

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)

Midtown Home Health Care, LLC

- 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- Not Applicable

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 6864593

(See checklist and indicate type of business entity registered)

10. Describe the service area proposed by this application.

(Use the space below or attach additional sheet if space provided is not sufficient).

We currently propose to provide non-medical paratransit transportation services primarily to individuals receiving home health and supportive services. Service will be offered to the Applicant's existing home healthcare clients, clients referred by other home healthcare agencies and community-based businesses, and individuals referred through word-of-mouth from current clients. Transportation services will support access to essential daily needs, including but not limited to personal errands, social and community activities, wellness appointments, shopping, and other non-emergency destinations. Services will be provided on a scheduled, pre-arranged basis and are designed to accommodate individuals who require mobility assistance or structured transportation support but do not require emergency or medical transport.

The proposed geographic service area includes the following counties in Pennsylvania: Philadelphia County, Bucks County, Montgomery County and Delaware County/ Operations will originate within this regional footprint, with trips occurring within and between the listed counties as requested by clients and referral partners.

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.

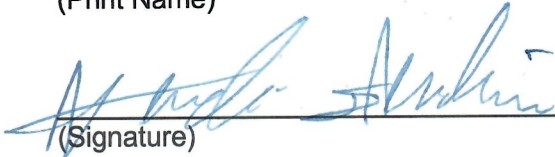
Verification of Application

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.

Hamdi Ibrahim

(Print Name)


(Signature)

01/16/26

(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).

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.

Midtown Home Health Care, LLC

Legal Name of Applicant

Trade Name, if any

8259 Bustleton Ave	Philadelphia	PA	19152
Street Address (principal place of business)	City or Municipality	State	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.

Named: Hamdi Ibrahim
Title: Owner/Operator
Business Address: 8259 Bustleton Ave Philadelphia, pa 19152
Telephone: 215-516-5075

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

None applicable

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.

See Below.

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Business Experience and Relevant Qualifications

Midtown Home Health Care LLC has extensive experience providing home health and supportive services to individuals requiring coordinated, reliable, and client-centered care. While the company is expanding into regulated non-medical paratransit transportation services, its leadership and operational team bring direct experience managing client scheduling, service coordination, staff oversight, regulatory compliance, and safety protocols within a healthcare environment that closely aligns with transportation operations.

The organization routinely coordinates client appointments, community access services, time-sensitive visits, and mobility assistance for its existing client population. This operational experience includes managing daily scheduling workflows, client intake and documentation, communication protocols, staff training, incident reporting, and quality assurance — all of which translate directly to safe and compliant transportation service delivery.

Midtown Home Health Care LLC maintains established policies and procedures governing employee screening, background checks, training, confidentiality, infection control, emergency response, and client safety. These operational controls support readiness to operate a regulated transportation service with appropriate oversight and accountability.

In preparation for launching transportation services, management and supervisory staff have completed targeted training related to passenger safety, defensive driving principles, vehicle inspection protocols, incident reporting, and regulatory compliance requirements applicable to motor carriers and paratransit operations. Drivers will receive formal onboarding and recurrent training covering customer service, passenger assistance techniques, ADA sensitivity, emergency procedures, defensive driving, and vehicle safety inspections.

Where direct transportation experience is limited, Midtown Home Health Care LLC has supplemented its operational readiness through consultation with industry professionals and by implementing standardized compliance frameworks aligned with Pennsylvania Public Utility Commission requirements. Ongoing training and continuous performance monitoring will be used to ensure operational compliance, service reliability, and passenger safety.

This combination of healthcare operational experience, structured training, and regulatory preparation positions Midtown Home Health Care LLC to safely and responsibly operate non-medical paratransit transportation services within its authorized service area.

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.

See below

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:
 - a. Your hiring standards for drivers;
 - b. Your system for conducting criminal background checks;
 - c. Your driver training program;
 - d. Your system for conducting driver license checks;
 - e. Your policies regarding alcohol and drug use by your drivers.

See below

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.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY*</u>	<u>VEHICLE ID #</u>	<u>MILEAGE</u>
2011	Toyota	Cianna	7	5TDKK3DC8B5002975	271,305

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

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.

Facilities, Record Maintenance Plan, and Communication Network (52 Pa. Code Compliance)

Physical Facility and Office Operations

Midtown Home Health Care LLC will operate from a centralized administrative office serving as the primary location for management, dispatch coordination, scheduling, regulatory compliance, and record maintenance activities in accordance with applicable provisions of **52 Pa. Code** governing motor carrier operations. The office is equipped with standard business infrastructure including desktop and laptop computers, secure internet connectivity, multi-function printers, scanners, copiers, dedicated business telephone lines, and secure cloud-based software platforms used for scheduling, dispatch, documentation, and regulatory record retention.

