

Hello,

Attached you'll find a reply to the Docket No. A-2025-3058157 (GUIDE TO GRACE LLC) Data Request. I, Shakeerah Johnson, have combined all documents into one single PDF.

Thank you

Please see answers on the next page below:

1. I, Shakeerah Johnson, confirm that **(267) 259-3957** is the correct and only number.
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2. Guide to Grace LLC provides safe, reliable, and compassionate non-emergency medical transportation (NEMT) within Pennsylvania. Our mission is to ensure all clients — especially seniors and individuals with mobility challenges — are transported with dignity, care, and compliance under 52 Pa. Code §29.

Driver Hiring & Safety Policy

Driver Age Requirement (§29.503)

All drivers must be at least 25 years of age and possess a valid Pennsylvania driver's license with at least three years of driving experience.

Driver Record Review (§29.504)

- Each driver's motor vehicle record (MVR) will be reviewed before hiring and annually thereafter.
- Records are obtained directly from the Pennsylvania Department of Transportation.
- We maintain digital and printed copies in the driver's personnel file for a minimum of 3 years.

Criminal Background Check (§29.505)

- All drivers must undergo a PA State Police background check and child abuse clearance before employment.
- Background checks are renewed every 12 months.
- Documentation of results is securely stored in each driver's file.

Driver Screening Procedure

1. Application and interview
 2. License and driving record verification
 3. Background and drug screening
 4. Orientation on company safety and client care policies
 5. Ongoing training every 6 months (safety, customer service, ADA compliance)
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3. Service Area

Guide to Grace LLC will start up with one driver/vehicle, we are focused on scheduled trips with intent to add more drivers within 6 months.

Guide to Grace LLC Requests to reduce service area: Philadelphia County & Delaware County instead. This allows for more efficient scheduled rides.

With consistency and revenue growth we intend on future expansions.

4. Vehicle Expense

Guide to Grace is currently viewing a 2015 Ford Transit Connect Wagon XLT. We will finance this vehicle worth \$12,690.

This allows us to be a bit more liquid in case of emergencies etc.

5. Guide to Grace LLC — Periodic Vehicle Maintenance Plan

(In Compliance with 67 PA Code, Chapter 175)

Guide to Grace LLC maintains all vehicles according to Pennsylvania's **67 PA Code, Chapter 175**, which governs safety inspections, equipment standards, and vehicle condition requirements. Our plan ensures that every vehicle used for paratransit service is kept in safe, reliable, and fully compliant operating condition.

Daily Inspections (Per Trip Safety Checks)

Before the first trip of the day and after the final trip, the driver completes a **documented pre-trip and post-trip inspection**.

This includes, at minimum:

- Lights, signals, and hazard lights
- Brakes and brake response
- Tires and tire pressure
- Windshield, wipers, and mirrors
- Steering response
- Horn
- Doors and securement systems
- Wheelchair ramp or lift operation
- Fluid leaks or warning lights
- Interior cleanliness and safety

All defects are reported immediately and corrected **before the vehicle is used to transport passengers**.

Monthly Maintenance (Preventative Schedule)

Each vehicle undergoes a **general mechanical inspection** every 30 days, including:

- Oil level and condition
- Coolant, brake fluid, and power steering fluid
- Tire wear, tread depth, and rotation schedule
- Battery terminals and voltage check
- Brake system inspection
- Exhaust system check for leaks
- Belts and hoses inspection
- Heating/AC system functionality

Any maintenance or repairs are performed by a certified technician or approved service provider.

Quarterly Maintenance (Every 3 Months or 3,000–5,000 Miles)

A more detailed inspection is completed every quarter to ensure compliance with Chapter 175 safety standards:

- Full brake inspection (pads, rotors, lines)
- Alignment check
- Suspension components (ball joints, tie rods, shocks)
- Detailed check of ADA/wheelchair equipment
- Filter replacements (air, cabin, fuel if applicable)
- Full vehicle diagnostic scan

Annual State Safety Inspection (Required by 67 PA Code §175)

Each Guide to Grace LLC vehicle undergoes the **official PA State Safety Inspection** at a licensed inspection station.

