



A-2026-3062141-AEL-6/1/26

05/27/2026

RE: Letter of Intent – Texas Travel Solutions LLC

To Whom It May Concern:

Sunshine Pediatric Day Center Reading LLC intends to utilize Texas Travel Solutions LLC to provide non-emergency transportation services for pediatric participants to and from Sunshine Pediatric Day Center facilities and related authorized locations.

Transportation services are anticipated to support participants requiring transportation within Sunshine Pediatric Day Center service areas, including Berks, Lancaster, Montgomery, Delaware, Chester, Bucks, and Philadelphia Counties.

Sunshine Pediatric Day Center Reading LLC supports Texas Travel Solutions LLC's application before the Pennsylvania Public Utility Commission and anticipates utilizing the company for transportation services upon approval of the requested authority and completion of all applicable agreements.

This letter is being provided in support of Texas Travel Solutions LLC's application before the Pennsylvania Public Utility Commission.

Sincerely,

Jessica Glover

Jessica Glover
Administrator

Sunshine Pediatric Day Center, LLC Reading PA
2201 Dengler St.
Reading Pa, 19606

267-994-9413
jglover@sunshinepdc.com
www.sunshinekidspediatric.com

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the “Agreement”) is made and entered into as of the 11th day of September 2025 (the “Effective Date”), by and between Texas Travel Solutions, LLC (the “Contractor”) and with Sunshine Pediatric Day Center, Reading, LLC (hereinafter the “Client”). The Client and the Contractor are sometimes referred to herein as the “Parties,” or each a “Party.”

WHEREAS, the Client desires to retain the services of the Contractor to provide certain transportation services as more fully set forth herein; and

WHEREAS, the Parties desire to enter into this Agreement to set forth the terms and conditions of the relationship between the Client and Contractor;

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. Services Provided.

During the Term (as hereinafter defined) of this Agreement, Contractor agrees to provide transportation services in amounts and at times requested by Client (collectively, the “Services”). Contractor shall create and maintain such records as Client may reasonably request in connection with the Services.

2. Performance of the Services.

Contractor will perform the Services in accordance with the terms and conditions of this Agreement and any policies, procedures or rules that may be established by the Client and communicated to the Contractor. Contractor shall have sole authority to determine the methods and means of Contractor’s performance of the Services, including the amount of hours Contractor shall be obligated to perform the Services during each month during the Term. Contractor will not subcontract or assign any portion of the Services to any third party. Contractor shall perform background checks on all employees and independent contractors (including, without limitation, drivers) (collectively, the “Contractor Service Providers”) and shall confirm on a monthly basis that no Contractor Service Providers are excluded from participation in any federal program or any program funded by the State of Pennsylvania. Contractor shall maintain records of all such background and exclusion checks and shall provide a copy to client upon request.

3. Term of Agreement.

The Term of this Agreement will begin on the date of this Agreement and will remain in full force and effect until either party provides notice of termination. Thereafter, it shall automatically extend for successive one-year terms, unless either Party provides notice of termination. Either Party may terminate this Agreement at any time for any or no reason upon thirty (30) days written notice to the other Party.

4. Outside Services.

When not performing Services pursuant to this Agreement, Contractor shall be free to dispose of Contractor’s time, energy and skills in such manner as Contractor sees fit and to provide such persons, institutions, firms or corporations services as Contractor deems advisable; provided, however, Contractor shall not violate any of the confidentiality provisions included in this Agreement or the terms of any other written agreement between Contractor and the Client. Notwithstanding the foregoing, Contractor shall not, during the Term, undertake any such activity which interferes with or adversely affects the provision of Services under this Agreement.

5. Service Fee.

In consideration of the Services provided by Contractor during the Term, the Client agrees to pay Contractor as follows: \$10,000.00 per vehicle, per month. The Contractor will issue monthly invoices to the Client and the Client will pay all undisputed invoices within thirty (30) days of receipt.

6. Confidentiality.

Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that Confidential Information could be reasonably expected to cause harm to the Client.

The Contractor agrees that Contractor will not use, disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

All written and oral information and materials disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

Contractor will comply with all terms of the Business Associate Agreement attached hereto as Exhibit A.

7. Return of Property.

Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

8. Independent Contractor Relationship.

In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for the service. The Client is not required to pay, or make any contribution to, any social security, local, or state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for all local, state, and federal taxes related to payments made to the Contractor under this Agreement. Because Contractor will be an independent contractor and not an employee of the Client, the Client will not obtain workers' compensation insurance for Contractor.

9. Insurance.

Contractor agrees to carry Worker's Compensation insurance covering Contractor's statutory and legal obligations for employee job-related injuries or illnesses as may be required. Contractor agrees to carry Automobile Liability insurance covering all owned, hired, and non-owned vehicles of the Contractor and such insurance coverage shall contain limits of no less than one million dollars (\$1,000,000) of liability per accident. Contractor shall maintain such additional insurance as may be required by the state.

