

PARATRANSIT ELECTRONIC RECORD SYSTEM

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USE OF ELECTRONIC RECORD SYSTEM BEGINS JULY 1, 2008

Information Fact Sheet

According to the Taxi and Limousine Commission's Paratransit Rules, beginning **July 1, 2008**, all Paratransit Vehicles must begin using an electronic record system. For your information we have summarized key points that may help you better understand the **Electronic Trip Record System**. **Please refer to Chapter 4 of TLC's Rules for all of the details.**

➤ **What is an Electronic Trip Record System?**

An electronic trip record system is hardware and software that collects and stores the electronic trip record data. The specific locations and times of pick-up and drop-off and any other data that is required to be collected will be collected by the electronic system.

➤ **Which vendors provide this hardware?**

You are free to use any vendor that can provide the mandated hardware. We have provided a suggested list of vendors as an additional download also located on our website.

➤ **What information does the Electronic Record System need to collect?**

The Commission requires that the system be able to track:

1. The driver's paratransit driver's license number;
2. Paratransit vehicle's state license plate number;
3. The date and time of pick-up of passengers;
4. The date and time of drop-off of passengers;
5. The locations of pick-ups and drop-offs;
6. Any additional information that the Commission and local, state, or federal law require.

➤ **How often do I need to send this information?**

The required data will be transmitted to the Commission on the 10th day of every month. The data will be for the trips that transpired during the previous month.

For example: Paratransit vehicle owners will have their system begin tracking data for the month of July 2008 (July 1st through July 31st). The data must be transmitted to the Commission no later than August 10th. The second transmission of data will cover August 1st through August 31st and will be emailed to the commission no later than September 10th.

➤ **How do I submit my data to the TLC?**

Please refer to the packet titled Paratransit Electronic Record System File Transfer Process, following page 4 in this document.

➤ **What do I do if my electronic record system malfunctions?**

If the system should malfunction, the base owner will report the malfunction to Peter Carnival at (718) 267-4501 at the Commission's Safety and Emissions facility within twenty-four (24) hours of the malfunction.

The base **owner must have the system replaced or repaired within three (3) business days** of the notification to Safety and Emissions.

During the three day period while the system is being repaired the vehicle *can* be dispatched. During this time, the base owner will still be required to keep **written** trip records.

In the extreme circumstance that the electronic system should take more than 3 days to be repaired or replaced, the paratransit vehicle **MUST NOT be dispatched *after* the 3 day period ends. Dispatching can resume only when the electronic record system is fixed.**

➤ **How should the data that is collected be formatted?**

Please see **Insert A on Page 3** following this information fact sheet for the tripsheet file layout.

Again, please refer to Chapter 4 of TLC's Rules and Regulations for all of the details. If you have any questions please contact Ariel Dannis at (718) 391-5651 or visit our web site at www.nyc.gov/taxi.

INSERT A

TRIP SHEET FILE LAYOUT

FIELD-NUM	Field-Name	Length	Start-Position	End-Position	Template
1	TLC_Base_License #	7	1	7	B000000
2	Vehicle_Plate_Number	8	8	15	TXXXXXXC
3	TLC_Driver_License_Number	7	16	22	1223212
4	Trip_Pickup_Date	8	23	30	YYYYMMDD
5	Trip_Pickup_Time	4	31	34	1248
6	Trip_Dropoff_Date	8	35	42	YYYYMMDD
7	Trip_Dropoff_Time	4	43	46	1158
8	Trip_Pickup_Location	60	47	106	32-02 QUEENS BLVD, NY 11101
9	Trip_Dropoff_Location	60	107	166	165-43 QUEENS BLVD, NY 11413
10	Start_Longitude	10	167	176	-73.901988
11	End_Longitude	10	177	186	-73.901988
12	Start_Latitude	9	187	195	40.763789
13	End_Latitude	9	196	204	40.763789

Connectivity Issues (Missing files, errors in downloading, etc.) and File Issues (Format or Content) should be e-mailed to the NYC Taxi and Limousine Commission at paratrans@tlc.nyc.gov.