This includes all items required under Chapter 175, such as:

- Vehicle frame, body, and chassis
- Fuel system integrity
- Electrical system

- Brake performance standards
- Steering components
- Tires and wheels
- Lights and signaling devices
- Seat belts and restraint systems
- Emissions (where applicable)

A valid inspection sticker is maintained at all times.

Wheelchair/ADA Equipment Inspection

To comply with paratransit safety best practices, the following equipment is checked **daily**, **monthly**, and **quarterly**:

- Wheelchair lift or ramp deployment
- Securement belts, tracks, and locking systems
- Lift hydraulics or electrical components
- Safety interlocks
- Backup alarms and cameras (if equipped)
- Passenger restraint systems

Any malfunction results in the vehicle being removed from service immediately.

Recordkeeping

Guide to Grace LLC maintains **complete written and electronic records** for:

- All daily inspections
- All maintenance and repairs
- Monthly and quarterly checks
- Annual state inspections
- Part replacements, service invoices, and technician notes

Records are kept for a minimum of 3 years, in compliance with PA regulatory expectations and PAPUC requirements.

Out-of-Service Policy

Any vehicle that fails inspection or shows a safety defect is **immediately removed from service** until repairs are completed and documented.

Only vehicles in full regulatory compliance are permitted to transport passengers.

Pre - Trip Inspection (Before departure)

Date: _____ **Driver Name:** _____ **Vehicle Make/Model:** _____ **License Plate #:** _____

Item	Pass	Fail	Comments
Lights (headlights, brake, turn signals)	<input type="checkbox"/>	<input type="checkbox"/>	
Horn & Wipers	<input type="checkbox"/>	<input type="checkbox"/>	
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	
Tires & Tire Pressure	<input type="checkbox"/>	<input type="checkbox"/>	
Brakes (foot & parking)	<input type="checkbox"/>	<input type="checkbox"/>	
Steering	<input type="checkbox"/>	<input type="checkbox"/>	
Seat Belts	<input type="checkbox"/>	<input type="checkbox"/>	
Doors & Latches	<input type="checkbox"/>	<input type="checkbox"/>	
Fluid Levels (oil, coolant, brake, windshield)	<input type="checkbox"/>	<input type="checkbox"/>	
Wheelchair Ramp / Lift Function	<input type="checkbox"/>	<input type="checkbox"/>	
Interior Clean & Free of Hazards	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel Level	<input type="checkbox"/>	<input type="checkbox"/>	

Driver Signature: _____ **Date:** _____
Supervisor Review: _____ **Date:** _____

Post trip inspection (After Return)

Date: **Driver Name:** **Vehicle**
Make/Model: **License**
Plate #:

Item	Pass	Fail	Comments
Lights	<input type="checkbox"/>	<input type="checkbox"/>	
Brakes	<input type="checkbox"/>	<input type="checkbox"/>	
Tires	<input type="checkbox"/>	<input type="checkbox"/>	
Fluid Leaks	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Cleaned / Sanitized	<input type="checkbox"/>	<input type="checkbox"/>	
New Damage Reported	<input type="checkbox"/>	<input type="checkbox"/>	

Driver Signature: _____ **Date:** _____
Supervisor Review: _____ **Date:** _____

Vehicle Maintenance Log:

Vehicle: **[Year / Make / Model]**
VIN: [Vehicle Identification Number]
License Plate #: [Plate Number]
Date Placed in [MM/DD/YYYY]
Service:

6. Paratransit Coverage

Quote from NEMT Insurance LLC.

Annual premium \$9,877.

Down payment \$1,646; 10 monthly payments \$823.09.

\$1,000 deductible for full coverage.

Policy is attached separately.



Talk to a Licensed Expert
1-844-472-0967

Your biBerk quote

Thank you for providing biBerk the opportunity to quote your Commercial Auto insurance. Our mission is to protect your business so you have the peace of mind to do what you do best.

Commercial Auto
Quote ID: 9774552
Guide To Grace LLC

Policy start date:	12/19/2025
Policy end date:	12/19/2026
10 Monthly payments:	\$823.09 / month
Down payment:	\$1,646.17

Why biBerk insurance?

As part of the Berkshire Hathaway Insurance Group, we're one of the world's largest and most trusted insurance organizations, paying over \$52.2 billion annually to resolve claims.

