

## 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)

Wiley Transportation Group LLC ydd/sec 9/18/2025

- 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)

Not Applicable

This is any name which you will be operating under which differs from the **LEGAL NAME OF APPLICANT**. A **TRADE NAME** is considered a **FICTITIOUS NAME** if the identity of the applicant cannot be readily determined. *EXAMPLE: John Doe is the applicant and wants to use the name "Johnboy Vans" as his trade name. People cannot readily determine that John Doe is the actual operator; therefore, the name is fictitious and must be registered as such. Trade names such as "John Doe Vans" or "J. Doe Vans" are not considered fictitious and would not have to be registered.*

3. **Do you currently hold PUC Authority?**  NO **Previous Authority?**  NO

If YES, at PUC No. A- \_\_\_\_\_

4. **Are you a business entity registered with the PA Dept. of State?**  NO

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

If YES, provide your PA Corporation Bureau Entity ID Number 0014682878  
(See checklist and indicate type of business entity registered)

DATE OF DEPOSIT

SEP 10 2025

5. **If either a corporation or limited liability company, please list members (LLC) or shareholders and officers (corporation).**

Josie C. Wiley \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Mailing Address**

100 Oxford Drive # 921  
Street Address

Monroeville PA 15146 \_\_\_\_\_ Allegheny \_\_\_\_\_  
City, State and Zip Code County

412-758-1819  
Telephone Number

Ride@wileytransportation.com  
E-mail Address

*This is the e-mail address to which the Commission will send all official documents issued by the Commission until further notice.*

7. **Physical Address** (If different than mailing address. Do not use a post office box.)

SAME AS ABOVE  
Street Address

\_\_\_\_\_  
City, State and Zip Code County

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

The address entered here should reflect the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment. If left blank, it will be assumed that the **PHYSICAL ADDRESS** is the same as the **MAILING ADDRESS**

8. **Attorney** (if applicable)

NOT APPLICABLE  
Attorney's Name & Telephone Number for this Filing

\_\_\_\_\_  
Attorney's Address E-mail Address

An attorney's name should only be entered if an attorney is filing the application for a client and the application is being sent under the attorney's cover letter.

9. **Does applicant have a USDOT Number?**

No \_\_\_\_\_ Yes, at No. \_\_\_\_\_

10. **Describe the service area proposed by this application.**  
(Use the space below or attach additional sheet if space provided is not sufficient).

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Please see attachment on pg 2 Enclosed.  
Under Question 10.

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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.

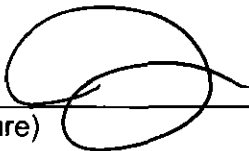
## Verification of Application

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.

Josie C. Wiley

(Print Name)



(Signature)

9-9-25

(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).

DATE OF DEPOSIT

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PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

# 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.

Ermonew

W

Josie C. Wiley

Legal Name of Applicant

Trade Name, if any

100 Oxford drive #921, Monroeville

Street Address (principal place of business)

City or Municipality

PA

State

15146

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.

my Name is Josie Wiley. Founder & authorized  
Representative of Wiley Transportation Group  
Located in Monroeville PA 15146  
Phone 412-758-1819. Please see Pg 2

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

Wiley Transportation Group is not affiliated  
With any other Carrier. please see Pg 2.

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.

Please see Pg 2. Under #3

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SECRETARY'S BUREAU

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.

Please See Pg 3 - Under Question 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:
- Your hiring standards for drivers;
  - Your system for conducting criminal background checks;
  - Your driver training program;
  - Your system for conducting driver license checks;
  - Your policies regarding alcohol and drug use by your drivers.

Please See Pg 5 - Under Question 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. Please See Pg 11.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY*</u>	<u>VEHICLE ID #</u>	<u>MILEAGE</u>
TBD	TBD	TBD	TBD	TBD	TBD

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

Please See Pg 11.

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).

Please See Pg 12 - Under Question 7

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

Please See Pg 16 - Under Question 8.

