

Dear UTC supervisor,

We have received the final report for the safety inspection, and we're going to identify the violations and what we have done to correct them in this letter.

1. We failed to implement a random drug and alcohol testing program for our CDL driver. The reason it happened because we got confused between drug testing annually and random pool, also we don't know we have to enroll our CDL driver to a random pool program.
Correction: After we got to know this regulation through the safety inspection, we have enrolled our company and our current CDL driver (Ze Mai) into www.escreen.com random program. The certificate and the active status showed on a screenshot of web page are attached as document1 and document1-1.

2. We used drivers not medically examined and certified during the preceding 24 months. We are not clear about the regular drivers who need to be medically examined and certified or be tested for drug and alcohol so we required the regular drivers having the drug tested instead of medical examined.

Correction: After the inspection we sent our driver to do the medical examination immediately in the afternoon so the current driver (Song Jian) got his medical examination at the same day. The attachment document2 shows the medical card of Song Jian. The other driver (Yong Yang) has no long worked for our company from June, 2019.

3. We failed to require the drivers to prepare the DVIR. We don't exactly know we need to do the DVIR because our job is very simple which has the same routes, same destinations within very few mileage every day, and also our buses are new vehicles and well maintained.
Correction: After we were told about this regulation we have already printed out the qualified forms and put them on every buses, and we have trained all the drivers to fill it out before and after the job every day, also we will check the forms regularly by the owner to prevent this is not happened again.

4. We failed to file the MCS 150 form every 24 months. We didn't do the updating because we're not familiar with the regulation.
We have already updated the MCS 150 form online. The attachment document4 is the updated form.

5. We failed to investigate driver's background within 30 days of employment. Actually we did checking Ze Mai's background at the beginning days of his employment, and when we added his name into our vehicle insurance the insurance company told us that he had a good driving record without violation. When we prepared the paper documents for the safety inspection we couldn't find the driving report we have had so we asked the driver to get an updated new one.
Correction: We will organize well all our required documents to keep everything clear, and we have set up a new form to fill out followed the safety requirements, such as pre-employment, annual report or any updating, and so on.

6. We failed to maintain driver qualification file for Guojian Xi.
Guojian is a friend of the owner, and he came to help us couple of trips when we were temporarily lack of drivers. Our business is limited so the work for most drivers that we hired are part time only, that's why it's so hard for us to keep employees, some drivers are easily to quit

the job without any notice in advance. We didn't prepare anything for Guojian because we don't pay him for the last trips he helped, and we think he is not our employee so we don't need.

Correction: We have already known the regulation about anyone who will drive the bus for us needs to be qualified so we will prepare everything in the future. Guojian is no long driving for us so we don't prepare documents for him.

7. We failed to maintain inquiries into driver's driving record in driver's qualification file.

We are not clear about this regulation but after the inspection we know it, and we will file the driving record for all the drivers within 30 days of employment.

Correction: Yong Yang is no long working for our company but we will keep tracking other employees in the future.

8. We failed to verify the national registry on the medical certificate.

This is an additional requirement related to the medical certificate which is out of our knowledge before the inspection so we didn't check it from the internet.

Correction: We've verified it from <https://www.fmcsa.dot.gov/national-registry-certified-medical-examiners-search>, and the attached screenshot of web page of Ze Mai's medical verification as document8 is for your reference.

9. We failed to require one of our drivers completed the duty status record. Our driver (Song Jian) forgot to write down the total on duty hour one day but it has the starting time and ending time.

Correction: We will remind all of our drivers to complete all the items they need to fill in on the duty record sheet every day, and we will check the record monthly by owner.

10. We failed to keep a record of tests conducted on pushout windows, emergency doors, and emergency marking lights on buses.

Correction: We have recorded the testing information in the vehicles' maintenance sheet for pushing out windows, emergency doors, and emergency door marking lights on buses, and we will keep tracking to do it every 90 days then record on the working sheets for each bus.

Please see the attachment document10 for your reference.

We are a new company in the transportation industry, and we're trying to do our best to implement all the regulations required by the government. After the safety inspection this time we found we have many shortcomings, and we're lack of related knowledge and training although we're just a small company. We will improve our training and managing system, and at the same time we will require the drivers to comply with all the regulations. Since we've been checked we learnt a lot, we have set up new checking forms which will be involved in all the drivers and vehicles' requirement during our business and the drivers' whole employment procedure. We attached the form as well for your reference. This is to show that we're seriously caring about the safety regulations, and we will strictly obey these regulations in the future.

Sincerely,

Dora Huang

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