10. Tax Indemnification.

Contractor understands that Contractor is responsible to pay, according to law, Contractor's income and other related employment taxes. Contractor further understands that Contractor may be liable for self-employment (social security) tax, to be paid by Contractor according to law. In the event that any taxing authority seeks to investigate the tax status of the Client's payments to Contractor or any part

thereof, or assesses any tax, penalty or interest against the Client thereon, the Contractor agrees to indemnify the Client for any amounts it is obligated to pay to the IRS or any other federal, state or local governmental agency together with any costs incurred by the Client in responding to any such claim.

11. Non-Exclusivity.

The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

12. Modification of Agreement.

Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

13. Governing Law.

This Agreement will be governed by and construed in accordance with the laws of the State of Pennsylvania.

14. Severability.

In the event that any of the provisions of this Agreement as held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

15. Successors and Assigns.

This Agreement shall not be transferred or assigned, in whole or in part, by Contractor without the written consent of the Client. This Agreement may be assigned by the Client as a result of reorganization, merger, acquisition or bankruptcy, or to any successor entity of the Client.

16. Force Majeure.

Any delay or failure of either party to perform its obligations under this Agreement will be excused to the extent that the delay or failure was caused directly by an event beyond such party's control, without such party's fault or negligence and that by its nature could not have been foreseen by such party or, if it could have been foreseen, was unavoidable (which events may include contagious diseases, natural disasters, embargoes, explosions, riots, wars, or acts of terrorism) (each, a "Force Majeure Event"). A party's financial inability to perform, changes in cost or availability of materials, components or services, market conditions, or supplier actions or contract disputes will not excuse performance by a party under this Section 15 or the payment of the Service Fee. Contractor shall give the Client prompt written notice of any event or circumstance that is reasonably likely to result in a Force Majeure Event, and the anticipated duration of such Force Majeure Event.


17. Waiver.

The waiver by either Party of a break, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent break of the same or other provisions.

IN WITNESS WHEREOF, and intending to be legally bound, the Parties have executed this Agreement as of the date stated below.

[Signature Page Follows]

ACCEPTED FOR TEXAS TRAVEL SOLUTIONS, LLC

By: 
Name: Jonathan Lorings
Title: Manager

Date: 9/11/25

ACCEPTED FOR SUNSHINE PEDIATRIC DAY CENTER, READING, LLC

By: 
Name: Jessica Glover
Title: Administrator

Date: 9/11/25

Exhibit A

BUSINESS ASSOCIATE AGREEMENT

THIS BUSINESS ASSOCIATE AGREEMENT (this “*Agreement*”) is made to be effective as of the 7th day of June 2024 (the “*Effective Date*”) by and between Sunshine Kids Pediatric Day Center, LLC (“*Company*”) and Texas Travel Solutions, LLC (“*Business Associate*”).

RECITALS:

WHEREAS, Company has engaged Business Associate to perform Services at Company pursuant to an administrative services agreement (the “Services Agreement”);

WHEREAS, the Company qualifies as a “covered entity,” as that term is defined under the Health Insurance Portability and Accountability Act of 1996, as amended and the regulations promulgated thereunder which include the Standards for the Privacy of Individually Identifiable Health Information (the “Privacy Rule”), the Standards for Electronic Transactions, and the Security Rule (45 C.F.R. Parts 160–64), and the Privacy provisions (Subtitle D) of the Health Information Technology for Economic and Clinical Health Act and its implementing regulations (the “HITECH Act”) (collectively “HIPAA”);

WHEREAS, in conjunction with the Services Agreement, the Company may disclose to Business Associate or Business Associate may have access to, certain information of patients of the Company which constitutes PHI, as defined below;

WHEREAS, as a covered entity, the Company is required under HIPAA to enter into an agreement regarding the use and disclosure of PHI to individuals or entities providing services on its behalf, where the uses and disclosures are for purposes other than treatment;

NOW, THEREFORE, in consideration of the premises above, the parties, intending to be legally bound, hereby agree to the following:

1. **Definitions.**

(a) “PHI” shall have the same meaning as the term “protected health information” in 45 C.F.R. § 164.103, limited to the information created or received by Business Associate from or on behalf of the Company.

(b) “Business Associate” shall generally have the same meaning as the term “business associate” at 45 C.F.R. 160.103, and in reference to this Agreement, shall mean the entity defined above as the Business Associate.

(c) “Secretary” shall mean the Secretary of the Department of Health and Human Services or his designee.

(d) Other terms. Capitalized terms not specifically defined in this Agreement shall have the meanings attributed to them under HIPAA.

2. **Obligations and Activities of Business Associate.** Except as otherwise limited in this Agreement, Business Associate may use, maintain or disclose PHI of the patients of the Company to perform all functions, activities, and services for or on behalf of Company as specified in, contemplated by or otherwise related to the Services Agreement.

(a) Business Associate agrees not to use or further disclose PHI other than as permitted or required by this Agreement or under HIPAA or as Required by Law.

(b) Business Associate agrees to use appropriate safeguards to prevent the use or disclosure of PHI other than as provided for by this Agreement, and agrees to comply with the Security Rule with respect to Electronic PHI.