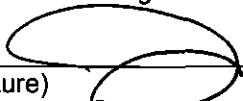
9. State whether the applicant has been convicted of a misdemeanor or felony. If applicant is partnership, limited liability partnership, corporation, or limited liability company this question applies to all members, officers, and/or shareholders. If "YES", explain.

YES  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)  
Josie C. Wiley  
\_\_\_\_\_  
(Name and Title, printed or typed)

9-9-25  
\_\_\_\_\_  
(Date)

DATE OF DEPOSIT

Statement of Financial Position (Balance Sheet)

As of (date) 9-9-2025  
(Must be less than 6 months old)

ASSETS

Current Assets		
Cash	<u>\$ 40,000</u>	
Other Current Assets (specify)	<u>\$ 0.00</u>	
Total Current Assets		<u>\$40,000</u>
Tangible Assets		
Motor Vehicle Equipment	<u>\$ 0.00</u>	
Property (buildings, land, etc.)	<u>\$ 0.00</u>	
Office Equipment		
	<b>TOTAL ASSETS</b>	<u><u>\$ 40,000</u></u>

LIABILITIES

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

Please See Pg 17. Under Question 10.



Wiley Transportation Group.

Application for Paratransit Service.

Answers.

Page # 1 and # 2

**Definitions:**

**WTG-** Wiley Transportation Group.

DATE OF DEPOSIT

**MVR-** Motor Vehicle Record.

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PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

1. **Legal Name of Applicant:** Wiley Transportation Group.
2. **Trade Name:** Not Applicable.
3. **Current PUC Authority:** No.
4. **Business Entity Registered with PA Department of State:** Yes. Copy of LLC enclosed.
  - 4.1 **Wiley Transportation Group Entity ID Number:** 0014682878. Please see enclosed.
5. **LLC Members:** Josie C. Wiley ( Business Owner) Owns 100% of the business. No Partners.
6. **Mailing Address:**

**Street Address:** 100 Oxford Drive #921 Monroeville, PA 15146.

**County:** Allegheny.

**Phone Number:** 412-758-1819.

**Email Address:** [Ride@wileytransportation.com](mailto:Ride@wileytransportation.com)
7. **Physical Address:** Same as above.
8. **Attorney:** Not Applicable.
9. **US DOT Number:** No.



### **Wiley Transportation Group.**

**10. Service Areas:** Wiley Transportation is requesting to transport elderly individuals and persons with minor mobility limitation in a paratransit vehicle, on a nonexclusive, advance reservation basis, between points in Allegheny, Beaver, Westmoreland, and Washington Counties and return. Service ( if approved) will prioritize safe, dignified, and timely transportation to medical appointments, community centers, rehabilitation facilities and other essential destinations.

### **Verified Statement.**

**Page 6.**

**Legal Name:** Josie C. Wiley

**Trade Name:** Not Applicable.

**Street Address:** 100 Oxford Drive, #921 Monroeville, Pennsylvania 15146.

#### **1. Applicant Identity & Contact Info:**

My name is Josie Wiley, founder and authorized representative of Wiley Transportation Group, located in Monroeville, PA. I can be reached at (412) 758-1819 or [ride@wileytransportation.com](mailto:ride@wileytransportation.com).

#### **2. Affiliation with Other Carriers:**

Wiley Transportation Group is not affiliated with any other carriers and operates independently.

#### **3. Experience in Transportation:**

I have served as a Compliance Consultant for over 10 years, advising transportation providers and healthcare service organizations on federal and state regulatory requirements. My work includes developing operational policies, safety protocols, and service models tailored to passenger needs—particularly for elderly and mobility-impaired individuals. I specialize in helping Providers with Federal and State standards, and have supported multiple startups in launching compliant, customer-centered services which includes transportation service. This experience directly informs Wiley Transportation Group's approach to paratransit operations, ensuring we deliver safe, dignified, and regulation-ready service from day one.



