

## 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)

Sure Path 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)

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)

**If YES, provide your PA Corporation Bureau Entity ID Number** 42 2339075  
(See checklist and indicate type of business entity registered)

**15403161 - ydd/sec 6/3/2026**

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

Lennox Samuel  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Mailing Address

22 Lenish Ct  
Street Address  
Wilkes Barre Pa 18702      Luzerne  
City, State and Zip Code      County  
570-239-10801      Admin@surepathway.org  
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.)

\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State and Zip Code      County  
\_\_\_\_\_  
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?

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).
- 

See attached 1

---

*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.

*Lennox Samuel*

(Print Name)

*[Handwritten Signature]*

(Signature)

*5-6-24*

(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.

Sure Path LLC

Legal Name of Applicant

Trade Name, if any

22 Lehigh CT      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.

Lennox Samuel  
22 Lehigh CT  
Wilkes Barre Pa 18702  
Owner  
(570) 239-6801

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

N/A

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.

See Attachment 2

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.

*See Attachment 3*

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.

*See Attachment 4*

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.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY*</u>	<u>VEHICLE ID #</u>	<u>MILEAGE</u>
<i>17</i>	<i>Chrysler</i>	<i>Pacifica</i>	<i>6</i>		

\*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).

See attachment 5

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

See attachment 6

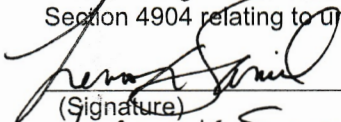
9. State whether the applicant has been convicted of a misdemeanor or felony. If applicant is partnership, limited liability partnership, corporation, or limited liability company this question applies to all members, officers, and/or shareholders. If "YES", explain.

YES  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.

### 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.

  
\_\_\_\_\_  
(Signature)  
Lennox Samuel  
\_\_\_\_\_  
(Name and Title, printed or typed)

6-2-24  
\_\_\_\_\_  
(Date)

Attachment 1

**Describe the service area proposed by this application.**

To provide transportation services throughout Luzerne County and the surrounding areas of Northeastern Pennsylvania, including neighboring counties as demand requires. Initially, operations will focus on establishing reliable and efficient service within the local region while building a strong customer base and transportation network. As the company grows and operational capacity expands, Sure Path LLC intends to broaden its service territory to include destinations throughout the Commonwealth of Pennsylvania, providing safe, dependable, and accessible transportation services statewide.

## Attachment 2

### Question 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.**

Sure Path LLC is a newly established paratransit transportation company created to provide safe, reliable, and compassionate non-emergency transportation services throughout Pennsylvania. Although the company is new to active operations, ownership has developed a strong understanding of transportation coordination, customer service, scheduling, business administration, and safety compliance requirements necessary to operate a professional paratransit service.

The company has researched and implemented operational procedures relating to Pennsylvania PUC regulations, driver safety standards, vehicle maintenance, passenger assistance procedures, dispatching systems, and recordkeeping requirements. Sure Path LLC is committed to maintaining all required insurance, licensing, vehicle inspections, and driver qualification files in accordance with Pennsylvania regulations.

Ownership possesses experience in communication, organization, scheduling, and customer-focused service, which are essential skills in the transportation industry. The company also plans to complete and maintain CPR/First Aid training, defensive driving education, and any additional certifications required for non-emergency medical transportation operations.

Sure Path LLC intends to operate with a strong focus on reliability, punctuality, passenger safety, professionalism, and compassionate care for elderly, disabled, and medically vulnerable passengers. The company's goal is to build a dependable transportation service that meets the needs of the community while remaining fully compliant with all Pennsylvania Public Utility Commission regulations.

### **Attachment 3**

**Describe your facilities, record maintenance plans and communication network. Please include a description of your physical location, including office machines that will be utilized, and the facility to house vehicles. As a carrier of household goods in use, applicants should include description of storage facilities, if applicable. Please include an explanation of your plan to maintain records by the PUC, as well as normal business records. Regarding 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.**

Sure Path LLC maintains 22 Lehigh CT, Wilkes Barre PA 18702, a home-based administrative office and will maintain all required Pennsylvania PUC records, operational records, and business records while maintaining professional recordkeeping, dispatching, and communication systems consistent with Pennsylvania PUC requirements. Records will be maintained both electronically and in hard-copy format as necessary.