(c) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI in violation of this Agreement or HIPAA.

(d) Business Associate agrees to promptly report to the Company any use or disclosure, including any Breach, of PHI not provided for by this Agreement of which it becomes aware and to fully cooperate with and provide such information as necessary for the Company to review, address or mitigate such use or disclosure. If Business Associate reports any Breach to Company, the notice provided by the Business Associate must include the identity of the individual whose unsecured PHI has been, or is reasonably believed to have been accessed, acquired or disclosed during such breach, and any additional information required by HIPAA.

(e) Business Associate shall ensure that any agent (including a Subcontractor) that creates, receives, maintains, or transmits PHI on behalf of Business Associate, agrees to the same restrictions and conditions that apply through this Agreement with respect to such information.

(f) Business Associate agrees to make its internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from the Company, or created or received by Business Associate on behalf of the Company, available to the Company, or to the Secretary, for purposes of the Secretary determining the Company's compliance with the Privacy Rule.

(g) To the extent Business Associate is to carry out any of Company's obligations under HIPAA, it shall comply with the requirements of HIPAA that apply to the Company in performance of such obligation.

(h) Business Associate agrees to promptly report to the Company any successful Security Incident of which it becomes aware, including breaches of unsecured PHI. Upon request from the Company, Business Associate will provide a report of all unsuccessful Security Incidents of which it is aware.

(i) At the request of the Company, Business Associate agrees to provide access to PHI contained in a Designated Record Set to the Company, or as directed by the Company, to an Individual, in accordance with the relevant provisions of the HIPAA Privacy Rule. Such access shall be granted within ten (10) business days of the date of receipt of the request by Business Associate. The parties agree that if an Individual requests PHI contained in a Designated Record Set directly from Business Associate, Business Associate shall provide such access directly, within ten (10) business days of the date of the receipt of the request by Business Associate, in accordance with the relevant provisions of the HIPAA Privacy Rule. Business Associate shall promptly notify the Company of any such disclosure.

(j) At the request of the Company, Business Associate agrees to make any amendment(s) to PHI contained in a Designated Record Set that the Company directs or to which the Company agrees pursuant to the relevant provisions of the Privacy Rule. Such amendment shall be made within twenty (20) business days of the date of receipt of the request by Business Associate.

(k) Business Associate agrees to maintain a log of disclosures of PHI and information related to such disclosures as would be required to enable the Company to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with the relevant provisions of the Privacy Rule. Business Associate agrees to provide to the Company, or to an Individual at the request of the Company, information collected in accordance with this Section of this Agreement, to permit the Company to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with the relevant provisions of the Privacy Rule. Such information shall be provided within twenty (20) business days of the date of receipt of the request by Business Associate.

(l) Business Associate may use PHI (1) for the proper management and administration of the Business Associate, and (2) to carry out the legal responsibilities of the Business Associate.

(m) Business Associate may disclose PHI if (1) the disclosure is Required by Law, or (2) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

3. Obligations of The Company.

(a) The Company shall notify Business Associate in writing of any limitation(s) on the notice of privacy practices of the Company in accordance with the relevant provisions of the Privacy Rule, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

(b) The Company shall notify Business Associate in writing of any changes in, or revocation of, permission by an Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

(c) The Company shall notify Business Associate in writing of any restriction on the use or disclosure of PHI to which the Company has agreed in accordance with the relevant provisions of the Privacy Rule, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

4. Term and Termination.

(a) Term. This Agreement shall be effective as of the effective date of the Services Agreement, and shall terminate when all of the PHI provided by the Company to Business Associate, or created or received by Business Associate on behalf of the Company, is destroyed or returned to the Company, or if it is infeasible to return or destroy such PHI, protections are extended to such information, in accordance with the termination provisions in this Section 4.

(b) Termination for Cause. The Company may terminate the Services Agreement immediately if the Company determines that Business Associate has violated a material term of this Agreement and Business Associate has not cured the violation within thirty (30) days of being notified by the Company in writing of such breach and of the opportunity to cure. The Company shall also have the option to immediately stop all further disclosures of PHI to Business Associate if the Company determines that Business Associate has breached its obligations under this Agreement and failed to cure such breach as set forth in this Section 4(b).

(c) Effect of Termination. Unless otherwise directed by the Company, upon termination of this Agreement, Business Associate shall, at Business Associate's option, either return or

destroy all PHI received from the Company or created or received by Business Associate on behalf of the Company and which Business Associate maintains in any form. Notwithstanding the foregoing, in the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall extend the protections of this Agreement to such PHI and limit further uses and disclosures to those purposes that prevent the return or destruction of such PHI, for so long as Business Associate maintains such PHI. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate.

5. Miscellaneous.

(a) Applicability. This Agreement shall be applicable to PHI received by Business Associate from Company or created or received by Business Associate on behalf of Company.

(b) Amendments. The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA and other applicable laws relating to the security or confidentiality of PHI.

(c) No Third Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than Company, Business Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

(d) Conflicts. The terms and conditions of this Agreement will override and control any conflicting term or condition of any other agreements that may be in place between the parties. All non-conflicting terms and conditions of this Agreement and any other agreement between the parties remain in full force and effect.

