

**Docket No.: A-2026-3060634**

**Applicant:** In His Hands Human Services LLC

**Response to Data Request Letter**

## **1) Territory Clarification**

We request authority to transport persons on an advance reservation, non-exclusive basis **from points in Allegheny County and Westmoreland County to points in Pennsylvania, and return.**

## **2) Driver standards and checks**

### **a. Hiring standards / age restrictions**

- Drivers must hold a **valid Pennsylvania driver's license** appropriate for the vehicle operated and maintain it in good standing.
- Drivers must be **at least 21 years of age** (company policy).
- Drivers must be able to safely assist passengers as needed and meet company professionalism standards (punctuality, customer service, communication).
- Drivers must be insurable under the company's commercial auto policy.

### **b. Criminal background checks**

#### **i. How conducted:**

- Criminal background checks will be completed **prior to permitting any driver to operate** using the Pennsylvania State Police criminal history check (and any additional checks required by contracting agencies).

#### **ii. How often:**

- Background checks will be conducted **at hire** and **at least annually thereafter**, and additionally if required by a contract, incident, or compliance review.

#### **iii. Disqualifying offenses (examples):**

Drivers will be disqualified for offenses that indicate risk to passenger safety, including (not exhaustive):

- Violent crimes (assault, robbery, homicide)

- Sexual offenses
- Kidnapping/unlawful restraint
- Elder abuse/neglect
- Human trafficking
- Serious drug distribution/trafficking offenses
- Any offense requiring sex offender registration
- Any pattern of offenses that, in the company's judgment, presents a safety risk

**iv. Record retention / maintenance:**

- Criminal background check documentation will be kept in each driver's **Driver Qualification File** in secure electronic storage and/or locked physical file.
- Records will be maintained **during employment and for at least two (2) years after separation** (company policy), and longer if required by contract or audit.

**c. Driver license/history checks**

**i. How often:**

- Motor Vehicle Record (MVR) checks will be completed **at hire and at least annually thereafter**, and additionally upon any reported accident/violation.

**ii. Record retention:**

- MVR documentation will be kept in the Driver Qualification File securely, **during employment and at least two (2) years after separation** (company policy), and longer if required by contract or audit.

**3) Vehicle inspections**

Yes. The company will perform **pre-trip and post-trip vehicle inspections** for each service day using a checklist. Items reviewed include tires, lights, brakes, mirrors, horn, windshield wipers, fluids/visible leaks, seatbelts, cleanliness, and any safety equipment. Any defects will be documented and repaired prior to placing the vehicle into service when safety related. Inspection checklists will be retained in company maintenance records.

#### **4) Revised Statement of Financial Position and support**

See attached

The attached Statement of Financial Position is compliant with the Commission's criteria and is limited to assets and liabilities held by **In His Hands Human Services LLC**. Supporting documentation is attached, including:

- Current bank statement(s) in the name of In His Hands Human Services LLC (account numbers redacted)
- Vehicle title/registration showing ownership by In His Hands Human Services LLC

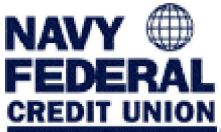
## **Verification statement**

I, **Melanie Pitts**, 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).