- Dependable claims service
- Friendly customer service
- Affordable payment plans

Customer Reviews

★★★★★ 4.9/5

Calculated from customer reviews over the past 12 months.

Coverages

- ✓ Bodily Injury Property Damage
- ✓ Uninsured/Underinsured Motorists
- ✓ 1 Vehicles Have Comprehensive/Collision

Vehicle Limits

2015 FORD	\$1,000/\$1,000
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Auto Liability Limits

Bodily Injury Liability per Person	\$15,000
Bodily Injury Liability per Accident	\$30,000
Property Damage Liability per Accident	\$5,000

Disclaimer: The quoted premium and policy eligibility is subject to change if changes are made to the effective date, policy limits, application information, or as required by state law.

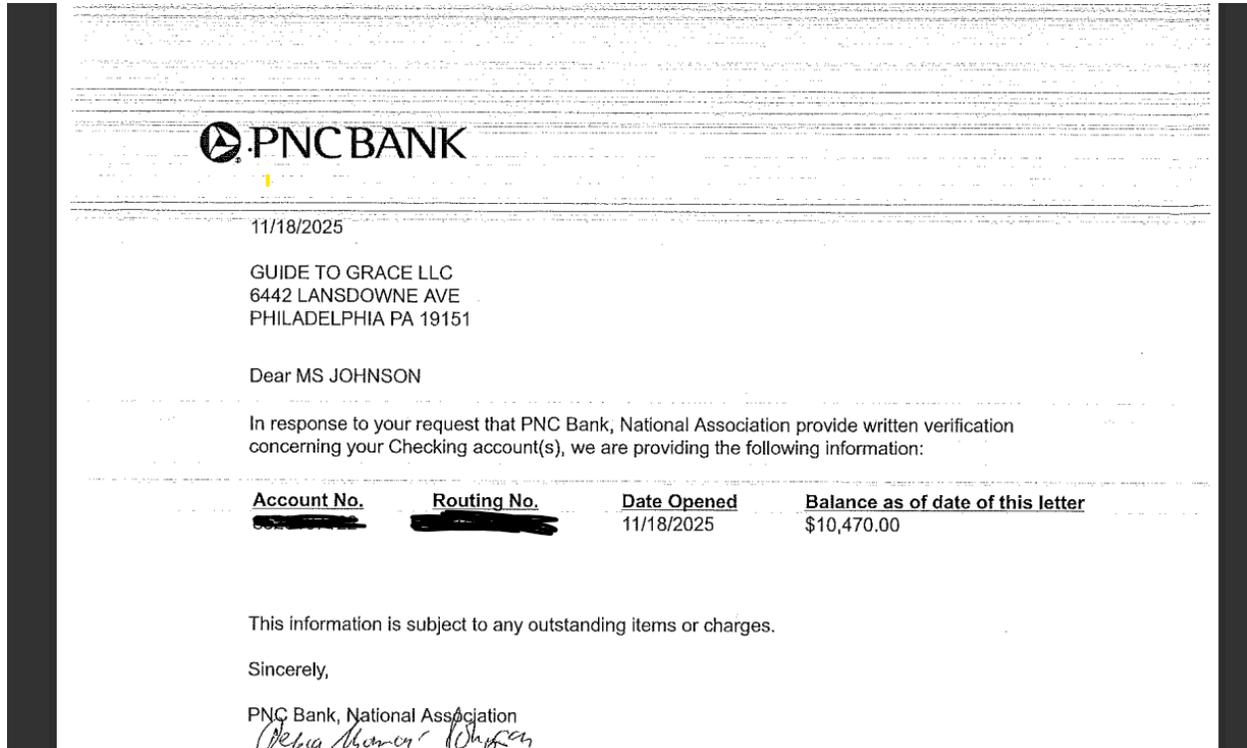
biBerk is proud to be part of Berkshire Hathaway Insurance Group
PO Box 3300, Wilkes-Barre PA 18773

7. Financial Position

Guide to Grace created a business account with PNC.
I, Shakeerah Jonson, deposited initial capital.

There are no debts under Guide to Grace LLC.

Supporting financial statements are attached separately.



I, Shakeerah Johnson, 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)

Shakeerah Johnson

Reply to Data Request.