(e) Construction. This Agreement shall be construed as broadly as necessary to implement and comply with HIPAA. Any ambiguity in this Agreement shall be resolved in favor of a meaning that complies with HIPAA.

(f) Subpoenas. Each party shall provide written notice to the other party of any subpoena or other legal process it receives seeking PHI (a) received by Business Associate from Company; (b) created or received by Business Associate on behalf of Company; or (c) otherwise relating to Business Associate's services under the Services Agreement. Such written notice shall be provided within 48 hours of receipt of a subpoena or other legal process.

(g) Notices. All notices required to be given to either party under this Agreement will be in writing and sent by traceable carrier to such party's address or such other address as a party may indicate by at least ten (10) days' prior written notice to the other party. Notices will be effective upon receipt.

(h) Counterparts. This Agreement may be executed in two or more counterparts and each such counterpart executed shall for all purposes be deemed an original, and all counterparts together shall constitute but one and the same instrument. The resulting instrument shall be binding upon all signatories hereof who sign below.

(i) Survival. The respective rights and obligations of the parties under Section 4(c) of this Agreement shall survive the termination of the Term of this Agreement.



TEXAS TRAVEL

05/27/2026

RE: Docket No. A-2026-3062141

Texas Travel Solutions LLC

Response to Question #5 – Driver Staffing, Qualification, and Safety Compliance

Texas Travel Solutions LLC anticipates utilizing approximately four (4) to six (6) drivers initially in support of transportation operations associated with Sunshine Pediatric Day Center participants within the proposed service territory.

The anticipated number of drivers is appropriate to support transportation operations within the requested service area, including Berks, Lancaster, Montgomery, Delaware, Chester, Bucks, and Philadelphia Counties, while maintaining scheduling flexibility, route coverage, passenger supervision, and operational oversight.

a. Hiring Standards for Drivers

Texas Travel Solutions LLC requires all drivers to:

- Be a minimum of twenty-five (25) years of age
- Maintain a valid unrestricted driver's license appropriate for the class of vehicle operated
- Maintain an acceptable motor vehicle driving history
- Successfully complete required criminal background clearances prior to hire
- Successfully complete company orientation and transportation safety training
- Demonstrate the ability to safely transport pediatric passengers and associated medical equipment when applicable

All drivers utilized by Texas Travel Solutions LLC are employees of the company and are subject to ongoing operational oversight, safety standards, and company compliance requirements.

b. System for Conducting Criminal Background Checks

Texas Travel Solutions LLC conducts criminal background clearances prior to hire and prior to permitting any driver to transport passengers.

Required clearances include:

- Pennsylvania State Police Criminal History Record Check

- Pennsylvania ChildLine Child Abuse Clearance
- FBI Fingerprint-Based Criminal Background Check

Background clearances are maintained electronically and renewed in accordance with applicable Pennsylvania regulatory requirements, including required sixty (60) month renewal periods where applicable.

Drivers are not permitted to transport passengers until all required clearances have been completed and reviewed by the company.

c. Driver Training Program

Texas Travel Solutions LLC maintains a formal driver orientation and training program in partnership with Sunshine Pediatric Day Center prior to independent route assignment.

Training includes:

- Safe vehicle operation
- Defensive driving practices
- Transportation of medically complex pediatric passengers
- Wheelchair securement and lift operation
- Passenger loading and unloading procedures
- Emergency preparedness and incident response
- Communication expectations
- Vehicle inspection procedures
- Documentation requirements
- Transportation safety procedures
- Medical equipment transport and securement

Drivers complete supervised ride-along training and competency evaluation prior to independently operating transportation routes.

d. System for Conducting Driver License Checks

Texas Travel Solutions LLC conducts motor vehicle record (MVR) reviews and driver license verification prior to hire for all drivers.

Additional MVR and license reviews are conducted periodically, including annual reviews and reviews following reportable accidents, license suspensions, or significant traffic violations.

Drivers are required to immediately report any license suspension, revocation, restriction, or significant driving violation to company leadership.

e. Policies Regarding Alcohol and Drug Use by Drivers

Texas Travel Solutions LLC maintains a zero-tolerance policy regarding the use of alcohol, illegal substances, or impairment while operating company vehicles.

Drivers are prohibited from:

- Reporting to work under the influence of drugs or alcohol
- Possessing illegal substances while on duty
- Operating vehicles while impaired

Any employee suspected of impairment or unsafe conduct may be immediately removed from duty pending investigation.

Texas Travel Solutions LLC maintains transportation operations in accordance with applicable Pennsylvania Public Utility Commission requirements and company safety policies.



Transportation Services Policy & Procedures

1. Purpose

The purpose of this policy is to establish clear, compliant, and safe transportation standards and procedures for Texas Travel Solutions, LLC ("TTS") when providing transportation services for passengers. This policy ensures transportation is delivered safely, reliably, and in accordance with applicable Pennsylvania regulations, physician authorizations, and parental permissions.