## Wiley Transportation Group.

### 4. Facilities, Recordkeeping & Dispatch:

Our operations will be managed from a secure office space in Monroeville, PA. We will utilize a digital communication system ( Zoho Creator ) and maintain electronic records for trip logs, driver schedules, and vehicle maintenance. All data will be stored securely in compliance with state and federal regulations.

### Physical Location & Office Equipment.

Wiley Transportation Group operates from 100 Oxford Drive, Monroeville, PA. This location supports efficient transportation logistics. ( We are located just 2 miles from interstate 376). Our office is equipped with:

- Two HP Computers powered by Intel core i7, optimized for multitasking and secure data processing.
- Norton Security Suite for antivirus protection, firewall management, and real-time threat monitoring.
- Multi-function printer/scanner/copier for document handling.
- A dedicated business phone line and mobile phones for staff and drivers.
- High-speed internet ( Xfinity ) with secure, firewall-protected Wi-Fi.
- Locked filing cabinets for physical document retention.

### Vehicle Housing & Storage Facilities.

Our company vehicles will be housed in a lot adjacent to our office. The lot includes surveillance cameras, motion-sensor lighting, and monitored access to ensure vehicle safety and accountability. Wiley Transportation Group does not currently offer household goods storage; however, should this service be added, appropriate warehousing will be secured and registered per PUC guidelines.



## Wiley Transportation Group.

### Record Maintenance Plan.

All PUC-required records, including trip logs, driver qualifications, vehicle maintenance records, any customer contracts, and internal business records including policies and procedures—will be maintained using a hybrid system of secure cloud-based and physical storage. Wiley Transportation Group will utilize Microsoft Power Platform (Power Apps and Power Automate) to create custom recordkeeping workflows that are secure, scalable, and compliant. **These tools allow for:**

- Automated data entry and validation.
- Secure cloud storage via Microsoft Dataverse.
- Role-based access control for sensitive records.
- Audit trails for regulatory review, which will occur semi-annually.

**Physical records** will be stored in locked cabinets accessible only to authorized personnel. Financial documents, payroll, and tax records will be maintained in accordance with IRS, General accepted accounting principles and PUC retention standards Chapter 29.41 Accounts and Records.

### Communication Network.

Customer transportation requests will be received through:

- Online booking via our company website (built with Microsoft Power Pages)
- Via phone scheduling for Providers needing services for their Residents.

**Dispatching** will be managed using Zoho Creator, a platform that integrates route planning, driver availability linked to their schedule, and real-time updates. Our drivers will be equipped with GPS-enabled mobile devices and our company-issued phones to ensure continuous communication. Our dispatch specialist will monitor routes, respond to delays, and provide real-time updates to customers. Emergency protocols and backup communication channels will be provided to ensure uninterrupted service.



## Wiley Transportation Group.

### **5. Driver Hiring & Safety Policies: Driver Staffing, Selection, Training, and Supervision.**

#### **Number of Drivers and Territory Justification.**

Wiley Transportation Group intends to hire 3–5 drivers during our initial launch phase. This number is appropriate for Allegheny, Beaver, Westmoreland and Washington County, which includes a mix of urban, suburban, and semi-rural areas. The staffing level will allow for:

- Coverage across multiple zones during peak hours.
- Flexibility for scheduled rides.
- Redundancy in case of driver absence or vehicle downtime.

As demand increases, additional drivers will be onboarded to maintain our service quality and responsiveness.

#### **Hiring Standards for Drivers:**

- Minimum age: 25 years.
- High School Graduate/ GED.
- Valid Pennsylvania driver's license with a clean record.
- Minimum 3 years of professional driving experience.
- Strong interpersonal skills and customer service mindset.
- Ability to operate GPS and mobile dispatch tools .



**Wiley Transportation Group.**

**Criminal Background Check System:** Will not only store background check data securely but will also **automate renewal alerts** for annual re-screenings- including FBI clearances, Megan's Law checks, and other regulatory requirements.

