

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)

Minyety Transportation Services 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)

NONE

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- _____

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)

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If YES, provide your PA Corporation Bureau Entity ID Number 39-4417149

_____(See checklist and indicate type of business entity registered)

5. **If either a corporation or limited liability company, please list members (LLC) or shareholders and officers (corporation).**

ANYELINE PAULINO

6. **Mailing Address**

39 PENN ST
Street Address
WILKES BARRE, PA, 18702 LUZERNE
City, State and Zip Code County
570-921-3436 ANYELINEPAULINOM@GMAIL.COM
Telephone Number E-mail Address

This is the e-mail address to which the Commission will send all official documents issued by the Commission until further notice.

7. **Physical Address** (If different than mailing address. Do not use a post office box.)

39 PENN ST
Street Address
WILKES BARRE, PA, 18702 LUZERNE
City, State and Zip Code County
570-921-3436 ANYELINEPAULINOM@GMAIL.COM
Telephone Number E-mail Address

The address entered here should reflect the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment. If left blank, it will be assumed that the **PHYSICAL ADDRESS** is the same as the **MAILING ADDRESS**

8. **Attorney** (if applicable)

Attorney's Name & Telephone Number for this Filing

Attorney's Address E-mail Address

An attorney's name should only be entered if an attorney is filing the application for a client and the application is being sent under the attorney's cover letter.

9. **Does applicant have a USDOT Number?**

X No _____ Yes, at No. _____

10. **Describe the service area proposed by this application.**
(Use the space below or attach additional sheet if space provided is not sufficient).
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The applicant proposes to provide pre-scheduled student and agency-referred paratransit transportation services within a 50-mile service radius of Wilkes-Barre, Pennsylvania, including trips by prior arrangement when either the pickup or the drop-off location is within this service radius.

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.

ANYELINE PAULINO

(Print Name)

ANYELINE PAULINO 2/25/2026

(Signature) (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.

ANYELINE PAULINO

Legal Name of Applicant

39 PENN ST

Trade Name, if any

WILKES BARRE,

PA,

18702

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.

ANYELINE PAULINO

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

NONE

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.

The applicant has been involved in student transportation services since 2020, previously working for a transportation company. This experience included transporting school-age children, including children with special needs. Through this experience, the applicant developed practical knowledge of safe driving practices, passenger supervision, and maintaining reliable transportation services. The applicant is no longer employed by a transportation company and is now seeking authority to operate independently in order to provide safe and reliable student transportation services.

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.

The company will operate from a home-based office located at 39 Penn St Wilkes Barre PA, 18702, which will serve as the primary administrative and dispatch location. The home office includes a computer, printer/scanner, dedicated business email, high-speed internet access, and secure file

storage for maintaining required records. All electronic records will be stored on a password-protected computer and backed up electronically to ensure data security and accessibility.

The company will initially operate one vehicle. The vehicle will be parked at the home address when not in service. The parking area is safe and suitable for a commercial passenger vehicle. The vehicle will be maintained in accordance with manufacturer recommendations and Pennsylvania state inspection requirements. Maintenance and repairs will be performed by licensed repair facilities, and detailed maintenance and inspection records will be retained on file.

The company does not transport household goods; therefore, storage facilities are not applicable.

Record Maintenance Plan:

The company will maintain all records required by the Pennsylvania Public Utility Commission (PUC), including:

- Driver qualification file
- Copy of driver's license and required clearances
- Vehicle registration and insurance documents
- Vehicle inspection and maintenance records
- Daily trip logs and route records
- Accident/incident reports
- Customer agreements and payment records

Records will be maintained in both electronic and hard copy format as required. All documents will be organized and retained in compliance with PUC regulations and applicable state laws. Records will be made available for inspection upon request by authorized officials.