2. Scope

This policy applies to all Texas Travel Solutions, LLC employees.

3. Vehicle Accessibility and Equipment

3.1 Accessibility

All vehicles used to transport passengers must be accessible and appropriate for passengers with disabilities, including but not limited to:

- Wheelchair lifts or ramps, when required
- Securement systems for mobility devices
- Adequate space and seating for medical equipment

3.2 Vehicle Equipment

Each vehicle must be equipped to meet the needs of passengers during transport, which may include:

Texas Travel Solutions, LLC



- Age- and size-appropriate safety restraints
 - Emergency communication equipment
 - Climate control
 - First aid supplies
-

4. Driver Qualifications and Documentation

4.1 Driver Licensing

All drivers transporting passengers on behalf of Texas Travel Solutions, LLC must:

- Hold a valid and appropriate Pennsylvania driver's license
- Have a copy of their license maintained on file prior to transporting passengers

4.2 Training

Drivers must complete required orientation and safety training, including child safety, emergency procedures, and defensive driving.

5. Vehicle Compliance Requirements

Texas Travel Solutions, LLC shall ensure that each vehicle used for transporting passengers:

1. Has a current Pennsylvania safety inspection and emissions sticker properly affixed;
 2. Has a current Pennsylvania vehicle registration decal properly affixed;
 3. Does not exceed the manufacturer's recommended passenger capacity at any time.
-

6. Insurance Requirements

6.1 Commercial Insurance Coverage

Texas Travel Solutions, LLC



Texas Travel Solutions, LLC shall maintain active commercial vehicle insurance covering:

- All vehicles used in transportation services
- Client passengers and staff passengers
- Accidents, injuries, and liability

6.2 Insurance Documentation

Insurance documentation must be maintained on file and include:

- Name of the insurance company
- Policy number
- Period of coverage
- Explanation of coverage

Insurance documentation shall be reviewed regularly for validity and compliance.

7. Transportation Documentation and Records

7.1 Master Transportation List

Each vehicle must carry an up-to-date master transportation list that includes:

- Passenger's full name
- Pick-up location
- Drop-off location

A copy of the master transportation list must be made available upon request.

7.2 Daily Attendance Record

For each transportation trip, the driver or accompanying staff must complete a daily attendance record including:

- Driver's name

Texas Travel Solutions, LLC



- Date of transport
- Names of all passengers
- Time of release

Records must be completed contemporaneously and retained according to company record retention policies. Transportation and personnel records are maintained electronically and made available upon request.

8. Compliance and Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract. Texas Travel Solutions, LLC reserves the right to audit transportation records, vehicles, and staff credentials at any time.

9. Policy Review

This policy shall be reviewed at least annually and updated as needed to ensure continued regulatory compliance and operational safety.



Transportation Safety Policy & Procedures

1. Purpose

Texas Travel Solutions, LLC ("TTS") adopts and enforces this Transportation Safety Policy to ensure the care, supervision, and safety of all passengers during transportation. This policy establishes required safety practices, staff training standards, vehicle safety requirements, and emergency procedures.

2. Staff Training and Competency

2.1 Required Training

All drivers and accompanying staff must receive training prior to transporting passengers, including:

- Safe loading, unloading, and supervision practices
- Proper use of restraints and securement systems
- Emergency response and first aid procedures
- Prohibited conduct and vehicle safety rules

Training completion shall be documented and maintained in personnel files.

3. Restraints and Securement

3.1 Safety Restraints

All passengers must be properly restrained or secured during transport in accordance with:

- Federal Motor Vehicle Safety Standards (FMVSS)



- Pennsylvania state law
- Applicable licensing regulations

Appropriate restraints shall be selected based on the passengers' age, weight, height, medical condition, and mobility needs.

4. Safe Boarding, Riding, and Unloading Procedures

4.1 Curbside Procedures

Passengers shall board and exit vehicles only from the curbside of the street when feasible and shall be safely accompanied to and from their destination by staff.

4.2 Continuous Supervision

Under no circumstances shall a passenger be left unattended in a vehicle at any time.

4.3 Vehicle Parking and Exiting Procedure:

1. BEFORE EXITING THE VEHICLE:

- a. Prior to exiting the bus, the driver must ensure the vehicle is in "Park Mode."
- b. The driver should visually confirm the position of the gear shift to ensure it is securely in the parked position.

2. EMERGENCY BRAKE ACTIVATION:

- a. Drivers must activate the emergency brake before leaving the bus.
- b. The emergency brake should be engaged even if the bus is parked on a level surface.

3. TRIPLE CHECK:

a. Implement a triple-check protocol:

- i. First check: verify that the gear shifts in park mode.

Texas Travel Solutions, LLC



- ii. Second check: ensure the emergency brake is engaged.
- iii. Third check: Physically inspect the surroundings for any potential obstacles and ensure the path is clear.

4.4. CONSEQUENCES OF NON-COMPLIANCE:

- a. Failure to comply with this policy may result in disciplinary action, including but not limited to verbal counseling, written warnings, or termination of employment.

