

Docket No. A-2025-3057755
West Shore Charter LLC

Request for Information

- 1.) Question number 10 of the application asks that you describe your service area. You omitted that question. Please list all counties that you intend to pick up your customers from.

Cumberland

Dauphin

Lancaster

York

Schuylkill

Berks

- 2.) Under question #4 of the verified statement, you were asked to explain your plan to maintain the records required by the PUC, as well as normal business records and your communication network on how you will receive customer requests.

- a. Please explain your plan to maintain the required records. An Excel file is not an acceptable plan. Elaborate on storage and record retention.

We will maintain records in a filing cabinet and electronically for 10 years. Records will be readily available whenever requested.

- b. Please explain your communication network for customer requests. Even though the owners are the only drivers currently, we will need you to answer our questions pertaining to dispatching vehicles and maintaining continuous communications with drivers possibly hired in the future.

Customers will make a request by phone call or online inquiry on website once that is created. We will dispatch vehicles and have drivers check in with owners after every pick up and drop off. We will also have gps monitoring.

- 3.) You failed to adequately answer all aspects of question #5 of the Verified Statement of Applicant. Please review Title 52 Pa Code

§29.501-509 Driver Regulations to see what is required of motor carriers.

a. Your system for conducting criminal background checks.

i. How often will the criminal background checks be conducted?

They will be completed yearly once hired. No employee will be hired without passing background checks. No misdemeanor or felony charges

ii. How will you maintain records (record retention) of the criminal background checks performed?

They will be in a filing cabinet for entire time Westshore Charter LLC is in business.

b. Your system for conducting driver license/driver history checks?

i. How often will these checks be performed?

They will be completed every 6 months or sooner if required.

ii. How will you maintain records (record retention) of such checks?

All background checks will be held in our office in filing cabinet for as long as they need to be for a minimum of 10 years

c. Your plan and/ or policies for drug and alcohol testing.

A drug test will be taken upon hiring. Random drug and alcohol testing will be conducted. If an accident occurs they will be required to go to Emergency Room for drug screening.

4.) The company (West Shore Charter LLC) must be funded now. Please add a recent bank statement for the LLC with your answers to this request. Should you make corrections to your balance sheet you must explain each correction you make.

- a. 34 Charisma Avenue looks to be a residential area. Unless this location is owned by West Shore Charter LLC, please remove it from your balance sheet.
- b. Explain the \$ 100,000.00 in vehicle equipment.

We opened a bank account at ST Bank and deposited \$ 10,000 in account. The only assets for West Shore Charter are \$ 10,000 in bank account and our shuttle charter worth \$ 30,000. All other assets are personal assets not associated with West Shore Charter LLC. West Shore Charter has not conducted business yet as we have not obtained authority yet. Please see attached paperwork for new bank account.

Failure to provide answers to all of the questions is sufficient grounds for the denial of your application so please get assistance or you may hire an attorney and/ or an accountant to aid you in the application process and the preparation of your balance sheet.

Statement of Financial Position (Balance Sheet)

As of (date) ~~9/30/25~~ 10/15/28
(Must be less than 6 months old)

ASSETS

Current Assets		
Cash	<u>over 100K</u>	\$10,000
Other Current Assets (specify)	<u>200K Home</u>	<u>over 300K</u>
Total Current Assets		
Tangible Assets		
Motor Vehicle Equipment	<u>\$100,000</u>	\$30,000
Property (buildings, land, etc.)	<u>\$250,000</u>	
Office Equipment		
	TOTAL ASSETS	<u>\$850,000</u>

LIABILITIES

Current Liabilities (Due within one year of date)		
Loans	<u>\$30,000</u>	
Credit cards/revolving credit		
Other Liabilities (Attach schedule)		
Total Current Liabilities		<u>\$30,000</u>
Long Term Liabilities (Due after one year of date)		
Mortgage	<u>\$300,000</u>	
Long term commercial loan	<u>\$150,000</u>	
Other Liabilities (Attach Schedule)		
Total Long-Term Liabilities		
	TOTAL LIABILITIES	<u>\$30,000</u>

No debt for West Shore Charter LLC