Paratransit Electronic Record System

File Transfer Process

Paratransit Electronic Record System File Transfer Process

Product:

Core FTP LE will be the software used for the transmission of the Electronic Record Trip Sheet monthly file.

CORE FTP connectivity uses SSL/SSH Security Certificates. The software must be downloaded and installed by the end user.

The link to obtain the software is: <http://www.coreftp.com/download.html>

Once on the download screen under the heading titled Core FTP LE 2.1: free version' click www.coreftp.com

NOTE: If you have your own vendor or software that supports SSH/SSL secure encryption and would like to use it please notify TLC via the email listed below as soon as possible.

Configuration and set-up:

You will find listed below all of the required configurations for Core FTP necessary to log into the TLC FTP Site. Please follow the instructions carefully or it will impact your ability to transmit the required data.

USER ID and PASSWORD:

Each Paratransit Base Licensee will receive a unique USER ID and a PASSWORD. This password will allow you to access the server where the file will need to be dropped each month. These passwords are set by the TLC and DoITT as part of the individual set-ups for each base. They will be transmitted to you separately.

File layout and naming Convention:

A File Layout is provided as **insert A on page 3**. The file you submit MUST be in a text document (flat file) 203 fixed record length format as per **Insert A**.

A unique File Name will be provided with your USER ID and PASSWORD. You MUST use the same file name each and every month. No changes to the file name should be made. You will be putting a file on the server once a month for TLC to pull and the prior months file will be overwritten when this occurs.

You will need to create a folder named TLC_MONTHLY_FILE in your C Drive as shown on the following page.

File testing and production date:

Once all configurations are in place, please notify TLC via email at paratrans@tlc.nyc.gov

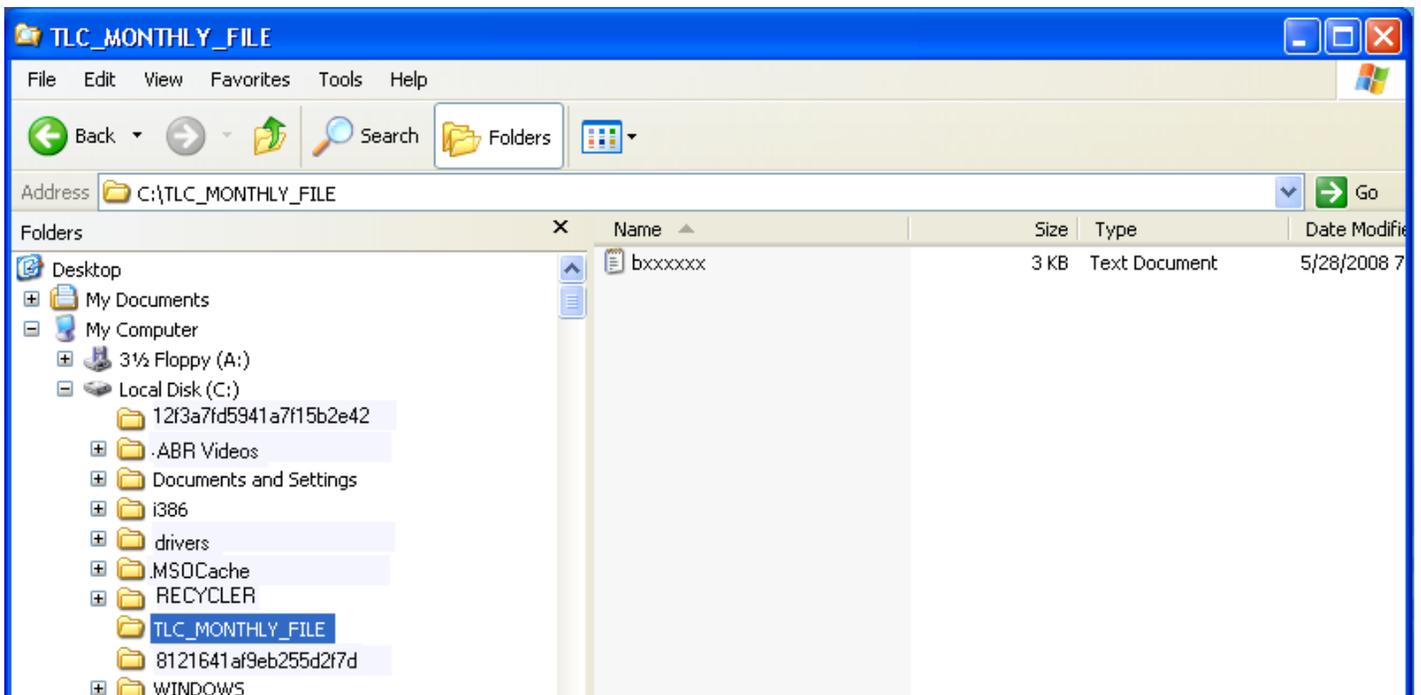
At that time, you will be notified how to transmit a test file before we go live with the production date of August 10, 2008.