The following records will be maintained:

- Driver qualification files
- Vehicle registration and insurance records
- Vehicle inspection and maintenance records
- Passenger trip logs and manifests
- Dispatch records and scheduling logs
- Complaint and incident reports
- Billing and accounting records
- Employee payroll and tax records
- Medicaid transportation documentation (if applicable)
- PUC compliance documentation

Electronic records will be securely stored using password-protected computer systems and cloud-based backup storage to prevent loss of information. Hard-copy documents will be maintained in locked filing cabinets located within the administrative office area.

All records will be retained in accordance with Pennsylvania Public Utility Commission requirements and applicable to state and federal regulations. Records will be made available for inspection upon request by authorized regulatory agencies.

The company will utilize standard office equipment including:

- Printer/scanner/copier
- Cellular telephones
- Internet service
- Scheduling and dispatch software
- Accounting software such as QuickBooks

These systems will be used for dispatching, scheduling, customer communication, billing, payroll, maintenance tracking, and regulatory compliance.

## **Communication Network & Dispatch Procedures**

Sure Path LLC will maintain a reliable communication network to ensure efficient transportation scheduling, dispatching, and driver communication operations.

Customer transportation requests will be received through:

- Business telephone lines
- Cellular phones
- Email communication
- Online scheduling platforms
- Medicaid broker portals and transportation management systems

Once transportation requests are received, trip information will be entered into the company's scheduling and dispatch system. Drivers will be assigned trips based upon vehicle availability, geographic location, scheduling efficiency, and passenger needs.

Drivers will receive trip assignments through:

- Cellular telephone communication
- Text messaging
- Dispatch applications/software
- Two-way communication devices when applicable

The company will maintain continuous communication with drivers throughout operating hours using company-issued or approved cellular phones. Drivers will be required to remain reachable while transporting passengers to ensure:

- Schedule coordination

- Emergency communication
- Route adjustments
- Passenger updates
- Breakdown or incident reporting

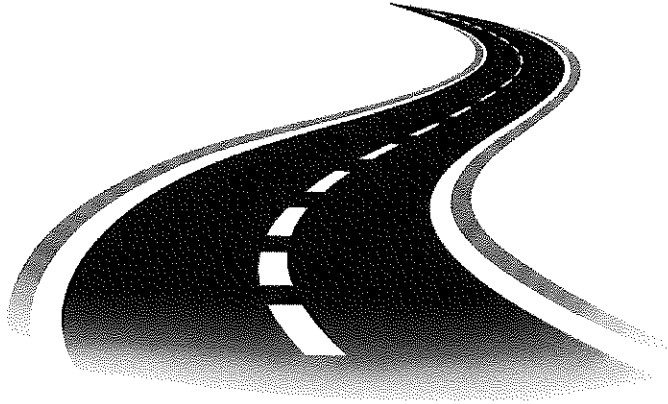
Dispatch personnel will monitor active trips throughout the day to ensure timely and safe transportation services. Emergency contact procedures will also be maintained in the event of vehicle breakdowns, medical emergencies, traffic delays, or severe weather conditions.

## **Vehicle Storage Facility Description**

Company vehicles will be housed at a secure facility/home-based operating location with adequate parking space for the fleet. The storage area will provide:

- Off-street parking
- Routine vehicle cleaning and inspection capability
- Secure storage when vehicles are not in service
- Access for maintenance and servicing

Vehicles will undergo regular preventive maintenance and safety inspections in accordance with Pennsylvania state regulations and manufacturer recommendations. Maintenance records will be documented and retained at the principal office location.



# SURE PATH

— LLC —

T R A N S P O R T A T I O N



SAFE



COMPASSIONATE



RELIABLE

**NEMT & PARATRANSIT SERVICES**

*Providing Safe, Reliable, and Compassionate  
Transportation Every Step of the Way.*



## Attachment 4

### Question 5

Please state the number of drivers you intend to use or hire in your business and explain why the number of drivers is appropriate for the size of territory you will be serving.