- Conducted through Pennsylvania State Police (Epatch System) and FBI fingerprinting.( Identogo)
- Reviewed for any violent offenses ( Sexual, Abuse) DUI history, and fraud-related charges.
- Disqualifying offenses clearly outlined in our hiring policy.

System	What It Does	Why it's Ideal for WTG
PlusOne Solution	Monitors U.S county -level arrest data, sends alerts within 24 hours, and supports annual compliance cycles.	This system is designed for transportation providers.
First Advantage	Background checks + ongoing monitoring, including sex offender registry and court updates.	This system will offer us automated tracking for re-screening timelines and will be able to integrate with our HR system.

**Driver Training Program Includes but not limited to:**

- 7-10 Day Orientation covering WTG company policies and procedures, ADA sensitivity, and our emergency procedures.
- Certified defensive driving course.
- Accessibility training for serving individuals with disabilities.
- Technology training in dispatch software and GPS navigation.
- Incident reporting and customer service protocol .



**Wiley Transportation Group.**

**Specialized Training:**

- Luxury Customer Service and Etiquette Training.
- Innovative Mobility & Technology Integration.
- Advanced Safety and Defensive Driving Techniques.
- Trauma-Informed Passenger Interaction (Recognizing signs of distress and discomfort, responding calmly and respectfully to sensitive situations)

**Driver License Checks and Monitoring System:**

<b>System</b>	<b>What It Does</b>	<b>Why It's Ideal for WTG</b>
SuperVison License Monitor	Monitors across all 50 states + Canada, stores MVRs, sends alerts for violations and expirations.	It includes document vault for secure storage. It also allows for customizable alerts preferences to fit our personal needs.

**This system allows WTG to:**

- **Run MVR pre- hire** and store them in a secure digital file.
- **Schedule quarterly MVR reviews** based on the employees date of hire ( Example: John is hired on April15th 2025. A QMVR will be conducted on or before July 15<sup>th</sup> 2025)
- **Trigger immediate reviews:** An immediate review triggered by any incident or complaint .
- **Send alerts** for license suspension, expirations, or violations.
- **Store all MVRs** in employ profiles for audit-readiness and ensure ongoing compliance.



**Wiley Transportation Group.**

**Drug and Alcohol Use Policy and Procedure.**

**Category:** Operations.

**Policy Number:** # 9

**Effective Date:** September 6<sup>th</sup> 2025.

**Persons Affected:** Employees of Wiley Transportation Group.

**Purpose:** To ensure the safety of passengers, staff, and the public by maintaining a drug- and alcohol-free workplace. This policy establishes WTG clear expectations, testing procedures, and disciplinary actions in alignment with federal and state transportation regulations.

**Scope:**

This policy applies to all WTG employees, contractors, and volunteers who operate vehicles, perform safety-sensitive functions, or interact with passengers. It includes pre-employment, random, post-incident, and reasonable suspicion testing protocols.

**Policy Statement:**

WTG strictly prohibits the use, possession, distribution, or influence of illegal drugs, controlled substances, or alcohol while on duty, operating company vehicles, or representing the organization. Compliance with this policy is a condition of employment and continued service.



## Wiley Transportation Group.

### Procedures.

#### A. Pre-Employment Screening:

- All applicants must pass a drug and alcohol screening prior to hire.
- Motor Vehicle Records (MVRs) are obtained pre-hire and reviewed for violations related to substance use.

#### B. Random Testing:

- Random drug and alcohol testing will be conducted quarterly for all safety-sensitive positions.
- Selection is computer-generated and documented for audit purposes.

#### C. Post-Incident Testing:

- Any accident involving injury, property damage, or passenger complaint will trigger immediate testing.
- Office Supervisor must document the incident type and testing timeline.

#### D. Reasonable Suspicion:

- Supervisors trained in substance abuse recognition may initiate testing based on observed behavior.
- Documentation must include date, time, observations, and witness statements.