Administrative activities conducted at this location include intake of transportation requests, trip scheduling and dispatch coordination, driver supervision, vehicle compliance tracking, incident reporting, billing, payroll administration, and maintenance of personnel and regulatory files. Access to both physical and electronic systems is limited to authorized personnel through secured access controls.

Vehicle Housing and Parking

Company vehicles will be housed at a secure designated parking facility located within Midtown Home Health Care LLC's approved service area. Vehicles will be parked in a controlled-access location when not in service to ensure security, routine inspection, and proper maintenance. The facility supports daily pre-trip and post-trip inspections, vehicle cleaning, fueling, and staging for scheduled operations.

Preventative maintenance, safety inspections, and repairs will be performed in accordance with manufacturer recommendations and applicable safety standards under **52 Pa. Code**, with

documentation maintained for regulatory inspection. Any major maintenance services will be performed by licensed third-party service providers.

Midtown Home Health Care LLC does not transport or store household goods. Accordingly, no storage facilities are required or utilized for this operation.

Record Maintenance and Regulatory Compliance

Midtown Home Health Care LLC will maintain all records required by the Pennsylvania Public Utility Commission under **52 Pa. Code**, as well as all customary business and operational records. Records will be maintained in secure electronic and physical formats and retained for the timeframes required by regulation. These records include, but are not limited to:

- **Driver Qualification Files:**
Driver licensing verification, background screening, training documentation, medical certifications (as applicable), disciplinary actions, and ongoing compliance records.
- **Vehicle Records:**
Registration, insurance coverage, inspection certificates, preventative maintenance logs, repair records, and safety inspection documentation.
- **Operational Records:**
Trip logs, dispatch records, mileage tracking, service documentation, schedules, and customer service records.
- **Safety and Incident Records:**
Accident reports, incident investigations, corrective actions, and insurance claim documentation.
- **Regulatory and Business Records:**
PUC filings, tariffs (if applicable), insurance certificates, billing records, payroll records, and tax documentation.

Electronic records are maintained on secure, password-protected systems with routine data backup protocols. Paper records, if maintained, are stored in locked file cabinets within the administrative office. Records will be made available to the PUC for inspection upon request in accordance with regulatory requirements.

Communication Network, Scheduling, and Dispatch Operations

Customer requests for transportation will be received through dedicated business telephone lines, scheduled requests from existing clients and referral partners, and administrative scheduling intake. Requests are logged into the company's scheduling system and reviewed for availability, geographic routing, and service requirements.

Dispatch functions are managed by designated staff utilizing scheduling software and real-time communication tools to assign trips and monitor service delivery. Drivers receive trip assignments through company-issued mobile devices or secure mobile applications, which provide pickup location, passenger details, routing instructions, and any special service needs.

Continuous two-way communication is maintained between dispatch and drivers during all operating hours using cellular voice and messaging systems. Drivers are required to maintain active communication availability while on duty and immediately report delays, incidents, emergencies, or operational concerns. Dispatch maintains the ability to track trip progress, adjust assignments as needed, and coordinate response in the event of service disruptions or safety events.

This communication structure supports continuous operational oversight, compliance with safety expectations, and reliable service delivery consistent with applicable provisions of **52 Pa. Code** governing motor carrier operations and public safety.

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:

- a. Your hiring standards for drivers;
- b. Your system for conducting criminal background checks;
- c. Your driver training program;
- d. Your system for conducting driver license checks;
- e. Your policies regarding alcohol and drug use by your drivers.

5. Driver Staffing, Hiring Standards, and Compliance Controls

Driver Staffing Model and Service Capacity

The Organization intends to begin operations with **one (1) qualified driver operating one (1) licensed vehicle**. This staffing and fleet size is appropriate for initial service volume, startup demand, and the defined geographic territory being served. Beginning with a single-driver model allows the Organization to establish operational controls, quality oversight, and regulatory compliance prior to scaling operations.

As service volume increases, additional drivers and vehicles will be added in a controlled and compliant manner based on utilization trends, trip volume, response time requirements, and service demand. This phased growth model supports safe expansion while maintaining regulatory compliance and service reliability.