5. Description of Basic Functions and Responsibilities of Drivers

Any employee transporting at Texas Travel Solutions, LLC, must follow the following guidelines to ensure the safety of passengers riding in the transportation vehicle.

5.1 TYPICAL DUTIES

- Drive safely and obey traffic laws to ensure safe transportation of passengers.
- Ensure that passengers are loaded and unloaded properly, safely, and efficiently and that all passengers are secured in seat belts before moving the vehicle (including passengers in wheelchairs).
- Ensure familiarity with all routes and schedules (schedules are subject to change)
- Communicate with supervisors regarding pick-ups and drop-offs, delays, emergencies, and other relevant information.
- Report any incidents or concerns to supervisors and management.
- Train new drivers in safety protocols, utilizing equipment on vehicles
- Check all vehicles' tire pressure and fluid levels.
- Maintain a clean, well-maintained vehicle that meets company standards.
- Report any mechanical problems with vehicles to manager for scheduling maintenance.

Texas Travel Solutions, LLC



- Driver will conduct a visual check on final disembarkation of passengers to ensure no passengers are left on the vehicle.
 - No passenger under the age of 18 will be released to anyone under the age of 18 or anyone who is not on their authorized guardian release form.
 - Driver will pull over and call 911 in the event of an emergency.
-

6. Prohibited Conduct and Items

The following are strictly prohibited in any Texas Travel Solutions, LLC vehicle:

- Tobacco products in any form, including electronic cigarettes
- Alcohol
- Illegal substances or unauthorized potentially toxic substances
- Firearms, pellet guns, or BB guns (loaded or unloaded)

Additionally, drivers are prohibited from using hand-held wireless communication devices while operating a vehicle or making unauthorized stops along the routes to pick up anything along the routes.

7. Post-Trip Vehicle Inspections

7.1 Mandatory Inspections

At the completion of every trip, the driver or accompanying staff must inspect the entire vehicle to ensure that no passengers remain inside.

7.2 Documentation

Inspection documentation utilized is entitled “Daily Visual Inspection” and must include:

- Signature of the person conducting the inspection
- Time and date of inspection



Documentation shall be retained in accordance with record retention requirements.

8. Emergency Procedures During Transportation

Texas Travel Solutions, LLC shall maintain and enforce written emergency procedures, including:

8.1 Mechanical Breakdowns

- Safely pull over and secure the vehicle
- Notify dispatch or management immediately
- Maintain supervision of all passengers

8.2 Vehicle Accidents

- Contact emergency services as required
 - Ensure safety and medical evaluation of passengers
 - Notify management and follow incident reporting procedures
-

9. Field Trip Safety Procedures

9.1 Arrival and Departure Inspections

For all field trips, staff must inspect the vehicle and account for each passenger upon:

- Arrival at each destination
- Departure from each destination
- Final arrival back at the center

9.2 Field Trip Records

A field trip record must be maintained for each trip and include:

- Driver's name



- Staff member(s) name(s)
- Date and time of transport
- Destinations
- Names of all passengers

9.3 Inspection Documentation

Documentation must include:

- Signature of the person conducting each inspection
 - Time of each inspection
-



10. Compliance and Enforcement

Failure to comply with this Transportation Safety Policy may result in disciplinary action, up to and including termination. Texas Travel Solutions, LLC reserves the right to audit vehicles, records, and staff practices at any time.

Transportation Partnership Policy
Texas Travel Solutions LLC & Sunshine Pediatric Day Center

Policy Title: Driver & Nursing Staff Patient Handling and Transportation Expectations

Effective Date: February 9th, 2026

Purpose

To establish clear expectations and responsibilities for drivers employed by Texas Travel Solutions LLC and nursing staff of Sunshine Pediatric Day Center to ensure the safe, coordinated transport of all pediatric patients.

Scope

This policy applies to all transportation services provided through the partnership between Texas Travel Solutions LLC and Sunshine Pediatric Day Center. Both parties are committed to maintaining the highest standards of patient safety, communication, and role clarity during all transport activities. A Sunshine Pediatric Day Center staff member will accompany pediatric participants during transportation services.

Driver Responsibilities (Texas Travel Solutions LLC)

1. Patient Interaction

- Drivers are not permitted to pick up or carry patients at any time.
- Drivers may assist with buckling and unbuckling patients as needed.

2. Wheelchair Lift Operations

- Drivers are responsible for operating the wheelchair lift to safely load and unload patients who utilize mobility devices.
- Drivers are responsible for securing wheelchairs and car seats with proper restraints in the vehicle.

3. Restraint Safety Checks

- Prior to vehicle movement, drivers must actively ensure all patient restraints are secure, including seat belts, car seats, wheelchair restraints, and any additional safety securements.

4. Home Pickup Procedures

- In the event that the patient does not immediately come outside during a home pick-up, the driver is responsible for knocking on the patient's home door to notify the caregiver of arrival. The driver may wait up to 10 minutes if there is no response. Driver must communicate with Sunshine Administrator and receive his/her approval before moving on with the route.