#### E. Refusal or Positive Results:

- Refusal to test or a confirmed positive result will result in immediate suspension pending investigation.
- Employees may be subject to termination or referred to a Substance Abuse Professional (SAP) for evaluation.



## Wiley Transportation Group.

### F. Confidentiality:

- All test results and related documentation will be stored securely in the employee's personal file.
- Access is restricted to authorized WTG personnel only.

### 5. Review Cycle:

- *This policy will be reviewed semi-annually by the Compliance Officer to ensure alignment with regulations.*
- Updates will be documented and communicated to all staff with *mandatory acknowledgment.*

### 6. Compliance Elements:

#### Training:

- All staff will receive initial and annual training on this policy, drug and alcohol awareness, testing procedures, and reporting protocols.

#### Recordkeeping:

- WTG will maintain a secure digital log of all screenings, incidents, and policy acknowledgments.
- Records will be retained for a minimum of five years.

#### Policy Acknowledgment:

- Employees must sign a Drug and Alcohol Policy Acknowledgment Form upon hire and after each revision.

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Approval Authority. **Chief Executive Officer.**



## Wiley Transportation Group.

### 6. Plan for Vehicles Use.

Wiley Transportation Group plans to operate with 1-3 vehicles during our initial launch phase. This number is appropriate for the County service areas based on the following considerations:

**Geographic Coverage:** Allegheny and Washington County includes urban centers like Pittsburgh, as well as suburban and semi-rural zones. Three vehicles allow for strategic coverage across these regions without overextending resources.

**Service Model:** This will enable efficient route planning and minimizes idle time, allowing each vehicle to serve multiple clients per day.

**Scalability:** As demand increases, additional vehicles will be added to maintain service quality and responsiveness.

### Vehicle Inventory (To Be Completed Upon Acquisition)

Year.	Make.	Model.	Seating Capacity.	Vehicle ID #	Mileage.
TBD	TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD	TBD

**\*Note:** Vehicles will be selected based on safety ratings, fuel efficiency, and accessibility features. All vehicles will comply with Pennsylvania equipment standards under 67 Pa. Code, Chapter 175.



Wiley Transportation Group.

## 7. Vehicle Safety Program.

### Vehicle Maintenance Plan.

**Category:** Operations.

**Policy Number:** # 10

**Effective Date:** September 6<sup>th</sup> 2025.

**Persons Affected:** Employees of Wiley Transportation Group.

#### **Purpose:**

To ensure the safety, reliability, and regulatory compliance of all WTG vehicles through proactive maintenance, inspection, and documentation practices.

#### **Scope:**

This policy applies to all vehicles owned, leased, or operated by WTG, including paratransit vehicles. Covering preventive maintenance, inspections, repairs, and recordkeeping.

#### **Policy Statement:**

WTG is committed to maintaining a fleet in optimal condition to protect passengers, staff, and the public. All vehicles will undergo scheduled maintenance and inspections in accordance with manufacturer guidelines. Including but not limited to PA Code 67, Chapter 175. No vehicle shall be operated unless it meets all safety and operational requirements.



## Wiley Transportation Group.

### Definitions:

**DVIR-** Daily Vehicle Inspection Report.

### Procedures:

#### A. Preventive Maintenance Schedule:

- Maintenance intervals will be based on mileage, engine hours, and manufacturer recommendations.
- Key services include oil changes, brake inspections, tire rotations, fluid checks, mirrors, lighting, windshield wipers, washers and filter replacements. Pursuant to Chapter 175.61-175.80
- Each vehicle will have an electronic maintenance log with service dates and technician notes and follow-up.

#### B. Daily Vehicle Inspections:

- Drivers must complete a Daily Vehicle Inspection Report (DVIR) before and after each shift. This will be an electronic form accessible via barcode.
- Items inspected includes (But not limited to) brakes, lights, tires, safety belts, mirrors, fluid levels, and emergency equipment. (including emergency kits)
- Any defects must be reported immediately and documented. Each form will have conditional logic to alert WTG of defects immediately.

