

In accordance with Title 52 Pa. Code §§29.501–509, Champagne Limousine Service LLC has established the following procedures to ensure compliance with driver qualification, background investigation, and recordkeeping requirements.

a) Criminal Background Checks (Title 52 Pa. Code §29.505)

- **System for Conducting Background Checks**

All drivers (employees and contractors) will undergo a comprehensive criminal background check prior to hire through the Pennsylvania State Police PATCH System. The check will include state and federal criminal databases, sex offender registry, and identity verification.

Champagne Limousine Service will be a Registered Users as defined as a company that routinely needs criminal record checks.

- **Frequency**

Initial Check: Conducted prior to hiring or approving any driver to transport passengers. This includes the checking of drivers currently driving for Champagne Limousine Service Inc, that we are going to use after the transfer.

Ongoing Checks: Conducted every 24 months thereafter, or immediately upon any reasonable cause or incident suggesting potential disqualification.

- **Disqualifying Offenses**

Champagne Limousine Service LLC will disqualify or immediately remove any driver who has been convicted of:

- Any felony within the last 10 years.
- Any crime of moral turpitude, including theft, fraud, or dishonesty.
- Any violent crime, assault, or offense involving the use of force or threat of harm.
- Any drug or alcohol-related offense involving a vehicle or that may impair safe operation (DUI, DWI, etc.).
- Any sex offense, child endangerment, or human trafficking-related offense.
- Any terrorism, weapons, or serious traffic-related felony.

- **Record Maintenance and Retention**

Copies of all background check results, clearance confirmations, and recheck certifications will be maintained in each driver's personnel file; stored in a locked filing cabinet at the base of operations for Champagne Limousine Service LLC that is accessible only to management. Files will be retained for a minimum of five (5) years beyond the driver's last date of service.

b) Driver License and Driving History Checks (Title 52 Pa. Code §29.504)

- **System for Conducting Driver License / History Checks**

Champagne Limousine Service LLC will obtain and review each driver's Motor Vehicle Record (MVR) directly from the Pennsylvania Department of Transportation (PennDOT). The MVR review will verify current and valid driver's license, no suspensions or revocations, and no more than two moving violations or one preventable accident in the prior 12 months.

- **Frequency**

MVRs will be checked annually for all active drivers. Interim checks will be performed any time there is an accident, complaint, or suspicion of an issue related to driving privileges.

- **Record Maintenance and Retention**

MVRs and all related correspondence will be stored in each driver's personnel file and retained for a minimum of five (5) years following the end of employment or contracting period. Files will be reviewed annually to confirm compliance.

- **Responsible Parties**

General Manager / Human Resources (HR): Oversees background and driving record checks, ensures files are complete and current.

- **Certification**

Champagne Limousine Service LLC certifies that it will fully comply with Title 52 Pa. Code §§29.501–509 and maintain all driver qualification records for inspection by the Commission upon request.

Summary of Recordkeeping System

Record Type	Source	Frequency	Retention Period	Storage Method
Criminal Background Check	PA State Police	Every 24 months	5 years after separation	Personnel folder
Driving History (MVR)	PennDOT	Annually	5 years after separation	Personnel folder

I, Matthew Dietz, 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).