The initial single-vehicle deployment provides reasonable and efficient service coverage for startup operations, minimizes operational risk, and ensures adequate management oversight during the early operational phase.

a. Hiring Standards for Drivers

All drivers must meet or exceed the requirements set forth in **§ 29.503 (Driver Age)** and **§ 29.504 (Driver History)**. At a minimum, drivers must:

- Be at least **21 years of age**.
- Possess a valid Pennsylvania driver's license appropriate for the class of vehicle operated.

- Maintain an acceptable motor vehicle record with no disqualifying violations.
- Demonstrate the physical ability to safely operate the vehicle and assist passengers as required.
- Successfully complete criminal background checks, reference verification, and pre-employment screening.
- Complete required onboarding and training prior to independent operation.

Driver qualification records are maintained in a secure personnel file in accordance with regulatory retention requirements.

b. System for Conducting Criminal Background Checks

In accordance with **§ 29.505 (Criminal History)**, all driver candidates undergo a comprehensive criminal background check prior to hire, including:

- State criminal history clearance.
- Federal criminal history check when required.
- Ongoing re-screening at defined intervals consistent with regulatory schedules.

Any applicant with disqualifying offenses is excluded from employment. Criminal background documentation is securely retained in the employee personnel file in accordance with record retention requirements and confidentiality standards.

c. Driver Training Program

All drivers complete a structured training program prior to independent service, which includes:

- Defensive driving and passenger safety.
- Pennsylvania vehicle safety and inspection standards.
- ADA passenger assistance and securement procedures (if applicable).
- Infection control and vehicle sanitation protocols.
- Incident reporting, emergency response, and accident procedures.
- HIPAA and confidentiality awareness.
- Customer service and professional conduct expectations.

Drivers must demonstrate competency prior to operating independently. Refresher training and policy updates are provided annually or as regulatory changes occur.

d. System for Conducting Driver License Checks

Driver licenses are verified prior to hire and monitored on an ongoing basis in accordance with § 29.504 (Driver History – Schedule and Record Retention). The Organization:

- Verifies license status and class prior to onboarding.
- Conducts periodic motor vehicle record (MVR) checks.
- Maintains copies of licenses and verification documentation in personnel files.
- Immediately removes any driver from service whose license becomes expired, suspended, or restricted.

e. Alcohol and Drug Use Policy

The Organization maintains a zero-tolerance policy regarding alcohol and illegal drug use by drivers. Policies include:

- Pre-employment drug screening.
- Random drug testing in accordance with applicable regulations.
- Post-incident and reasonable suspicion testing protocols.
- Immediate removal from duty for any positive test result or impairment concerns.
- Disciplinary action up to and including termination.

Drivers receive training on substance abuse policies during onboarding and acknowledge the policy in writing.

Vehicle Count and Service Capacity

The Organization will initially operate **one (1) vehicle**, which is appropriate for startup operations, projected trip volume, and geographic service coverage. This deployment allows for efficient scheduling, effective oversight, and consistent maintenance control. Additional vehicles will be added as ridership demand increases and operational capacity expands.

7. Describe your vehicle safety program. Please include the following in your explanation:
- Your periodic vehicle maintenance plan
 - Your system for ensuring your vehicles will continuously comply with applicable Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175).

See below

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

Prior to submission, the Organization engaged a licensed commercial insurance broker to obtain formal insurance quotes based on the scope of services, vehicle type, anticipated mileage, driver profile, and operating territory. Coverage requirements were reviewed against Pennsylvania regulatory standards to ensure all minimum liability thresholds and coverage types are met. Binding insurance coverage has been secured in accordance with all applicable regulations and industry standards.

In addition to securing active coverage, the Organization has incorporated insurance premiums into its operating budget and financial projections. A designated reserve fund has been established specifically to ensure that insurance premiums can be paid for a minimum of twelve (12) months without interruption, regardless of early operational cash flow variability. This reserve supports continuity of coverage and protects against lapse risk. Ongoing monitoring of premium renewal cycles and coverage limits is maintained by management to ensure uninterrupted compliance and financial sustainability. The Organization is financially positioned to maintain required insurance coverage on a continuous basis.

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) Hamdi Ibrahim- Owner

1/16/26

(Date)

(Name and Title, printed or typed)

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).