#### C. Quarterly Safety Inspections:

- Every vehicle will undergo a formal safety inspection every 90 days.
- Inspections will be conducted by certified personnel or a licensed mechanic.
- Findings will be logged and reviewed by the Compliance Officer.



## Wiley Transportation Group.

### D. Incident-Triggered Inspections:

- Any accident, breakdown, or passenger complaint will trigger an immediate inspection.
- Vehicles involved will be removed from service until cleared by a certified mechanic.

### E. Repairs and Service Documentation:

- All repairs must be documented with the original service report details, parts replaced, and cost.
- All records will be stored in WTG vehicle's digital maintenance file and backed up securely.

### 5. Recordkeeping:

- Maintenance logs, DVIRs, inspection reports, and repair invoices will be retained for a minimum of 4 years.
- Records will be stored digitally in WTG's secure system and accessible for audits.

### 6. Review Cycle:

- This policy will be reviewed semi-annually by the CEO. Then annually thereafter.
- Updates will be communicated to all staff via our website, with mandatory acknowledgment and training dates if procedures change.



**Wiley Transportation Group.**

**Vehicle System Monitoring Plan.**

<b>System</b>	<b>Key Feature</b>	<b>Why It's Ideal for WTC.</b>
Whip Around	This software allows for digital DVIR, maintenance tracking and automated alerts.	This system will be utilized for daily inspections and incident-triggered reviews; This will allow for ease of use for our drivers to use via mobile app.

**Use of Whip Around System:**

Wiley Transportation Group (WTG) will utilize the Whip Around digital inspection platform to conduct, document, and monitor vehicle inspections in accordance with Pennsylvania's Chapter 175 Vehicle Equipment and Inspection Regulations. The system will enable our drivers to complete Daily Vehicle Inspection Reports (DVIRs) via mobile devices, ensuring timely identification of defects and compliance with pre- and post-trip inspection requirements.

Whip Around's secure cloud-based recordkeeping will allow WTG to maintain inspection logs, service records, and out-of-service documentation for all of our pending vehicles, supporting both Chapter 175 and our internal policies and procedures.

The platform's automated alerts and customizable workflows ensure that vehicles are inspected, maintained, and documented in a manner consistent with regulatory expectations.

This system enhances WTG's operational transparency and readiness for audits, while reinforcing our commitment to passenger safety and integrity.



## Wiley Transportation Group.

### **8. Insurance Preparedness:**

Wiley Transportation Group has proactively taken steps to ensure full compliance with the Pennsylvania PUC insurance requirements. We have notified a few insurance companies, including the Hartford, Tivly, and online insurance carriers.

### **Insurance Research and Consultation.**

- WTG has consulted with licensed insurance brokers in Pennsylvania who specialize in commercial transportation coverage.
- Preliminary quotes have been obtained for bodily injury, property damage, which will be based on our proposed vehicle seating capacity and service type.

### **Carrier Selection.**

- Wiley Transportation Group is working with a reputable insurance provider that subscribes to the NIC Insurance Filing system, as required by the PUC.
- The provider selected will be required by WTG to electronically submit Form E documentation directly to the Commission.

**9. Conviction of a Misdemeanor or Felony:** Answer: No. \* I have also enclosed a copy of the only member. Josie C. Wiley Criminal Background Check.



**Wiley Transportation Group.**

**10. Financial Position:**

Wiley Transportation Group is financially stable and prepared to support paratransit operations. A current balance sheet is attached to demonstrate our readiness.

**STATEMENT OF FINANCIAL POSITION.**

As of September 8, 2025.