5. **Administrative Communication**

- Prior to leaving the center, the driver will receive all route and scheduling information, including any updates and/or changes from the Sunshine Administrator.
 - Drivers must maintain communication with the Sunshine Pediatric Day Center Building Administrator during transportation and provide trip updates as needed, including delays, incidents, or concerns.
 - Drivers are to share ETA information with the nursing staff on transport so the nurses can communicate ETAs to patients' caregivers for drop-offs and pick-ups
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Nursing Responsibilities (Sunshine Pediatric Day Center)

1. **Patient Transfer to Vehicle**

- Sunshine nursing staff are responsible for:
 - Bringing patients out of the center to the vehicle as well as into the center out of the vehicle.
 - Physically placing and positioning patients into their seats.
 - Ensuring emergency equipment is properly loaded onto vehicles and documented prior to transport.

2. **Patient Securement**

- Nurses are responsible for buckling patients into their seats upon loading.

3. **In-Transit Supervision**

- Sunshine nurse must remain on the vehicle at all times with patients during transport, pick-up, and drop-off (except when actively assisting with loading or unloading patients).

4. **Parent/Caregiver Communication**

- Nurses are responsible for communicating directly with caregivers regarding arrival times, delays, and/or patient needs and updates during transport.
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Shared Responsibilities

- Both the driver and nurse share responsibility for ensuring that all children are properly secured prior to transport.
- A dual safety check (and restraint adjustment if needed) of both the driver and nurse on the vehicle is expected before the vehicle begins movement.

Texas Travel Solutions Driver Orientation & Training Program

in Partnership with Sunshine Pediatric Day Center

Training Duration: 2 Days

Trainers: Administrator and Texas Travel Drivers

PROGRAM PURPOSE

This training program equips drivers with the knowledge, hands-on skills, and operational expectations necessary to safely transport medically complex children while maintaining professionalism, compliance, and exceptional customer service to client Sunshine Pediatric Day Center.

Drivers will be trained on:

- Safe vehicle operation
 - Transportation of medically fragile children
 - Emergency preparedness
 - Wheelchair securement and lift operation
 - Communication standards
 - Documentation and compliance
 - Daily operational expectations
 - Patient supervision and safety
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Two Day Training Schedule:

Day One:

- Review expectations/role with building Administrator
- Shadow and train with current drivers in PM route

Day Two:

- Arrive for AM route and perform duties alongside current drivers.
- Arrive for PM route and take lead on duties while being monitored by current drivers.
- By EOD, complete all knowledge/skills checklist.
 - Once checklist is completed, driver is ready to drive routes alone.

Texas Travel Expectations/Responsibilities

DAY 1 – INTRODUCTION & PATIENT PROCEDURES OVERVIEW

Trainer: Sunshine Admin

Primary Driver Expectations:

- Professional behavior and communication
- Calm, patient-centered interactions
- Reliability and punctuality
- Wear appropriate attire and company identification
- Respect toward families, staff, and children

Primary Driver Responsibilities

- Safe transportation from pickup to drop-off
- Vehicle cleanliness and readiness
- Reviewing and following daily transport plans
- Proper communication with staff and families
- Following emergency protocols

Drivers Are NOT Responsible For:

- Diagnosing medical conditions
- Performing medical treatments
- Altering medical equipment
- Making unauthorized route changes

Understanding Medical Complexity & Equipment

Common Medical Conditions Drivers May Encounter

- Mobility limitations
- Seizure disorders
- Respiratory support needs

- Feeding tubes (G-Tube/J-Tube)
- Sensory sensitivities
- Allergies requiring emergency medication

Medical Equipment Safety

Drivers must understand:

- Oxygen tanks must remain secured upright
 - Ventilators and suction machines must be secured
 - Wheelchairs require proper 4-point securement
 - Power wheelchairs must be powered off during transport
 - Medical equipment must never be disconnected or modified
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Communication Expectations

Communication with Families

Drivers must:

- Maintain professionalism and courtesy to represent Sunshine and TTS well
- Communicate estimated arrival times appropriately
- Report concerns promptly
- Never discuss confidential patient information

Communication with Sunshine Administration

Drivers are expected to report:

- Delays
- Route disruptions
- Behavioral concerns
- Equipment concerns
- Vehicle issues
- Incidents or emergencies

Emergency Procedures & Incident Response

General Emergency Procedures

1. Safely pull over
2. Turn off vehicle
3. Contact DON/ADON and Sunshine Administration
4. Remain calm
5. Follow transport plan instructions
6. Document incident appropriately

Seizure/Breathing Response

Drivers should:

- Keep child safe
- Avoid restraint
- Time seizure activity
- Follow emergency transport plan and contact emergency support immediately

Behavioral Crisis Procedures

Drivers should:

- Pull over safely if necessary
- Use calm verbal de-escalation
- Avoid physical restraint

Accident Procedures

Drivers will review:

- Accident reporting process
- Emergency contact procedures
- Documentation requirements

Insurance and safety protocols

Day 1 – OPERATIONAL OVERVIEW & DAILY WORKFLOW

Trainer: Current TTS Driver

Daily Arrival Expectations

Drivers must:

- Arrive on time and prepared for shift
- Clock in according to company procedure
- Review assigned routes and updates
- Communicate with Sunshine Administration regarding schedule updates

Vehicle Safety & Pre-Trip Inspection

Pre-Trip Inspection Training

Drivers must complete and document inspections before operating any vehicle.