Contact\Questions:

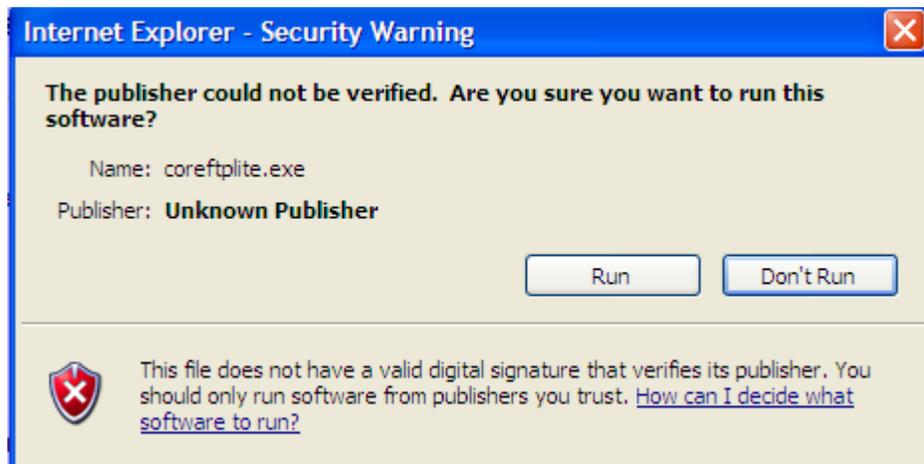
Please email all Connectivity Issues (Missing files, errors in downloading, etc.): File Issues (Format or Content) to paratrans@tlc.nyc.gov

Instructions for installing the Core FTP software.

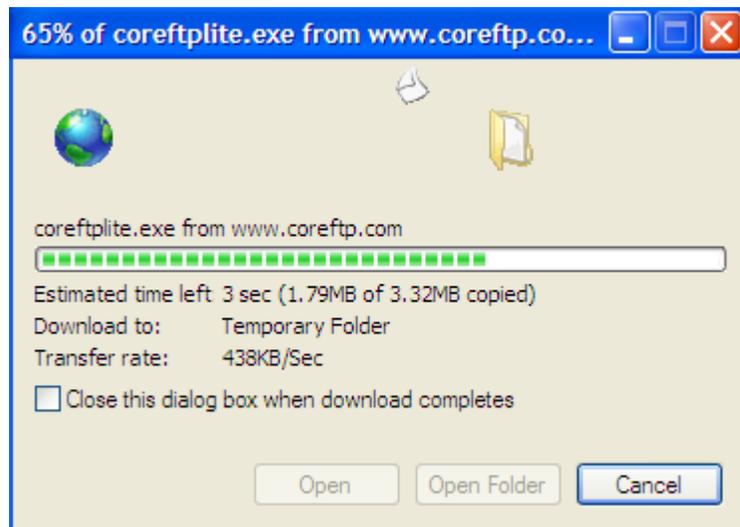
- **First thing you must do: You will need to create a folder named TLC_MONTHLY_FILE in your C Drive. Please see below for an example.**