Wiley Transportation Group ( WTG)

**Assets:**

<b>Category</b>	<b>Amount</b>
Current Assets	
Cash	\$40,000
Other current Assets	\$0
<b>Total Current Assets</b>	<b>\$40,000</b>

**Tangible Assets:**

<b>Category</b>	<b>Amount</b>
Motor Vehicle Equipment	\$0
Property ( Building, lands ect)	\$0
Office Equipment	\$0
<b>Total Tangible Assets</b>	<b>\$0</b>

**Liabilities:**

<b>Category</b>	<b>Amount</b>
Current Liabilities	
Loans	\$0
Credit Card/ Revolving Credit	\$0
Other Liabilities	\$0
<b>Total Current Liabilities</b>	<b>\$0</b>



**Wiley Transportation Group.**

**Long- Term Liabilities:**

<b>Category</b>	<b>Amount</b>
Mortgage	\$0
Long-Term Commercial Loan	\$0
Other Liabilities	\$0
<b>Total long-Term Liabilities</b>	<b>\$0</b>

**Bank:** Key Bank

- Statement Available upon request. Account #1

All Accounts > JOSIE WILEY's Personal Accounts > Josie Personal Account

**Josie Personal Account**

Checking - 3853

Pay Bill

Transfer

Zelle®

**\$25,000.00**

Available Balance as of Sep 08, 2025

All Transactions 🔍

Download ↓

Activity

Scheduled

Holds

<b>DATE</b>	<b>DESCRIPTION</b>	<b>BALANCE</b>
Sep 2, 2025	Internet Trf To Dda Xxxxx2156 3290 Transfer	<b>-\$250.00</b> \$25,000.00



Wiley Transportation Group.

Account #2

Retirement Account

Checking - 2828

Pay Bill

Transfer

Zelle®

\$20,000.00

Available Balance as of Sep 08, 2025

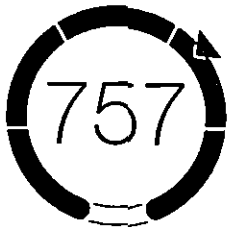
All Transactions

Download

Activity	Scheduled	Holds
DATE	DESCRIPTION	BALANCE
Dec 4, 2024	Internet Trf To Dda Xxxxx2156 3290 Transfer	<del>-\$400.00</del> \$20,000.00

FICO Score:

FICO SCORE  
The score lenders use.



Very Good

Your FICO® Score 8, pulled on 09/02/25, is based on Equifax data.



## Wiley Transportation Group.

### Wiley Transportation Group Statement of Financial Readiness.

As of September 8, 2025, Wiley Transportation Group (WTG) maintains a strong financial position with total assets of \$40,000 and no outstanding liabilities. Our company's current assets consist entirely of liquid capital, ensuring operational flexibility and readiness to support paratransit services across multiple counties.

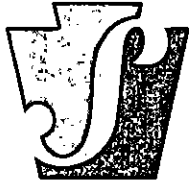
WTG has no loans, credit obligations, or long-term debt, reflecting a debt-free structure and a commitment to sustainable growth. This financial stability enables us (WTG) to invest in vehicle acquisition, staff training, and compliance systems without reliance on external financing.

Our company's fiscal discipline and clean balance sheet position it well for regulatory approval and long-term service delivery.

**Thank you for the opportunity to support our seniors and individuals with disabilities.**



0014682878



**COMMONWEALTH OF PENNSYLVANIA**  
 Department of State  
 Bureau of Corporations and Charitable Organizations  
 PO Box 8722  
 Harrisburg, Pennsylvania 17105-8722  
**CERTIFICATE OF ORGANIZATION -**  
**LIMITED LIABILITY COMPANY**  
 Fee: \$125

Pennsylvania Department of State

**-FILED-**

File #: 0014682878  
Date Filed: 7/31/2025

B0901-5833 07/31/2025 8:00 AM Received by Pennsylvania Department of State

**DSCB:15-8821 (rev. 2/2017)**

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:

Limited Liability Company Type

Filing type	Domestic Limited Liability Company
Limited liability company subtype	Limited Liability Company

Limited Liability Company Name

Entity name Wiley Transportation Group LLC

Effective Date

The filing shall be effective when filed with the Department of State

Registered Office

The address of this limited liability company's proposed registered office in this Commonwealth is

