS THIS AN ELT? (IF YES, FIN REQUIRED) YES NO

2ND LIENHOLDER FINANCIAL INSTITUTION NUMBER:

2ND LIENHOLDER NAME

STREET

CITY STATE ZIP

SIGNATURE OF APPLICANT OR AUTHORIZED SIGNER

SIGNATURE OF CO-APPLICANT/TITLE OF AUTHORIZED SIGNER

STORE IN A SAFE PLACE. IF LOST APPLY FOR A DUPLICATE. ANY ALTERATION OR REPAIR AVOIDS THIS TITLE.

DO NOT ACCEPT DOCUMENT WITHOUT VERIFYING THE PRESENCE OF THE LIBERTY BELL WATERMARK

92939440

STAMP OR SEAL

Detach Here

COMMONWEALTH OF PENNSYLVANIA REGISTRATION CREDENTIAL

EXPIRY: May 31, 2026 **VALID:** Dec 04, 2024

PLATE: M0G3267
TITLE: 86113215002 AN
VIN: 5FNRL5H61F8020949
YR/MAKE: 2015 / HONDA
TYPE: SW
WID: 24339 3410 012412 001

BRANDS: RECONSTRUCTED VEH
EMISSIONS INSPECTION REQUIRED/DIESEL VEHICLES EXEMPT COUNTY : BERKS

ANGELA K TRANSPORTATION SERVICES LLC
117 N KENHORST BLVD
READING PA 19607

FINANCIAL RESPONSIBILITY IDENTIFICATION CARD PENNSYLVANIA

Policy Number: 990115595 MAIC Number: 11770
Effective Date: 12/03/2024 Expiration Date: 12/03/2025

Policy Type: Commercial
NOT VALID MORE THAN 1 YEAR FROM EFFECTIVE DATE
Insurer: United Financial Casualty Company 1-800-444-4487
PO Box 94739 Cleveland, OH 44101

Named Insured(s):
ANGELA K TRANSPORTATION SERVICES LLC
117 Kenhorst Blvd
Reading, PA 19607
Year Make Model
2015 HONDA ODYSSEY VIN 5FNRL5H61F8020949

Your Agent:
ADVANCE INSURANCE GR 1-610-375-3332

This card must be carried for production upon demand. It is suggested that you carry this card in the insured vehicle.

WARNING: Any owner or registrant of a motor vehicle who drives or permits a motor vehicle to be driven in this State without the required financial responsibility may have his registration suspended or revoked.

NOTE: THIS CARD IS REQUIRED WHEN:

- (1) You are involved in an auto accident.
- (2) You are convicted of a traffic offense other than a parking offense that requires a court appearance.
- (3) You are stopped for violating any provision of 75 Pa.C.S. § 101.



POLICIES AND PROCEDURES HANDBOOK

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1. Hiring Standards

(Reference: 52 Pa Code §29.503)

Angela K Transportation Services, LLC is committed to hiring qualified, professional, and responsible drivers to ensure the safety of our passengers and the integrity of our operations.

Minimum Requirements for Drivers:

- Must be **21 years of age or older**.
- Must possess a **valid Pennsylvania driver's license**.
- Must have a **clean driving record** with no major traffic violations.
- Must have **at least two (2) years of experience** in a transportation, medical, or human services-related field.
- Must be legally authorized to work in the United States.

All employment offers are contingent upon successful completion of background checks, driving history reviews, and drug testing as outlined below.



2. Criminal Background Checks

(Reference: 52 Pa Code §29.505)

All prospective drivers must undergo a comprehensive criminal background check prior to employment.

Scope and Content of Checks:

- Pennsylvania State Police Criminal Background Check
- National Criminal Database Search
- National Sex Offender Registry Check

Timing:

- All background checks will be completed **prior to hire**
- Background checks will be repeated **every two (2) years** for all active drivers

Disqualification Standards:

- Convictions for violent crimes, sexual offenses, or any offense related to abuse, neglect, or exploitation disqualify a candidate
- A conviction for a DUI, felony drug charge, or vehicular assault will also result in disqualification

Record Retention:

- All background check documentation will be retained in secure personnel files for **at least four (4) years**
- Files will be stored in a locked cabinet and backed up digitally on a secure, access-controlled server



3. Driving History (MVR) Reviews

(Reference: 52 Pa Code §29.504)

Angela K Transportation Services, LLC prioritizes safe driving and compliance with all transportation regulations.