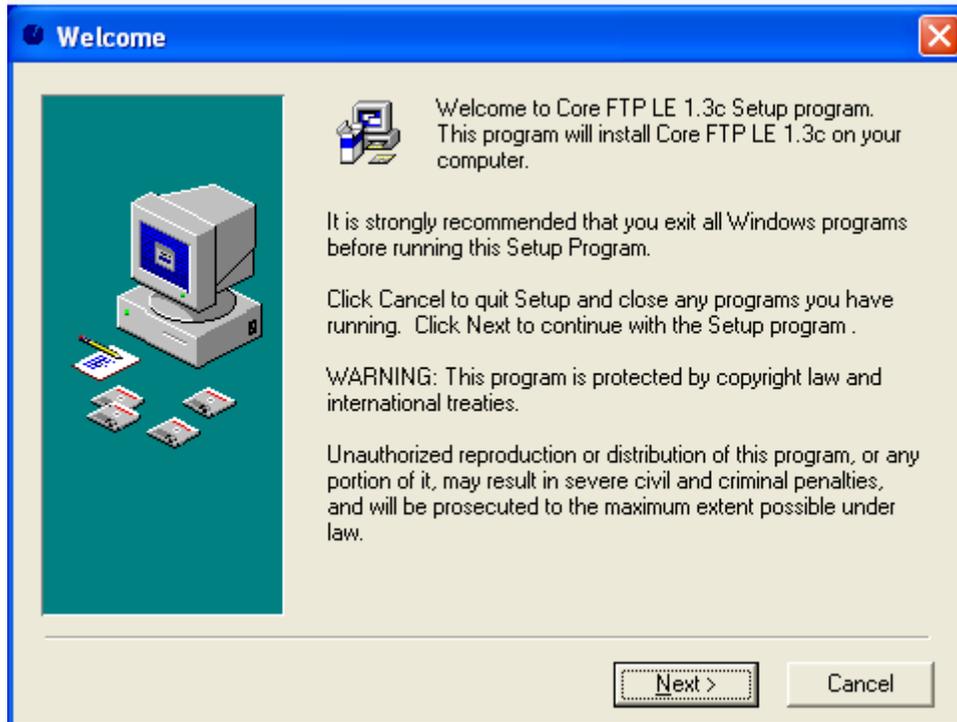
- Go to the download link (<http://www.coreftp.com/download.html>)
- Click www.coreftp.com
- Then click 'Run'



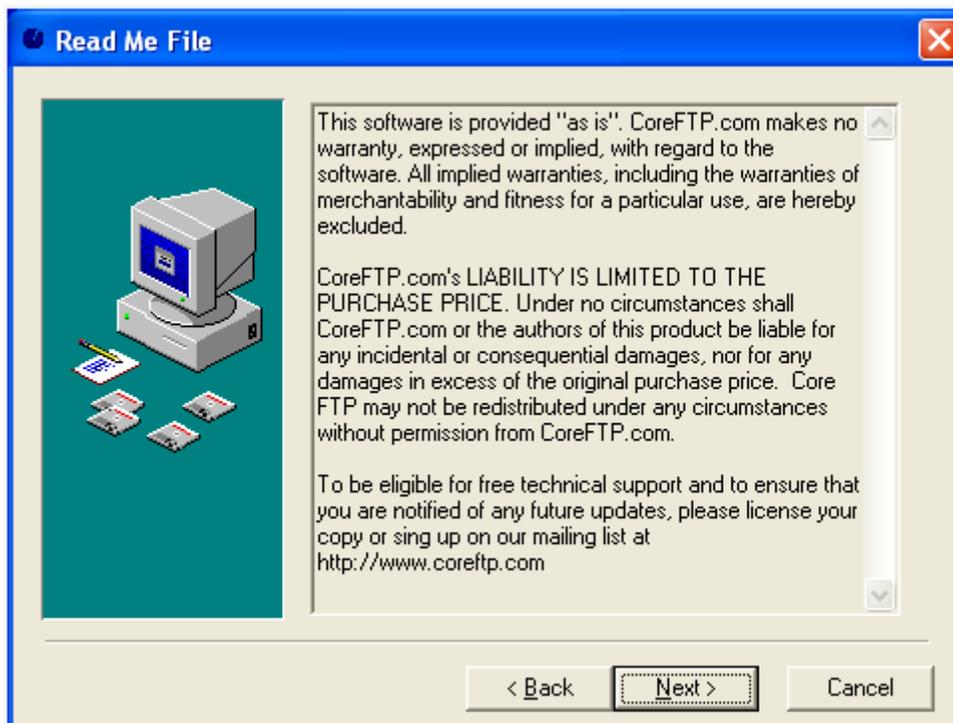
- The program will install
- A small blue installation screen will pop up and go away