Vehicle Safety Program

The Company maintains a comprehensive Vehicle Safety and Maintenance Program designed to ensure that all vehicles operated in transportation service are safe, reliable, and continuously compliant with applicable Pennsylvania vehicle equipment and inspection standards, including **67 Pa. Code, Chapter 175 (Vehicle Equipment and Inspection Regulations)**. The program includes preventive maintenance scheduling, daily safety inspections, documentation controls, corrective action tracking, and regulatory monitoring.

a. Periodic Vehicle Maintenance Plan

Each vehicle is enrolled in a structured preventive maintenance schedule based on manufacturer recommendations, vehicle mileage, operating conditions, and regulatory inspection requirements. At a minimum:

- **Daily Pre-Trip and Post-Trip Inspections:**
Drivers conduct documented visual and functional safety checks before and after each shift, including brakes, lights, tires, steering, mirrors, horn, windshield wipers, seatbelts, wheelchair securement systems (if applicable), emergency equipment, and fluid levels. Any defects are immediately reported and the vehicle is removed from service until corrected.
- **Routine Preventive Maintenance:**
Vehicles receive scheduled oil changes, tire rotation, brake inspections, fluid replacements, battery testing, and general mechanical inspections based on mileage thresholds and manufacturer guidance.
- **Annual Pennsylvania Safety Inspections:**
All vehicles undergo annual safety inspections performed by a certified Pennsylvania inspection station in accordance with **67 Pa. Code Chapter 175**. Inspection stickers and documentation are maintained in the vehicle compliance file.
- **Corrective Maintenance and Repairs:**
Identified defects are documented through a maintenance tracking log. Repairs are completed by licensed repair facilities, and vehicles are cleared for service only after verification that all safety deficiencies have been corrected.
- **Record Retention:**
Maintenance records, inspection reports, repair invoices, and inspection certificates are

retained for a minimum of three (3) years and are available for regulatory review upon request.

b. System for Continuous Compliance with Pennsylvania Vehicle Equipment Standards (67 Pa. Code Chapter 175)

The Company maintains an ongoing compliance monitoring system to ensure vehicles continuously meet all applicable equipment and safety standards required under **67 Pa. Code, Chapter 175**, including lighting, braking systems, tires, mirrors, exhaust systems, glazing, restraint systems, and accessibility equipment where applicable.

Key compliance controls include:

- **Driver Accountability:**
Drivers are trained on Pennsylvania vehicle safety requirements and are responsible for identifying and reporting any equipment deficiencies immediately.
- **Maintenance Tracking System:**
A centralized maintenance log tracks inspection due dates, preventive maintenance intervals, repairs, and compliance documentation for each vehicle.
- **Out-of-Service Protocol:**
Any vehicle identified with a safety or equipment defect that could impact compliance is immediately removed from service until repairs are completed and documented.
- **Vendor Oversight:**
Only licensed and insured automotive service providers and certified inspection stations are utilized for inspections and repairs.
- **Regulatory Monitoring:**
Management routinely monitors updates to Pennsylvania vehicle safety and inspection regulations to ensure policies, training, and maintenance practices remain current and compliant.
- **Internal Audits:**
Periodic internal audits are conducted to validate that inspection records, maintenance logs, and vehicle documentation are current and complete.

This structured program ensures that all vehicles remain mechanically sound, compliant with Pennsylvania safety regulations, and capable of providing safe, reliable transportation services at all times.

Vehicle Safety, Maintenance, and Continuous Compliance Program

Periodic Vehicle Maintenance Plan

The Organization maintains a formal Preventive Vehicle Maintenance Program designed to ensure all fleet vehicles remain safe, mechanically sound, and compliant with Pennsylvania vehicle equipment and inspection standards under **67 Pa. Code Chapter 175**.

Maintenance Schedule

Interval	Maintenance Activity
Daily (Pre/Post Trip)	Driver safety inspection of brakes, tires, lights, mirrors, horn, steering, windshield, wipers, seatbelts, wheelchair securement (if applicable), fluid leaks, dashboard warning lights, emergency equipment.
Every 3,000–5,000 miles (or manufacturer guidance)	Oil and filter change, tire pressure check, fluid top-off, visual brake inspection.
Quarterly	Brake system inspection, steering and suspension inspection, battery testing, exhaust inspection.
Semi-Annual	Tire rotation, alignment check, HVAC inspection, ADA equipment inspection (if applicable).
Annual	Pennsylvania Safety Inspection by certified inspection station per 67 Pa. Code Chapter 175 .

Corrective Maintenance

- Any defect identified during inspection or operation results in immediate removal of the vehicle from service.
- Repairs are performed by licensed automotive service providers.
- Vehicle is returned to service only after verification and documentation of corrective repair.