## Number of Drivers Intended to Be Used or Hired

Sure Path LLC initially intends to utilize approximately **2 to 4 qualified drivers** to support current transportation operations. This staffing level is appropriate for the company's startup phase and current fleet size of two vehicles.

The company initially intends to focus on local and regional transportation services within a manageable service area to ensure dependable response times and service quality.

The proposed number of drivers will allow Sure Path LLC to:

- Maintain reliable transportation scheduling
- Provide adequate coverage during business operating hours
- Accommodate routine driver scheduling and time-off needs
- Ensure continuous service availability for passengers
- Maintain safe driver-to-vehicle ratios
- Provide flexibility for increasing trip demand within the proposed service territory

Because Sure Path LLC is a newly established transportation provider, the company intends to begin operations on a manageable scale while maintaining safe, dependable, and efficient transportation services throughout the authorized territory.

As trip demand and operational needs increase, Sure Path LLC anticipates hiring additional qualified drivers to support future expansion and customer needs.

# Driver Qualification Policy

All drivers employed by Sure Path LLC will:

- Possess a valid Pennsylvania driver's license
- Pass criminal background checks
- Pass driving record checks
- Complete passenger assistance training
- Complete CPR/First Aid training when required
- Maintain medical qualification standards
- Complete company safety training

Driver files will contain:

- License copies
- Background clearances
- Training certificates
- Motor vehicle records
- Employment documentation

## Safety Program

Sure Path LLC is committed to maintaining a safe transportation environment.

Safety procedures include:

- Daily vehicle inspections
- Driver safety meetings
- Preventative maintenance scheduling
- Defensive driving practices
- Passenger securement procedures
- Emergency response procedures
- Incident reporting requirements

Drivers will immediately report:

- Accidents
- Injuries

- Vehicle defects
- Passenger incidents
- Unsafe conditions

## **Passenger Assistance Policy**

Drivers for Sure Path LLC will provide courteous and professional assistance including:

- Door-to-door assistance
- Assistance entering/exiting vehicles
- Mobility device securement
- Assistance with walkers and wheelchairs
- Passenger safety monitoring

Drivers will not provide medical treatment unless properly trained and authorized.

## **ADA Compliance Statement**

Sure Path LLC will comply with applicable Americans with Disabilities Act (ADA) requirements by:

- Providing equal transportation access
- Accommodating mobility devices
- Maintaining accessible service standards
- Training drivers in disability awareness and passenger assistance

## **Drug & Alcohol Policy**

Sure Path LLC maintains a drug and alcohol-free workplace.

Drivers are prohibited from:

- Operating vehicles under the influence
- Possessing illegal substances

- Reporting to work impaired

Sure Path LLC reserves the right to conduct:

- Pre-employment screening
- Post-accident testing
- Reasonable suspicion testing

## **Complaint Resolution Policy**

Customer complaints received by Sure Path LLC will be:

- Documented
- Investigated promptly
- Reviewed by management
- Resolved professionally

Complaint records will be retained as part of company operational records.

## **Emergency Procedures**

Drivers will immediately notify dispatch in the event of:

- Medical emergencies
- Vehicle accidents
- Mechanical failures
- Passenger incidents
- Unsafe road conditions

Emergency contact numbers and procedures will be maintained in each vehicle.

## Attachment 5

7. Describe your vehicle safety program, please include the following in your explanation:

Your periodic vehicle maintenance plan

Your system for ensuring your vehicles will continuously comply with applicable Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175)

Sure Path LLC is committed to maintaining a comprehensive vehicle safety and preventative maintenance program to ensure the safe and reliable transportation of all passengers.

The company will implement a periodic vehicle maintenance plan designed to ensure that all vehicles continuously comply with applicable Pennsylvania vehicle equipment and inspection standards as outlined in 67 Pa. Code Chapter 175, as well as all applicable Pennsylvania Public Utility Commission regulations.