Inspection Areas Include:

- Odometer reading
- Fuel level
- Tire condition and inflation
- Lights, hazards, and turn signals
- Mirrors and visibility
- Brakes and steering
- Seatbelts and harnesses
- Wheelchair securement systems
- Lift/ramp operation
- Communication devices
- First aid and emergency equipment

Vehicle Readiness Standards

Vehicles must be:

- Clean and sanitized
- Free of debris and loose items
- Temperature appropriate
- Safe for patient transport

Documentation Expectations

Drivers will learn:

- Pre-trip inspection logs
- Post-trip inspection logs
- Vehicle check documentation
- Reporting maintenance concerns
- EOW submission process to leadership

Wheelchair Securement & Patient Loading

Safe Loading Procedures

Before loading/unloading:

- Set parking brake
- Turn off engine
- Clear loading area
- Inspect lift/ramp operation

Wheelchair Safety Procedures

Drivers will demonstrate:

1. Proper lift operation
2. Forward-facing wheelchair positioning
3. Brake engagement
4. Proper tie-down attachment
5. Lap and shoulder belt securement
6. Safety harness verification

Ambulatory Patient Assistance

Drivers should:

- Assist as needed

- Use approved support devices only when indicated

Hands-On Skills Practice

Drivers will complete:

- Wheelchair securement practice
 - Lift operation training
 - Q-Strait securement system practice
 - Loading/unloading simulations
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Driving Expectations & Passenger Safety

Safe Driving Standards

Drivers are expected to:

- Drive defensively at all times
- Follow all traffic laws
- Drive the speed limit
- Avoid aggressive driving
- Prioritize passenger comfort and safety

Strictly Prohibited:

- Cell phone use while driving
- Unauthorized stops
- Route deviations without approval
- Transporting unauthorized passengers
- Loud music or distracting environments

Passenger Comfort & Sensory Awareness

Drivers should:

- Avoid sudden braking
- Maintain stable lighting

- Keep calm environments
 - Minimize loud noises and strong scents
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Midday & End-of-Day Responsibilities

Midday Responsibilities

Drivers are expected to:

- Fuel vehicles after morning route
- Record odometer readings on receipts and return to Administrator
- Remove trash and debris
- Sanitize vehicle surfaces
- Prepare vehicle for second shift

End-of-Day Responsibilities

Drivers must:

- Perform mandatory child check
 - Inspect for belongings
 - Complete required logs
 - Clean vehicle
 - Secure vehicle and return keys
 - Clock out only after duties are complete
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DAY 1 – AFTERNOON SHADOWING EXPERIENCE

Shadow Route Training

New drivers will:

- Ride along with experienced driver
- Observe loading/unloading procedures
- Observe family communication

- Observe route management
 - Observe documentation and workflow
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DAY 2 – HANDS-ON ROUTE TRAINING

LIVE ROUTE TRAINING

Driver-Led Route Execution

The trainee driver will:

- Conduct pre-trip inspection
- Operate assigned route
- Load/unload patients
- Operate wheelchair lift
- Secure wheelchairs properly
- Communicate with administration
- Complete documentation

Trainer Responsibilities

Trainer will:

- Monitor safety and compliance
- Provide coaching and corrections
- Verify competency completion
- Complete Final Skills Evaluation

Knowledge/Skills Check-Off	Trainee Initial	Trainer Initial	Date of Completion
KNOWLEDGE CHECK-OFF			
Understands professionalism and appearance expectations			
Understands attendance, timeliness, and communication expectations			
Understands process to receive daily routes from Sunshine Administration			
Understands vehicle assignment and key control procedures			
Understands normal route procedures			
Understands emergency procedures			
Understands prohibited behaviors and safety violations while operating the vehicle			
Understanding mandatory child check procedures			
Understanding vehicle cleanliness standards			
SKILLS CHECK-OFF			
Completion of pre-trip vehicle inspection			
Demonstrates safe patient loading procedures			
Demonstrates safe operation of wheelchair lift/ramp			
Demonstrates proper use of seatbelts and passenger restraints			
Demonstrates safe patient unloading procedures			
Demonstrates safe and defensive driving			
Demonstrates driving speed limit consistently			
Demonstrates behavioral and sensory consideration for patients when driving			
Demonstrates ability to follow transport plans			
Demonstrates route readiness and organization			
Successfully completes live route observation			
Completion of required vehicle logs/documentation			
Demonstrates proper WEX card usage and fueling procedures			
Demonstrates cleanliness in vehicle upkeep			



VERIFICATION

I, Jessica Glover, 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: *Jessica Glover*

Jessica Glover
Authorized Agent of Texas Travel Solutions LLC
05/27/2026