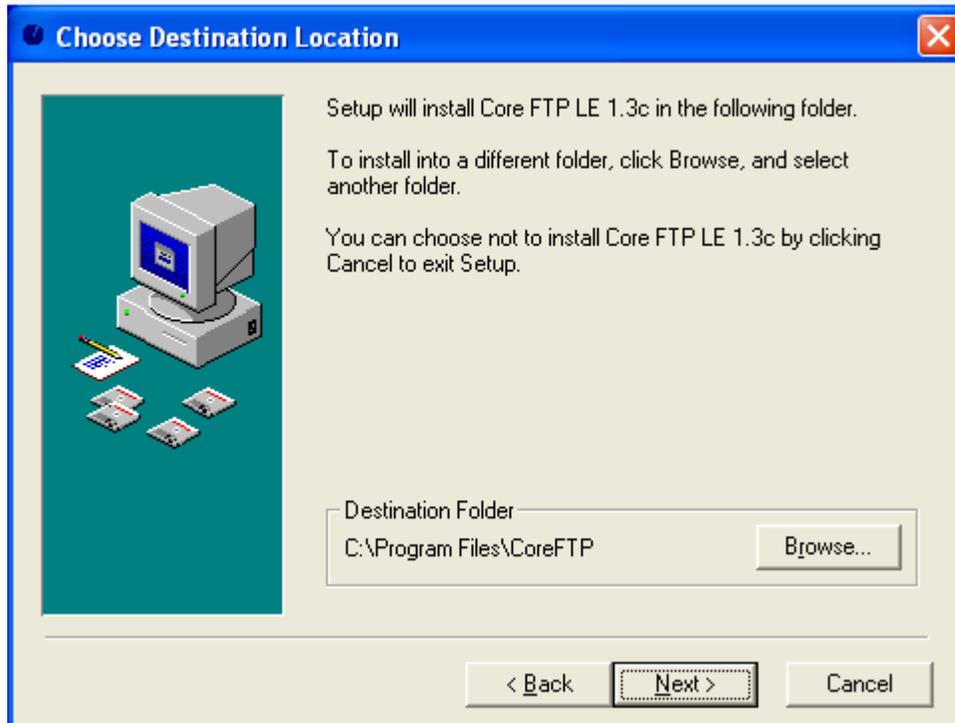
- The following 'Welcome' screen will appear
- Click 'Next'



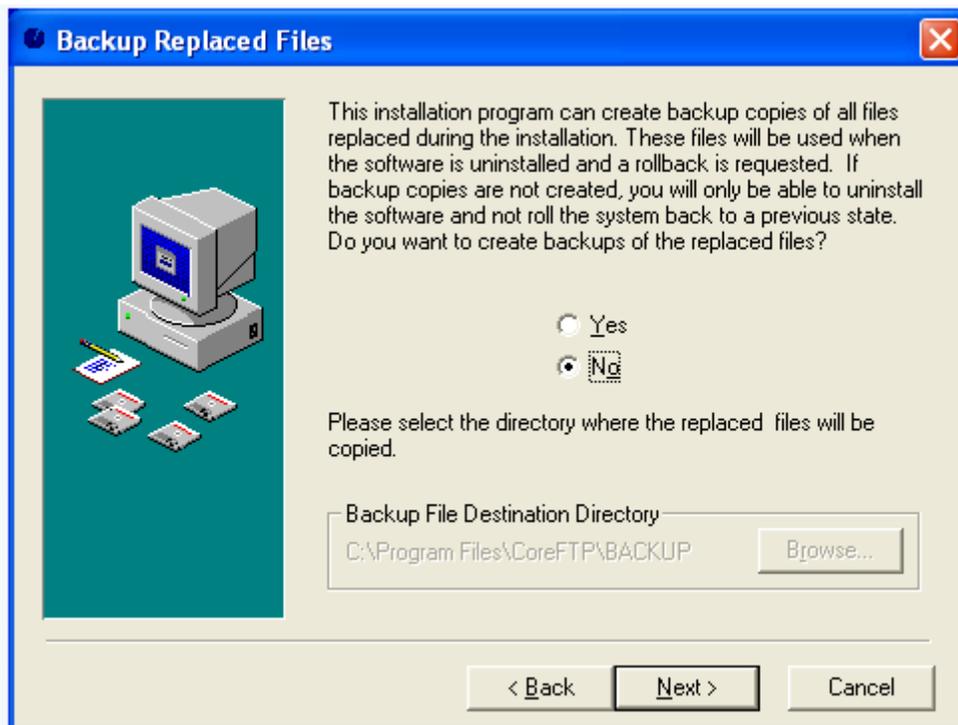
- At the 'Read Me File' screen, click 'Next'



