

ATTACHMENT 1

Question 3.

Degree:

- Masters of Business Administration Babson College
- Bachelor of Science Business Management Bentley College

License:

- Life, Accident and Health Insurance license

Relevant Employment Experience:

- 5 years of Health Insurance provider contracting experience including private payor and Medicare reimbursement rates.
- Organized transportation services for summer youth camp GoKids Boston
- VP of Business Development, Aetna's Accountable Care Division
- Manger of Sales Operations, Aetna's Accountable Care Division

Question 4.

Initially, the owners home office will be used at 502 Chapel Ave W Cherry Hill, NJ 08002 and company vehicles will be stored in the parking lot. The location includes administrative, dispatch service, storage, and maintenance functions. This area also contains a number of bulletin boards for the posting of Information concerning policy procedures, daily concerns, and road conditions, construction and detours, etc., in order to keep our drivers informed of any pertinent information. Records will be retained at this location for three years and then transferred to a storage location for another 4 years.

The lost and found area will be contained in a secure location, with only Management having access.

Question 5.

Companion Care Partners LLC, will initially use Transitak software. Transitak is a web base receiving and scheduling software solution. Transitak's reservation software has a module that provides interactive scheduling to assist our scheduler's with providing the most efficient runs possible. It also provides real time dispatching and billing solutions. Business hours are 7:00am to 7:00pm Monday through Saturday. Companion Care Partners LLC, will initially employ 1 dispatcher who will be equipped with a tablet and cell phone. For after hour emergencies, Companion Care Partners LLC's management staff will be available. If we should experience problems with our web based solution, we will communicate by mobile devices until our service is restored.

In the event that there is an emergency, our drivers will contact our dispatcher. Our dispatcher will be fully trained on handling any situation that may arise. Once the dispatcher is notified, their first responsibility is to assess the situation and then begin the procedure to control the emergency up to and including contacting the appropriate emergency services and dispatching our safety department. Once this has been accomplished, the dispatcher will contact the on shift supervisor.

Question 6.

a)

New hires are subject to background screening, which includes checking criminal history and MVR, child abuse clearance, verification of previous employment and drug testing.

b)

At this initial interview, all pertinent forms including the applications for National Criminal History, Motor Vehicle Records checks and the Child Abuse Clearance must be filled out and signed and a detailed employment application will be completed or the applicant will not proceed to the next part of the application process. The interviewer is required to outline training requirements and a job description. The applicant is told that his/her potential employment could be jeopardized by a negative Criminal History, Motor Vehicle Records or National Wanted Felon check, Child Abuse Clearance and/or drug test.

c)

All drivers and management personnel are trained on the company's policy and procedures for handling all accidents and emergencies involving Companion Care Partners LLC, vehicles. Drivers are trained in reporting procedures and information gathering techniques that they can use at the scene of an accident. The training will include topics such as how to deal with passengers, police, by-standers, and the press. Each vehicle will be equipped with an accident packet which contains items such as documents for passenger statements, seating charts, witness statement cards, a disposable camera for appropriate documentation through photographs, as well as a form to outline the timeline and circumstances of the accident and instructions for using them in the event of an accident or incident involving injury. A supervisor will be dispatched to every accident scene and will work with the local authorities gather all relevant information to make a report, which will be sent to our insurance carrier within 24 hours.

Every driver who is involved in an accident has an accident report placed in his/her internal file, the report becomes part of the employee's permanent record. If an accident report appears in a driver's file twice in a three year period, the driver will be on probation and must attend and pass a two day safety refresher course, prior to returning to work.

New drivers will receive a minimum of ten (10) hours of behind-the wheel instruction with an instructor on board. After this initial training, approximately thirty (30) or more hours are provided for passenger assistance training, wheelchair securement, sensitivity training, First Aid and CPR training, ADA regulation training, and dispatching communication.

d)

As a condition to employment, we will require our drivers to maintain an active driver's license in good standing and to notify Human Resources immediately if their license gets suspended or revoked. We will randomly pull a Motor Vehicle Records file on all of our drivers at least once a quarter.

e)

As a condition to employment, we will require our employees to maintain a satisfactory criminal background check and to notify human resources immediately if that changes. We will conduct internal audits once a quarter to make sure our employee background checks are current.

f)

As a condition of employment, our employees are not allowed to engage in illegal activities including but not limited to the consumption of drugs and are not allowed to have any trace of alcohol in their system while they are working. We will conduct random drug and alcohol test throughout the year before a drivers shift begins and/or ends.

Question 7. We have decided to restrict the service area to Philadelphia County. We plan to purchase the following vehicle or something similar:

2006 Ford E-350 12 Passenger VIN: 1FDWE35P26HA37236

Question 8.

Vehicles will be detailed every 15 days or 3,000, whichever comes first, and serviced every 3,000 miles. .

b)

Companion Care Partners LLC, considers the safety of our employees, equipment, passengers as its highest priorities. We will roll out internal safety and inspection programs to help ensure compliance with all Pennsylvania inspection standards and Commission's equipment standards. Drivers will be - required to do perform pre-trip and post-trip vehicle and equipment inspection. The pre-trip inspections include inspecting items such as brakes, steering, tires, doors, interiors, lights, safety equipment, wheelchair life/accessibility devices, etc. In addition the driver will inspect the vehicle for any dents, scrapes or other body damage. If a problem should be found during pre-trip inspection, the driver will document the problem and inform the management immediately. The problem will be corrected before the vehicle leaves for its route or a new vehicle will be assigned. In addition, maintenance personnel will conduct weekly inspections.