BOARD REPORT  
CITY OF LOS ANGELES  
DEPARTMENT OF TRANSPORTATION

Date: October 10, 2019

To: Board of Transportation Commissioners

From: Seleta J. Reynolds, General Manager

Subject: RECOMMEND APPROVAL OF THE APPLICATION OF AFFINITY TRANSIT, INC. FOR FOUR UNRESTRICTED NON-AMBULATORY PASSENGER VEHICLE PERMITS

RECOMMENDATIONS

That your Board:

a. **Find** that Affinity Transit, Inc. based upon evidence of patients in need of transportation; public convenience and necessity, requires the operation of four unrestricted non-ambulatory passenger vehicles.

b. **Grant** four unrestricted non-ambulatory passenger vehicle permits to Affinity Transit, Inc. contingent upon:

1. The applicant filing with the Department in such form as the Department requires and thereafter, keeping in full force and effect a policy of automobile liability insurance acceptable to the City Attorney and the City Risk Manager;

2. The drivers and attendants obtaining the required permits;

3. The applicant obtaining commercial or exempt registration for the vehicles;

4. The vehicles passing Department inspection;

5. The applicant complying with all Board rules and regulations and City ordinances pertaining to the operation of non-ambulatory passenger vehicles;

6. The applicant charging only those rates for non-ambulatory passenger vehicle service as set forth in Board Order No. 602 (Ordinance No. 182,502) and successor regulations; and

7. The vehicles must be placed into service within 120 days after the Board of Transportation Commissioners’ (Board) approval, or such authority shall become invalid. Upon written request and for good cause, the Department in its discretion, may grant an extension of time beyond the initial 120-day period after Board approval. Any request for an extension beyond the initial deadline date must be received prior to the
120-day deadline. Furthermore, if an extension is granted, only one extension may be allowed per application.

INITIATED BY

On June 12, 2019, the Department received an application from Juventino Suarez, CEO of Affinity Transit, Inc. located at 444 South Brand Boulevard, Suite 201, San Fernando, California 91340. The company is requesting for four non-ambulatory passenger vehicle permits to be used for gurney van service (Attachment 1). On September 25, 2019, Mr. Suarez submitted additional documents needed to complete the application.

DISCUSSION

Affinity Transit, Inc. is not currently authorized by the Board to operate any vehicles for hire in the City of Los Angeles.

The history of Affinity Transit, Inc.’s business is as follows: On June 30, 2014, the Articles of Incorporation of a General Stock Corporation were filed with the California Secretary of State establishing Affinity Transit (Attachment 2). On November 19, 2018, Certificate of Amendment of Articles of Incorporation was filed to amend the name to Affinity Transit, Inc. (Attachment 3). On January 8, 2019, Statement of Information (Domestic Stock and Agricultural Cooperative Corporations) was filed with the California Secretary of State, naming Juventino Suarez as Chief Executive Officer and Chief Financial Officer, and naming Magda L. Castillo Suarez as Secretary of the company (Attachment 4). Juventino Suarez and Magda L. Castillo Suarez are the shareholders of the company.

Public Convenience and Necessity

The application of Affinity Transit, Inc. was evaluated against Section 2 of the Guidelines for Establishing Public Convenience and Necessity as established by the Board on August 11, 2005, for applicants with no unrestricted non-ambulatory passenger vehicle permits (Attachment 5).

a. Experience – Magda L. Castillo Suarez, General Manager of Affinity Transit, Inc., submitted a resume. She has served as the general manager of the company since August 2017. Her resume also indicates that she recruits and terminates the employees, prepares medical bills and invoices, and reviews hospital records and schedules.

b. Background Check – A background check was conducted on the owner and general manager of Affinity Transit, Inc. and no disqualifying criminal history was found as listed in Board Order No. 600.

c. Financial Capability – The applicant submitted the Department of Motor Vehicle’s registration for four non-ambulatory passenger vehicles. The applicant also submitted financial documents showing that the company demonstrates sufficient liquid assets to support the request for four non-ambulatory passenger vehicle permits.
d. **Reason for Requesting Permits** – The applicant states that they receive calls from the City of Los Angeles and they want to legally provide the services in the area. Affinity Transit, Inc. currently operates exclusively in the cities of Santa Monica, Burbank, Pasadena, Glendale, and San Fernando and seek to expand into the City of Los Angeles.

e. **Impact on Existing Transportation Providers** – The applicant states that there will be little to no negative impact on existing transportation providers. The applicant will assist other existing providers from overwhelming schedules and will fill in the gap that currently exist between the health care facilities and customers needing transportation and who do not currently receive reliable services.

f. **Description of Public Benefit** – The applicant states that they will provide quality transportation services with integrity and compassion to all of their gurney patients. Their vehicles are equipped with oxygen tanks, and two-person crew consist of one licensed and one certified Los Angeles County Emergency Medical Technician. To ensure safe and reliable services, their vehicles are properly inspected and maintained by a professional mechanic on a regular basis. Their vehicles are also equipped with in-dash camera that records throughout the day. The cameras provide the company with safety and liability records, and the data are used to improve on the company’s services and efficiency in providing exceptional customer service to all.

g. **Business Plan** – The applicant submitted a business plan that includes the company’s days and hours of operation, service area, dispatching procedures, employee training plans, affirmative action policy, method of monitoring the quality of service, and emergency procedures. The hours of operation for the transportation service are from 5:00 a.m. to 11:00 p.m., Sunday through Saturday.

There is no documented evidence of illegal operation by Affinity Transit, Inc. in the City of Los Angeles in the past 12 months.

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Attachments