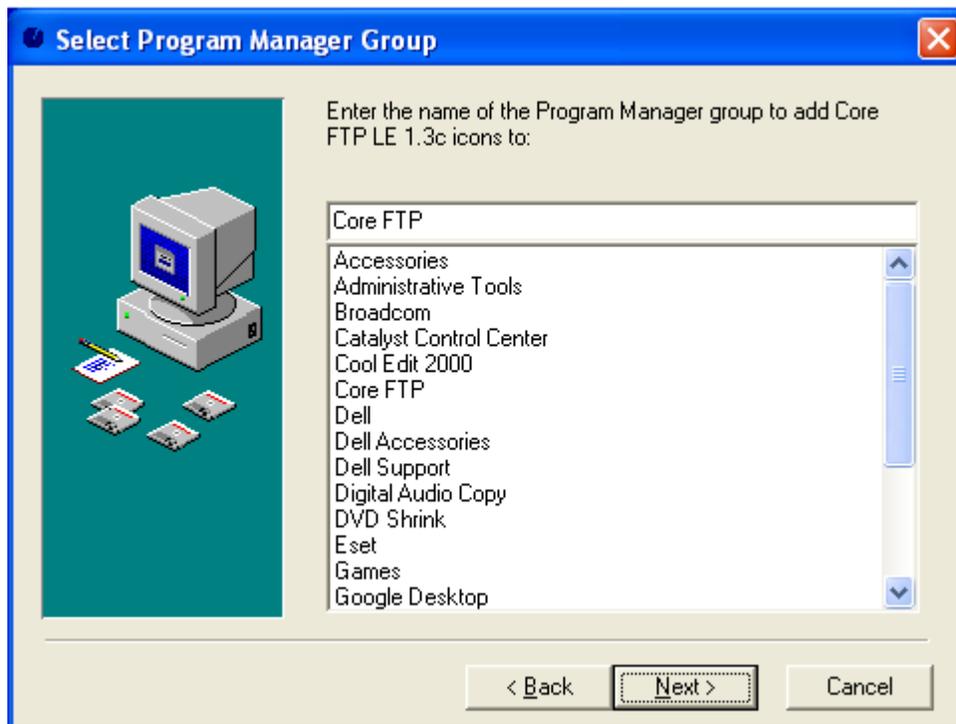
- At the 'Choose Destination Location' screen, click 'Next'