ALLEGHENY  
 JOSIE WILEY  
 100 OXFORD DR  
 APT 921  
 MONROEVILLE, PA 15146-2369

Organizers

Name of individual or organization	Address
Josie C. Wiley	JOSIE WILEY 100 OXFORD DR APT 921 MONROEVILLE, PA 15146-2369

Additional provisions, if any

Additional provisions

I qualify for a veteran/reservist-owned small business fee exemption (see help)

Electronic Signature

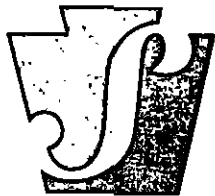
IN TESTIMONY WHEREOF, the organizer(s) has (have) executed this Certificate of Organization.

Josie C. Wiley

07/30/2025

Josie C. Wiley

Date



**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

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September 5, 2025

Wiley Transportation Group LLC  
JOSIE WILEY  
100 OXFORD DR  
APT 921  
MONROEVILLE, PA 15146-2369

**Entity Name:** Wiley Transportation Group LLC  
**Entity File Date:** July 31, 2025  
**Entity Number:** 0014682878  
**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.

Date of this notice: 08-01-2025

Employer Identification Number:  
39-3535944

Form: SS-4

Number of this notice: CP 575 A

WILEY TRANSPORTATION GROUP LLC  
JOSIE C WILEY SOLE MBR  
100 OXFORD DR APT 921  
MONROEVILLE, PA 15146

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 39-3535944. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

Based on the information received from you or your representative, you must file the following forms by the dates shown.

Form 941	01/31/2026
Form 940	01/31/2026

If you have questions about the forms or the due dates shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification (corporation, partnership, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2020-1, 2020-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

**IMPORTANT INFORMATION FOR S CORPORATION ELECTION:**  
If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S, U.S. Income Tax Return for an S Corporation, must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents or other payroll service providers, are available to assist you. Visit [www.irs.gov/mefbusproviders](http://www.irs.gov/mefbusproviders) for a list of companies that offer IRS e-file for business products and services.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.
- \* Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is WILE. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, *Safeguarding Taxpayer Data: A Guide for Your Business*.

You can get any of the forms or publications mentioned in this letter by visiting our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.



# Pennsylvania State Police

1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

## Response for Criminal Record Check

JCWILEYCONSULTINGCOMPANY  
100 OXFORD DRIVE  
#921  
MONROEVILLE PA 15146

TELEPHONE (412) 758-1819

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: Wiley, Josie  
Chenen  
Date of Birth: [REDACTED]  
Social Security #: [REDACTED]  
Sex: F  
Race: Black  
Date of Request: 01/13/2025  
10:56 AM  
Purpose of Request: Employment

Maiden Name and/or  
Alias (1)  
(2)

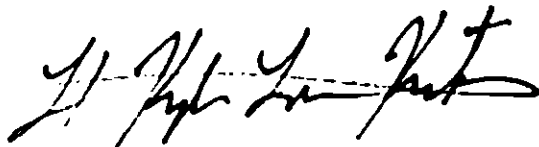
(3)  
(4)  
(5)

\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R32336578 \*\*\*

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.pa.gov/RcStatusSearch>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

DISSEMINATED ON: 01/13/2025 10:57  
AM



Lt. Kyle Kutz  
Director, Criminal Records and Identification Division  
Pennsylvania State Police



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		<b>C000</b>
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<b>USPS TRACKING® #</b>		
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**FROM:** Wiley Transportation Group  
 100 Oxford Drive #921  
 Monroeville, PA 15146

**RECEIVED**

SEP 12 2025

PA PUBLIC UTILITY COMMISSION  
 SECRETARY'S BUREAU

**TO:**  
 Secretary PA Public Utility  
 Commission  
 400 North Street  
 2nd Floor  
 Harrisburg, PA 17120