



Criminal Background Check Policy Additional Information

Motion Medical Transport LLC will conduct criminal background checks on all drivers prior to date of hire in compliance with Title 52 Pa. Code 29.505

Record Retention Policy- All criminal background check records will be maintained as follows:

- A copy of each driver’s criminal history report will be kept in the employee’s personal file.
- Records will be stored in both:
 - A.) A secure digital database with restricted access and a 2-step authentication to ensure security and privacy .
 - B.) A physical personal file kept in a locked file cabinet at the company’s office space.
- Access to these records will be limited to authorized management personnel only.

Retention Period:

- Criminal background check records will be saved for the duration of the driver’s employment and for a minimum of three (3) years thereafter, in compliance with Title 52 Pa. Code 29.505 (a) (4)

Availability for Inspection:

- All records will be made readily available for inspection by the Pennsylvania PUC upon request during regular business hours.

Driver License/History Check Policy

Motion Medical Transport LLC will obtain and review driver history records (including Motor Vehicle Records MVR's) for all drivers prior to date of hire and on an ongoing basis, in compliance with Title 52 Pa. Code 29.504

Record Retention Policy:

All drivers history reports will be maintained as follows:

- A copy of each driver's MVR and driving history check will be kept in the employee's personal file.
- Records will be stored in:
 - A.) A secure digital system with a 2-step authentication to ensure security and privacy
 - B.) A locked physical file system at the company's office space
- Access will be restricted to authorized personnel only.

Retention Period:

- All drivers will be 21 and older, driver history records will be retained for the duration of the employment and for a minimum of two (2) years thereafter, in compliance with Title 52 Pa. Code 29.504 (a) (3)

Ongoing Monitoring:

- Driver records will be reviewed at least annually and updated MVR checks will be conducted to ensure continued compliance.

Availability for Inspection:

- All driver history records will be available for inspection by the Pennsylvania PUC upon request.

Motion Medical Transport LLC will maintain a structured compliance system to ensure all driver qualification records are complete, current and audit-ready at all times.

I, Allante Piner, 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).

Allen

3/23/2026