## **Preventative Maintenance Program**

All vehicles operated by Sure Path LLC will undergo:

- Routine preventative maintenance
- Manufacturer-recommended service intervals
- Regular oil and fluid changes
- Brake inspections
- Tire inspections and replacement when necessary
- Steering and suspension inspections
- Lighting and electrical system inspections
- Wheelchair securement equipment inspections
- Pennsylvania state safety inspections and emissions testing where required

Maintenance and repair services will be performed by qualified repair facilities and certified mechanics as necessary.

# Daily Vehicle Inspection Procedures

Drivers will be required to conduct and document daily pre-trip and post-trip vehicle inspections to identify any safety, or equipment concerns before and after operating the vehicle.

Daily inspections will include:

- Tires and tire pressure
- Brakes
- Headlights, brake lights, and turn signals
- Mirrors and windshield condition
- Horn operation
- Seat belts
- Emergency equipment
- Fluid leaks
- Wheelchair securement systems (if applicable)
- Interior cleanliness and passenger safety conditions

Any vehicle determined to have an unsafe condition, or equipment defect will be immediately removed from service until repairs are completed.

## Maintenance Recordkeeping

Sure Path LLC will maintain accurate maintenance and inspection records for each vehicle, including:

- Preventative maintenance schedules
- Repair documentation
- State inspection certificates
- Mileage records
- Service dates
- Vehicle defect reports

Records will be securely maintained at the company's principal office and made available upon request by regulatory agencies.

# **Compliance with Pennsylvania Vehicle Equipment Standards**

Sure Path LLC will continuously monitor vehicle condition and maintenance to ensure ongoing compliance with Pennsylvania vehicle equipment standards under 67 Pa. Code Chapter 175.

The company will ensure that:

- Vehicles remain in safe operating condition at all times
- All required safety equipment is functional
- State inspections remain current
- Defective vehicles are promptly repaired
- Vehicles are not operated when unsafe or out of compliance

The company's safety program is designed to promote passenger safety, reduce operational risks, and maintain dependable transportation services throughout the authorized service territory.

## Attachment 6

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

Sure Path LLC has taken the necessary steps to determine the availability and affordability of the required commercial insurance coverage for paratransit and non-emergency medical transportation operations.

The company has:

- Researched Pennsylvania Public Utility Commission insurance requirements
- Contacted commercial transportation insurance providers and/or insurance brokers regarding applicable coverage
- Reviewed estimated premium costs for passenger transportation operations
- Evaluated startup operating expenses, including insurance obligations
- Established financial planning measures to ensure the ability to maintain continuous insurance coverage

Sure Path LLC understands the importance of maintaining all required insurance coverage as a condition of operating authority and intends to secure and maintain the appropriate levels of:

- Commercial automobile liability insurance
- Passenger liability coverage
- General liability insurance
- Workers' compensation coverage if applicable

The company has budgeted insurance premiums as part of its startup and ongoing operational expenses and believes the proposed operation size, consisting initially of two vehicles, is financially manageable.

Sure Path LLC intends to operate on a controlled startup scale to ensure financial stability and the continued ability to meet all insurance obligations required by the Pennsylvania Public Utility Commission.

Statement of Financial Position (Balance Sheet)

As of (date) 5-22-20  
(Must be less than 6 months old)

ASSETS

Current Assets

Cash 10,000  
Other Current Assets (specify) \_\_\_\_\_  
Total Current Assets \_\_\_\_\_

Tangible Assets

Motor Vehicle Equipment 50,000  
Property (buildings, land, etc.) 3,000  
Office Equipment \_\_\_\_\_

TOTAL ASSETS 63,000

LIABILITIES

Current Liabilities (Due within one year of date)

Loans \_\_\_\_\_  
Credit cards/revolving credit 2,000  
Other Liabilities (Attach schedule) \_\_\_\_\_  
Total Current Liabilities \_\_\_\_\_

Long Term Liabilities (Due after one year of date)

Mortgage \_\_\_\_\_  
Long term commercial loan \_\_\_\_\_  
Other Liabilities (Attach Schedule) \_\_\_\_\_  
Total Long-Term Liabilities \_\_\_\_\_

TOTAL LIABILITIES 2,000