

May 20<sup>th</sup>, 2026

Docket Numbers:

A-6428947

A-2026-3062503

Laurie A Hinojosa  
T/A C & M Transport  
903 East Main Street  
Reynoldsville, PA 15851

**RE: Data Requested in 10 Day Letter for Application of Laurie A Hinojosa, t/a C & M Transport**

To Whom It May Concern:

I have received your letter requesting additional data that you have found is missing from my application. I apologize for the oversight and thank you for bringing this to my attention as well as your attention to detail. You will find my responses to your inquiries below.

- 1.) You failed to adequately answer all aspects of question #5 of the Verified Statement of Applicant. Even if you plan to operate as an owner/operator, you still need to have acceptable policies/plans in place for the hiring/employment of drivers should you choose to expand, or not. **Please review Title 52 Pa Code §29.501-509 Driver Regulations to see what is required of motor carriers.**

- a. Please explain your hiring standards for drivers (**Title 52 Pa Code §29.503 - Age Restrictions**)

- i. Are there any age restrictions?

**The Applicant's hiring standards for drivers are as follows: be at least 25 years of age, have a valid drivers license with a clean driving record and no speeding tickets within the last 5 years, have a clean criminal record, maintain a flexible schedule, and be able to comply with the Applicant's job description.**

- b. Your system for conducting criminal background checks; (**Title 52 Pa Code §29.505 - Criminal History**)

- i. How will you conduct criminal background checks?

**Background checks will be conducted by requesting a criminal history background check through the Commonwealth of Pennsylvania which is available on their website.**

- ii. How often will you conduct criminal background checks?

**The initial background check will be completed no later than 60-90 days of initial hire. After this background checks will be completed on an as needed basis.**

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

**Disqualifying offenses for drivers may include convictions related to violent crimes, sexual offenses, abuse, kidnapping, human trafficking, DUI or impaired driving offenses, reckless driving, felony drug trafficking, fraud/theft involving passengers or vulnerable individuals, and serious or repeated motor vehicle violations. All background information will be evaluated in accordance with Pennsylvania law and the nature of the position.**

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

**Criminal background check records will be maintained in individual employee personnel files. Files will be stored in a secure location as outlined in the file plan on the original PUC application. Records will be retained in accordance with applicable Pennsylvania PUC requirements and all relevant state and federal record retention laws.**

- c. Please provide your driver training program

**The Applicant's Driver Training Program will include attendance at all C&M required training and certification courses as outlined in the C&M**

**Policies and Procedures Manual. These include but are not limited to: De-escalation training, Training and Knowledge of Mental Health Law, Transporting Children, Transporting of Involuntary Commitment, Transporting of Voluntary Commitment.**

**d. Your system for conducting driver license/history checks: (Title 52 Pa Code §29.504 - Driver History)**

- i. How will driver license/history checks be performed?

**Driver license/history checks will be completed through the Pennsylvania Department of Transportation. These records may be requested through their website.**

- ii. How often will you conduct driver license/history checks?

**Driver license/History checks will be completed on an annual basis.**

- iii. How will you maintain records (record retention) of such checks?

**Driver license/History checks will be maintained in individual employee personnel files. Files will be stored in a secure location as outlined in the file plan on the original PUC application. Records will be retained in accordance with applicable Pennsylvania PUC requirements and all relevant state and federal record retention laws.**

**e. Please provide your policies regarding drug and alcohol use by your drivers.**

**Drivers will not be permitted to operate a vehicle while under the influence of either drugs or alcohol. If a driver operates a vehicle under the influence of drugs or alcohol the driver will immediately have their independent contractor privileges revoked with C&M Transport. This includes but is not limited to receiving DUI charges while in personal vehicles while not on C&M Transport time.**

- 2.) You failed to describe your periodic vehicle maintenance plan.
- a. What routine maintenance will be performed on your vehicles, and on what schedule will this maintenance be performed?

**Routine maintenance of the vehicles will include oil changes every 5-7,000 miles, tires checked and replaced on an annual basis, and brakes will be checked on a semi-annual basis. Drivers will be required to alert the applicant upon noticing any maintenance or repair requirements for their vehicle.**

- b. Will there be any pre/post trip inspections conducted on your vehicles?

**A pre-trip inspection of the Applicant's vehicle will include a thorough check of all lights, fluids, and tires on or in the vehicle. A post-trip inspection of the Applicant's vehicle will include all of the steps as the pre-trip inspection with the added step of thoroughly checking the inside of the vehicle to make sure that none of the consumer's items have been left behind. If an item is left behind the driver is required to notify the Applicant immediately who will make arrangements to return the consumer's item.**

- 3.) You failed to identify your system for ensuring your vehicles will continuously comply with applicable Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175).

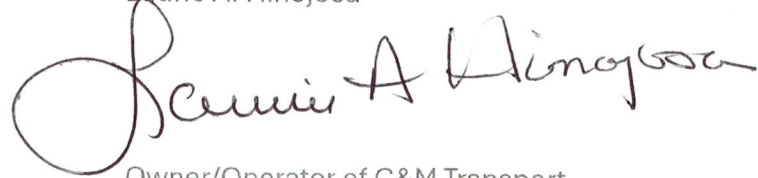
**The Applicant's vehicles will be maintained through a regular preventive maintenance and inspection program to ensure continuous compliance with Pennsylvania vehicle equipment standards under 67 Pa. Code Chapter 175. Each vehicle will receive routine safety inspections, scheduled maintenance, and timely repairs as needed. Drivers will conduct pre-trip visual inspections of vehicle safety equipment, lights, tires, and overall operating condition prior to service. Maintenance and inspection records will be maintained for each vehicle. The vehicles will also be inspected at an approved facility on an annual basis in accordance with Pennsylvania state motor vehicles inspection laws.**

I, Laurie A. Hinojosa 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).

Thank you so much for your time in reviewing my responses to your inquiries. If there are any more answers or data that I can provide you with in relation to my application, please do not hesitate to reach out to me.

Sincerely,

Laurie A. Hinojosa

A handwritten signature in black ink that reads "Laurie A. Hinojosa". The signature is written in a cursive style with a large, prominent initial "L".

Owner/Operator of C&M Transport