Documentation

- Maintenance logs
- Repair invoices
- Inspection certificates
- Out-of-service tags (if applicable)

II. System for Continuous Compliance with 67 Pa. Code Chapter 175

The Organization maintains a structured compliance monitoring system to ensure ongoing adherence to Pennsylvania vehicle equipment standards.

Compliance Controls

1. **Daily Driver Inspections**
Drivers perform documented pre-trip and post-trip inspections.
2. **Preventive Maintenance Tracking**
A centralized maintenance log tracks service intervals, inspections, and repairs.
3. **Annual Certified Inspection**
All vehicles undergo annual inspection at a Pennsylvania certified inspection station.
4. **Defect Escalation Protocol**
Vehicles with safety defects are immediately removed from service.
5. **Vendor Oversight**
Only licensed repair facilities and certified inspection stations are used.
6. **Regulatory Monitoring**
Management reviews regulatory updates annually or as issued.
7. **Internal Audits**
Quarterly internal audits validate record completeness and compliance.

III. Vehicle Pre-Trip Inspection Criteria (Driver Checklist)

Drivers must complete the following checklist before operating any vehicle:

Exterior

- Tires properly inflated / tread intact
- No visible fluid leaks
- Headlights, brake lights, turn signals operational
- Windshield free of cracks / obstructions
- Mirrors intact and clean
- License plate secure and visible

Interior / Operational

- Seatbelts functional
- Horn operational
- Dashboard warning lights off
- Brakes responsive
- Steering responsive
- Emergency equipment present
- Wheelchair securement (if applicable)
- Fire extinguisher (if applicable)

Documentation

- Registration present
- Insurance card present
- Inspection sticker valid

IV. Vehicle Post-Trip Inspection Criteria

Upon completion of service, drivers perform the following:

- Inspect vehicle for new damage
- Check for abnormal noises or handling issues
- Verify cleanliness and sanitation
- Confirm no warning lights illuminated
- Report any concerns immediately to management
- Log mileage and trip completion

Any concern triggers maintenance review and potential removal from service.

V. Additional Evidence of Safety Program Compliance

- Driver safety training records
- Preventive maintenance logs
- Annual inspection certificates
- Repair invoices
- Internal audit checklists
- Incident and accident reporting forms
- Out-of-service documentation

VI. Record Retention

The Organization retains all vehicle safety and maintenance records for a minimum of **three (3) years**, including:

- Pre/post trip inspection logs
- Maintenance and repair records
- Annual inspection certificates
- Incident reports
- Compliance audit records

Records are stored securely in electronic and/or physical format and are available for regulatory review upon request.

Assets (12/31/2025)

Current Assets

Cash	\$ 155,218.73		
Other Current Assets	\$ -		
Total Current Assets		\$	155,218.73

Tangible Assets

Motor Vehicle Equipment	\$ 11,000.00		
Property (buildings, land, etc.)	\$ 18,000.00		
Office Equipment			
Total Tangible Assets		\$	29,000.00

Total Assets **\$** **184,218.73**

Liabilities (/12/31/2025)

Current Liabilities

Loans	\$ -		
Credit Cards/Revolving Credit	\$ -		
Other Liabilities	\$ -		
Total Current Liabilities		\$	-

Long Term Liabilities

Mortgage	\$ -		
Long Term Commercial Loan	\$ -		
Other Liabilities	\$ -		
Total Long Term Liabilities		\$	-

Total Liabilities **\$** **-**

FINANCIAL VERIFICATION LETTER

Date: January 16, 2006

Re: Financial Verification for Midtown

To Whom It May Concern:

This letter serves as verification that Midtown maintains sufficient financial resources to ensure the safe, stable, and reliable operation of its transportation business. As reflected in the attached Statement of Financial Position, the company currently holds over **\$150,000 in available cash reserves**.

These funds are adequate to support ongoing operational needs, including but not limited to operating expenses, vehicle maintenance and repairs, insurance premiums, fuel costs, staffing, and compliance-related expenses. This financial position ensures the company's ability to maintain uninterrupted service to the public while operating in a safe and compliant manner.

Additionally, Midtown's cash reserves provide the financial flexibility necessary to respond to unforeseen expenses without compromising operational integrity, service reliability, or regulatory compliance.

This verification is provided for informational and regulatory purposes. Should additional information be required, please do not hesitate to contact the undersigned.

Sincerely,
Hamdi Ibrahim
CEO/Owner
Midtown Home Health, Inc.
(215)516-5075
midtwon8507@yahoo.com