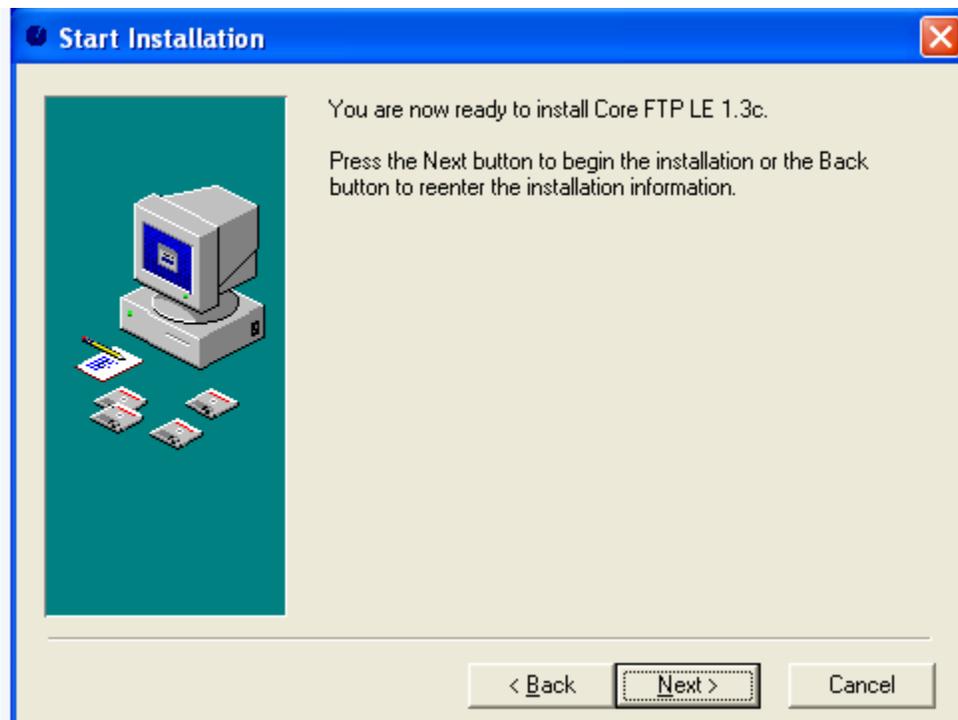
- At the 'Backup Replaced Files' screen, click on the 'No' button
- Then click 'Next'



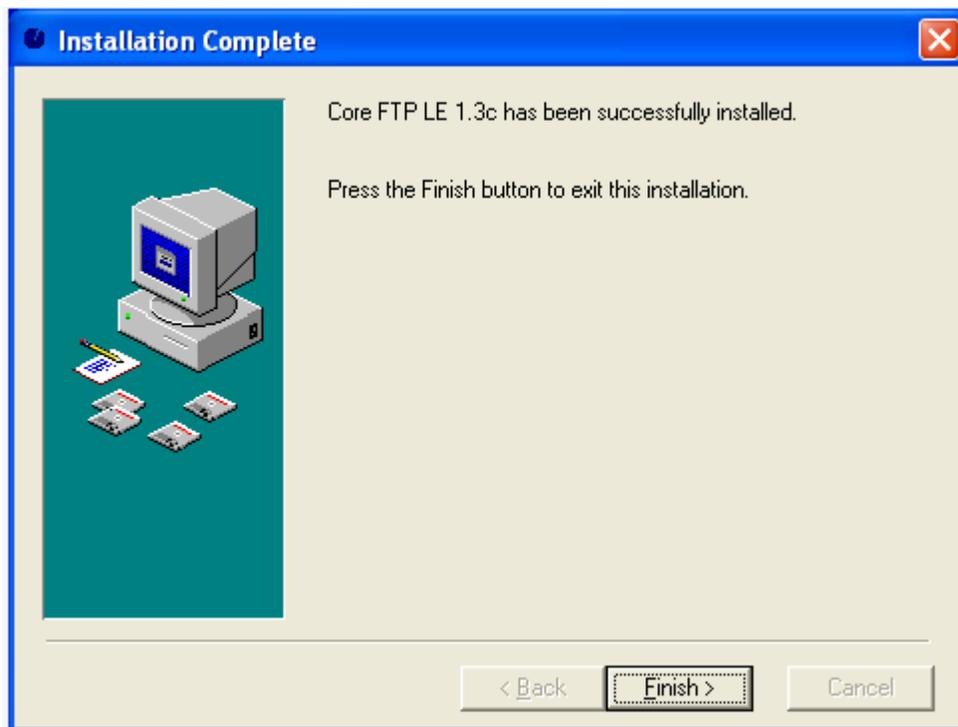
- At the 'Select Program Manager Group' screen, click 'Next'



- At the 'Start Installation' screen, click 'Next'