Communication Network and Dispatch Procedures:

Transportation requests for school transportation services will be received directly from parents/guardians or through school arrangements via phone call or text message. Services

will primarily be scheduled in advance on a recurring basis (daily school routes). Dispatching will be managed directly by the owner from the home office. Trip details, pickup times, and route information will be communicated directly to the driver via personal cellphone. Continuous communication with the driver will be maintained through a personal cellphone at all times during operating hours. The driver will remain reachable throughout all trips and will immediately report any delays, emergencies, or incidents. In case of emergency, the driver will contact emergency services first, then notify parents/guardians and the company. This system ensures reliable communication, safe transportation of students, and compliance with regulatory requirements.

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.

The company intends to utilize two (2) drivers at the start of operations. This number of drivers is appropriate for the size of the territory being served, as the company will initially provide school transportation services within a limited local area. Two drivers allow for reliable coverage of daily morning and afternoon routes, flexibility in scheduling, and operational continuity in case of illness, emergency, or vehicle maintenance. This ensures consistent and dependable service for students and parents.

The company will initially operate the following vehicles:

- One (1) 2015 Honda Odyssey minivan (8 passenger capacity)
- One (1) 2017 Toyota Camry sedan

Both vehicles will be properly registered, insured and maintained in compliance with Pennsylvania state requirements and PUC regulations.

a. Hiring Standards for Drivers

All drivers must meet the following minimum qualifications:

- Valid Pennsylvania driver's license appropriate for passenger transportation
- Clean driving record with no serious violations
- Minimum age of 21 years

- Safe driving experience
 - Ability to safely transport children
 - Completion of required background clearances
 - Professional demeanor and good communication skills
- Drivers must demonstrate reliability, responsibility, and the ability to interact appropriately with minors.

b. Criminal Background Checks

Before hire, all drivers will be required to complete criminal background clearances in accordance with Pennsylvania law and any applicable school transportation requirements. This includes:

- Pennsylvania State Police Criminal Record Check
- Child Abuse Clearance
- FBI Fingerprint-based background check (if required)

Background checks will be reviewed prior to employment and maintained in the driver's qualification file. Drivers with disqualifying offenses will not be hired.

c. Driver Training Program

All drivers will receive training prior to providing transportation services. Training will include:

- Safe driving practices and defensive driving techniques
- Student safety procedures (loading and unloading)
- Emergency procedures and accident reporting
- Communication protocols with parents and management
- Vehicle inspection procedures (pre-trip and post-trip inspections)

Drivers will also be instructed on company policies, customer service standards, and compliance with PUC regulations. Ongoing safety reviews will be conducted as needed.

d. Driver License Checks

Driver motor vehicle records (MVR) will be checked prior to hire to ensure a clean and acceptable driving history. Driver license status will be verified and monitored periodically to ensure continued validity. Any driver with a suspended, revoked, or unacceptable driving

record will not be permitted to operate a company vehicle.

e. Alcohol and Drug Policy

The company maintains a strict zero-tolerance policy regarding alcohol and illegal drug use. Drivers are strictly prohibited from operating a vehicle under the influence of alcohol, controlled substances, or any medication that may impair safe driving ability.

Drivers may be subject to pre-employment screening and, if required by regulation, random or post-incident testing. Any violation of the company’s drug and alcohol policy will result in immediate termination.

This structure ensures safe, responsible, and compliant transportation services for students and families within the service territory.

- 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.

YEAR	MAKE	MODEL	SEATING CAPACITY*	VEHICLE ID #	MILEAGE
2015	HONDA	ODYSSEY	8		110,321
2016	TOYOTA	CAMRY	5		130,200

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

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 is committed to maintaining the highest level of vehicle safety to ensure the protection of all student passengers. All vehicles operated by the company will be properly maintained, inspected, and kept in full compliance with Pennsylvania laws and regulations. The company will initially operate: One (1) 2015 Honda Odyssey (8-passenger capacity)

- One (1) 2017 Toyota Camry sedan

Both vehicles will be maintained according to manufacturer recommendations and Pennsylvania regulatory standards.

a. Periodic Vehicle Maintenance Plan

The company has established a structured preventive maintenance program that includes:

- Routine oil changes and fluid checks in accordance with manufacturer recommendations
- Regular inspection of brakes, tires, steering, suspension, lights, mirrors, seatbelts, and safety equipment
- Tire tread depth and pressure checks

- Scheduled servicing at qualified and licensed repair facilities
- Immediate repair of any identified mechanical issue

In addition, drivers will conduct daily pre-trip and post-trip inspections to ensure that:

- All lights and signals are functioning properly
- Brakes are operating safely
- Tires are properly inflated and in good condition
- Windshield wipers and mirrors are functional
- Seatbelts are operational for all passengers
- No warning lights are illuminated on the dashboard

Any safety-related defect will result in the vehicle being removed from service until properly repaired. Maintenance and repair records will be documented and maintained in the vehicle file.

b. Compliance with 67 Pa. Code, Chapter 175 (Vehicle Equipment Standards)

The company will ensure continuous compliance with applicable Pennsylvania vehicle equipment standards under 67 Pa. Code, Chapter 175 by:

- Maintaining current Pennsylvania state inspections at all times
- Ensuring all required lighting, braking systems, tires, glazing, mirrors, seatbelts, and safety equipment meet state standards
- Keeping vehicles properly registered and insured
- Addressing any inspection deficiencies immediately
- Retaining inspection certificates and related documentation on file

Vehicles will not be operated if they fail to meet Pennsylvania inspection or safety standards. Compliance will be verified through scheduled inspections, routine maintenance, and ongoing monitoring by management.

This vehicle safety program ensures that all vehicles remain safe, reliable, and fully compliant with Pennsylvania regulations while providing school transportation services.

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

Prior to submitting this application, the company has taken preliminary steps to determine the availability and affordability of the required commercial automobile insurance coverage for passenger transportation services.

The owner has consulted with a licensed insurance agent to discuss the insurance requirements for school transportation operations, including required liability coverage limits under Pennsylvania Public Utility Commission (PUC) regulations. General information regarding the type of service, vehicles to be used (2015 Honda Odyssey and 2017 Toyota Camry), and number of drivers was discussed in order to obtain an understanding of anticipated coverage needs and estimated premium ranges.

Based on this discussion, the owner has determined that appropriate commercial insurance coverage is available for this type of operation and that the anticipated premiums are financially manageable within the planned business budget.

The company has reviewed its projected operating expenses and has allocated funds to cover:

- The initial down payment required to activate the commercial auto policy
- Ongoing monthly premium payments
- Any required insurance filings with the PUC

The company understands that proof of insurance must be filed with the PUC and remain active at all times in order to operate legally. Required coverage will be secured prior to commencing operations, and the policy will be maintained without lapse.

Through preliminary consultation with a licensed insurance professional and financial planning, the company has determined that it can obtain and sustain the required insurance coverage.

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 X 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.

Statement of Financial Position (Balance Sheet)

As of: February 25, 2026

ASSETS

Current Assets

Cash: **\$8,000**
 Other Current Assets: **\$0**
Total Current Assets: **\$8,000**

Tangible Assets

Motor Vehicle Equipment
 (2015 Honda Odyssey & 2017 Toyota Camry – estimated current market value):
\$20,000
 Property (buildings, land, etc.): **\$0**
 Office Equipment (computer, printer, office supplies): **\$1,000**
TOTAL ASSETS:
\$29,000

LIABILITIES

Current Liabilities (Due within one year)

Loans: **\$0**
 Credit Cards / Revolving Credit: **\$0**
 Other Liabilities: **\$0**
Total Current Liabilities: **\$0**

Long-Term Liabilities (Due after one year)

Mortgage: **\$0**
 Long-Term Commercial Loan: **\$0**
 Other Liabilities: **\$0**
Total Long-Term Liabilities: **\$0**

TOTAL LIABILITIES:
\$0

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.

ANYELINE PAULINO
 (Signature)

2/25/2026
 (Date)

ANYELINE PAULINO (OWNER)

 (Name and Title, printed or typed)