Policy:

- **Motor Vehicle Records (MVRs)** will be reviewed at the time of hiring and then **biannually (every 6 months)** thereafter.
- Any major moving violations, suspensions, or accidents will be reviewed by management and may result in disciplinary action, up to and including termination.
- Drivers must notify management within **24 hours** of any new citations or traffic violations.

Retention:

- MVR reports are maintained in **secure individual driver files** and retained in accordance with company recordkeeping standards.



4. Drug and Alcohol Policy

Angela K Transportation Services, LLC maintains a **Zero-Tolerance Drug and Alcohol Policy** for all safety-sensitive positions, including drivers.

Policy:

- All applicants must submit to a **pre-employment drug test**.
- Employees are subject to **random drug and alcohol testing** throughout their employment.
- Testing may also be conducted in the event of:
 - Reasonable suspicion
 - Workplace accidents
 - Return-to-duty or follow-up testing

- **Immediate termination** will result from:
 - A positive drug or alcohol test
 - Refusal to submit to testing
 - Tampering or attempting to cheat on a drug test

Angela K Transportation Services, LLC complies with **federal DOT** and **state** testing requirements where applicable.



5. Training Program

Angela K Transportation Services, LLC provides a comprehensive training program for all drivers and direct service staff to ensure passenger safety, regulatory compliance, and preparedness in emergency situations.

Mandatory Training Includes:

- **Defensive Driving:** Techniques to prevent accidents and promote safe vehicle operation.
- **Passenger Assistance & Wheelchair Safety:** Proper boarding, securing, and care of all passengers, including those with mobility devices.
- **HIPAA & Confidentiality:** Ensuring passenger medical and personal information is kept secure and private at all times.
- **CPR & First Aid Certification:** Emergency medical response training for adult basic life support.
- **Emergency Protocols:** Procedures for handling vehicle breakdowns, passenger illness/injury, accidents, and severe weather.

Refresher Training:

- All staff are required to complete **annual refresher training** in the above areas to maintain compliance and reinforce safety standards.

Recordkeeping:

- Training certificates and attendance logs will be maintained in each employee's personnel file.



6. Vehicle Maintenance and Inspections

Angela K Transportation Services, LLC maintains all vehicles in a safe and roadworthy condition at all times.

Policy:

- **Pre-trip and post-trip inspections** are required daily by drivers.
- All vehicles undergo **routine maintenance** per manufacturer and regulatory schedules.
- Maintenance includes oil changes, brake checks, wheelchair lift inspections, tire rotation, and safety systems checks.
- All **repairs** must be performed by certified mechanics.

Documentation:

- Maintenance logs are retained for each vehicle and made available for audit or inspection upon request.



7. Passenger Safety

The safety and comfort of our passengers is our highest priority.

Policy:

- All passengers must be safely secured using appropriate **seatbelts** and **wheelchair restraints**.
- Drivers must **assist passengers in and out of vehicles** as needed, ensuring the environment is safe and accessible.
- Disruptive or unsafe behavior must be reported immediately and managed respectfully.

Prohibited Actions:

- Leaving passengers unattended
- Using personal phones while driving
- Smoking, eating, or playing loud music during transport



8. Incident Reporting

All accidents, injuries, vehicle malfunctions, or unusual incidents must be reported immediately.

Procedure:

1. Ensure the **safety of all parties** involved.
2. Contact **emergency services** if necessary.
3. Notify dispatch and management **immediately**.
4. Complete and submit an **Incident Report Form** within **24 hours**.

Follow-Up:

- Management will investigate and follow up on all incidents.
- Drivers may be required to undergo retraining or drug/alcohol testing following certain events.



9. Employee Conduct

All employees are expected to represent Angela K Transportation Services, LLC with professionalism, integrity, and respect.

Standards:

- Wear appropriate **uniform or ID badge** while on duty.
- Maintain a **clean and respectful attitude** toward passengers and coworkers.
- **Punctuality** and reliable attendance are mandatory.
- **No tolerance for harassment**, discrimination, or abusive behavior.

Violations may result in disciplinary action, up to and including termination.