**Signature:**

**Name/Title:** Melanie Pitts, Sole Member

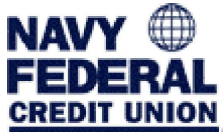
**Date:** 3/9/26



**IN HIS HANDS HUMAN SERVICES LLC**  
**as of: 11 March 2026 12:38:11 EST**

Details for Account:						Access Number :
Check Number	Transaction Date	Posted Date	Amount	Description	Balance	NavCheck Balance
	03/10/2026	03/10/2026	\$ 559.84	POS DEBIT ATM: DPSN BIBERK INS WILKES BARRE PA	\$ 4,370.16	
	03/09/2026	03/09/2026	\$ 1,109.00	POS ADJUSTMENT - CR ATM: VISA PROGRESSIV 800-776-4737 OH	\$ 4,930.00	
	03/05/2026	03/05/2026	\$ 70.00	POS DEBIT-BDC 4725ATM: VISA COMM OF PA 717-425-6646 PA	\$ 3,821.00	
	03/04/2026	03/04/2026	\$ 1,109.00	POS DEBIT-BDC 4725ATM: VISA PROGRESSIV 800-776-4737 OH	\$ 3,891.00	
	03/03/2026	03/03/2026	\$ 5,000.00	ATM Deposit ATM: COOP CLEARVIEW PITTSBURGH PA	\$ 5,000.00	

Navy Federal Credit Union  
PO Box 3000 • Merrifield • VA • 22119-3000  
Routing Number: 256074974



**IN HIS HANDS HUMAN SERVICES LLC**  
**as of: 11 March 2026 12:38:11 EST**

Details for Account: [REDACTED]				Access Number : [REDACTED]		
Check Number	Transaction Date	Posted Date	Amount	Description	Balance	NavCheck Balance
	02/27/2026	02/27/2026	\$ 0.05	DIVIDEND IOD	\$ 255.20	

Navy Federal Credit Union  
PO Box 3000 • Merrifield • VA • 22119-3000  
Routing Number: 256074974

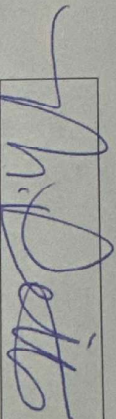
COMMONWEALTH OF PENNSYLVANIA REGISTRATION CREDENTIAL

EXPIRY: FEB 28, 2027 VALID: 3/11/2026

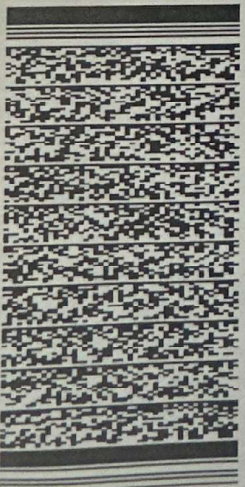
PLATE: [REDACTED]  
TITLE: [REDACTED]  
VIN: [REDACTED]  
YR/MAKE: 2012 FORD  
TYPE: SW  
WID: [REDACTED]

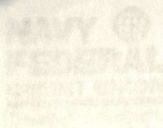
EMISSIONS INSPECTION REQUIRED/DIESEL VEHICLES EXEMPT COUNTY: ALLEGHENY

IN HIS HANDS HUMAN SERVICES, LLC  
588 LOUGEAY RD  
PITTSBURGH PA 15235

  
SIGNATURE

I hereby acknowledge this day that I have received notice of the provisions of Section 3709 of the Vehicle Code





**Statement of Financial Position (Balance Sheet)**  
**As of (date) 3/10/26**  
**(Must be less than 6 months old)**

ASSETS

Current Assets		
Cash	<u>4625</u>	
Other Current Assets (specify)	<u>0</u>	
Total Current Assets		<u>4625</u>
Tangible Assets		
Motor Vehicle Equipment	<u>15,000</u>	
Property (buildings, land, etc.)	<u>0</u>	<u>0</u>
Office Equipment		<u>0</u>
TOTAL ASSETS		<u>19,625.</u>

LIABILITIES

Current Liabilities (Due within one year of date)		
Loans	<u>0</u>	
Credit cards/revolving credit	<u>0</u>	
Other Liabilities (Attach schedule)	<u>0</u>	
Total Current Liabilities		<u>0</u>
Long Term Liabilities (Due after one year of date)		
Mortgage	<u>0</u>	
Long term commercial loan	<u>0</u>	
Other Liabilities (Attach Schedule)	<u>0</u>	
Total Long-Term Liabilities		<u>0</u>
TOTAL LIABILITIES		<u>0</u>