

I, OMAR MONTANEZ, hereby state that the facts 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).

*Omar Montanez*

02/17/2026

Docket No. A-2026-3060343 PA Care Transit Services LLC Request for Information

- 1.) 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.

The Paratransit Driver should have a high school education.

Those with a GED equivalent will be considered.

- Must have a current, valid driver's license.
- Must be knowledgeable of safe moving and lifting techniques to ensure safety of self and others.
- Must be knowledgeable in the correct use of hydraulic wheelchair lift.
- Must be knowledgeable in the correct use of safety straps used in securing patients while in the vehicle.
- Must successfully complete the Company's probationary program. a)

Common or contract carriers.

(1) A common or contract carrier may not permit a person to operate a vehicle in its authorized service until it has obtained and reviewed a driver history from the appropriate agency of every state in which that person held a motor vehicle operator's license or permit during the preceding 3 years.

(2) Following receipt of the initial driver history report, a common or contract carrier shall, at least once every 12 months from the date of the last report, obtain a driver history for each driver operating under its authority from the appropriate agency of the state in which the driver held an operator's license during the time period. Compliance with this subsection does not relieve a common or contract carrier of the responsibility to ensure its drivers hold a current, valid driver's license.

A copy of the driver history shall be maintained by the common or contract carrier for at least 2 years. Prior to permitting a person to act as a driver, a carrier shall obtain and review a driving history research report for the person from the Department of Transportation and other relevant sources. A person with more than three moving violations in the 3-year period prior to the check or a major violation in the 3-year period prior to the check may not be a driver.

(2) One year after engaging a driver and every second year thereafter, a carrier shall conduct the driving history check required under this subsection and verify that a driver continues to be eligible to be a driver.

(3) A copy of the driver's history shall be maintained for each driver for at least 2 years.

a. Your system for conducting criminal background checks; (Title 52 Pa Code §29.505 – Criminal History)

PRIOR TO PROVISIONAL OFFER OF EMPLOYMENT, THE PROSPECTIVE EMPLOYEE, OF WHOM, IS 23 YEARS OR OLDER MUST GO THROUGH THE FOLLOWING PRE SCREENING PROCESS:

- MEDICHECK EXCLUSION LIST
- FBI FINGERPRINTS (IF HAVE NOT LIVED IN PA FOR TWO (2) YEARS)
- CHILD ABUSE CLEARANCE
- DRIVING RECORD

After hire, employees will be screened monthly to ensure they do not appear on exclusion list for Medicare, Medicaid, or any other federal health plan program. If determined, they appear on this list, or do not pass background check and/or any other clearance, the person will be terminated from their position within thirty (30) days. We will perform self-audits on a monthly basis to ensure proper handling and to comply with regulations as per Policy.

1. How often will you conduct criminal background checks?

An Initial background check will be performed prior to offer or employment; exclusion lists will be checked monthly either on the 1<sup>st</sup> or 15<sup>th</sup> of the month.

2. What type of things in their criminal background check would disqualify them from employment?

Any prior convictions of felonies or serious misdemeanors directly related to job duties, such as theft, fraud, violence or sexual offenses. Also, anyone who appears on any exclusion list will also not be able to be offered employment.

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

We will maintain records both in a locked file cabinet as well as electronically secured in our computer, which will have a password.

2.) You failed to answer question #6 of the Verified Statement of Applicant which asks you to provide the Year, Make, Model, Seating Capacity, Vehicle ID # (VIN), and Mileage of the vehicle to be used in this service.

We are still working on a vehicle.

3.) Please provide additional information regarding your vehicle safety program.

a. The Commission asked you to describe your periodic vehicle maintenance plan, to which you responded that you would work with a local mechanic shop to complete vehicle maintenance. However, you failed to identify what type of maintenance will be performed and on what schedule this maintenance will be completed.

Purpose: Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well-implemented maintenance policy.

Policy: Vehicle Selection: Selection of vehicles begins with understanding that wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays, and contribute to poor service and customer complaints. PA Care Transit Services LLC will purchase vehicles designed for their intended uses.

Vehicle Inspection: The employee responsible for the vehicle will inspect the vehicle semi-annually using the Vehicle Inspection Report form provided in this packet and forward the report to the Vehicle Safety Coordinator.

More frequent inspections and reports may be required based on heavy use.

Vehicle Maintenance:

Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in ensuring passenger safety and vehicle longevity, the most cost-effective control is preventive maintenance. The groundwork for a good preventive maintenance program shall start with management. A review of manufacturers' specifications and

recommendations for periodic preventive maintenance shall be coordinated by the Vehicle Safety Coordinator.

1. Preventive maintenance (PM) shall be performed on a mileage or time basis. Typical PM shall include oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement, and radiator maintenance.

2. Demand maintenance shall be performed only when the need arises. Some vehicle parts are replaced only when they actually fail.

3. These include light bulbs window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can be classified within the PM program. The Vehicle Safety Coordinator shall be responsible for demand maintenance. Records of all demand maintenance for each vehicle shall be maintained.

4. Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures. In the event of a crisis maintenance, the Vehicle Safety Coordinator shall be responsible for the immediate coordination of all repairs. Records of all crisis maintenance shall be maintained for each vehicle by the Vehicle Safety Coordinator.

5. Recordkeeping: This company's vehicle selection, inspection, and maintenance program is only as good as its recordkeeping procedures. The Vehicle Safety Coordinator shall maintain records of each vehicle including vehicle list, make, model, VIN, tire size, inspection, repair and maintenance dates to include all preventive maintenance, demand maintenance and crisis maintenance. Employees will forward all vehicle maintenance records for maintenance performed each quarter to the Vehicle Safety Coordinator.

## VEHICLE INSPECTION REPORT

This report is due semi-annually. A separate report must be completed for each unit.  
After completion this report should be forwarded to:

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Date: \_\_\_\_\_

Vehicle unit number: \_\_\_\_\_ License number: \_\_\_\_\_

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Mileage: \_\_\_\_\_ Branch and Department number:

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Driver: \_\_\_\_\_

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Reporting office: \_\_\_\_\_ Department: \_\_\_\_\_

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Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model:

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Serial number: \_\_\_\_\_

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4-cylinder      6-cylinder      \_\_\_\_\_ other      Cruise      Tilt wheel

INSPECT AND CIRCLE ONE:

### Lights

Head:      OK      Out      Back-up:      OK      Out

Parking:      OK      Out      Side:      OK      Out

Tail:      OK      Out      Flashers:      OK      Out

Direction      OK

al:

### Tires

Front left:      Good      Fair      Poor      Front Right:      Good      Fair      Poor

Rear left:      Good      Fair      Poor      Rear Right:      Good      Fair      Poor

Conventional spare: Good      Fair      Poor      Snow Tires:      Good      Fair      Poor

Mini spare:      Yes      No      Good      Fair      Poor

Note      and      explain      uneven      wear:

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### Brakes

Check for master cylinder leaks. If unusual conditions, explain:

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Check brake pedal: High      Low

Check brake fluid: Full      Low

**Comments:**

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