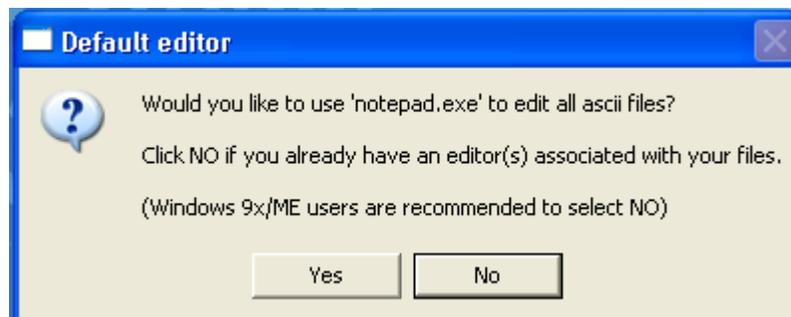
- The installation will go quickly and then you'll see this Installation Complete screen.
- Click 'Finish'



- At the following screen, click 'Yes'



- On the screen below, click 'Yes'



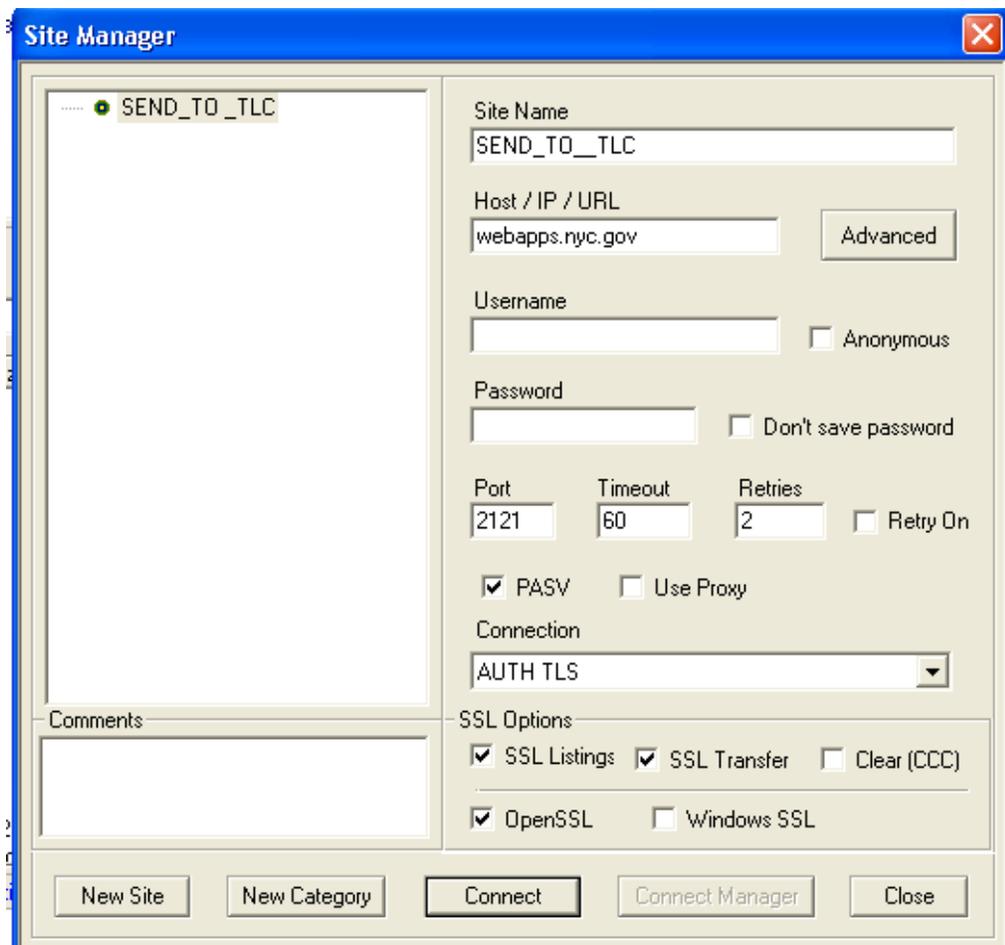
- On the screen after this one, you will see a screen with sample data in all the required areas, and the boxes that should be check marked.

The screenshot shows a dialog box titled "Site Manager" with a close button in the top right corner. The dialog is divided into several sections:

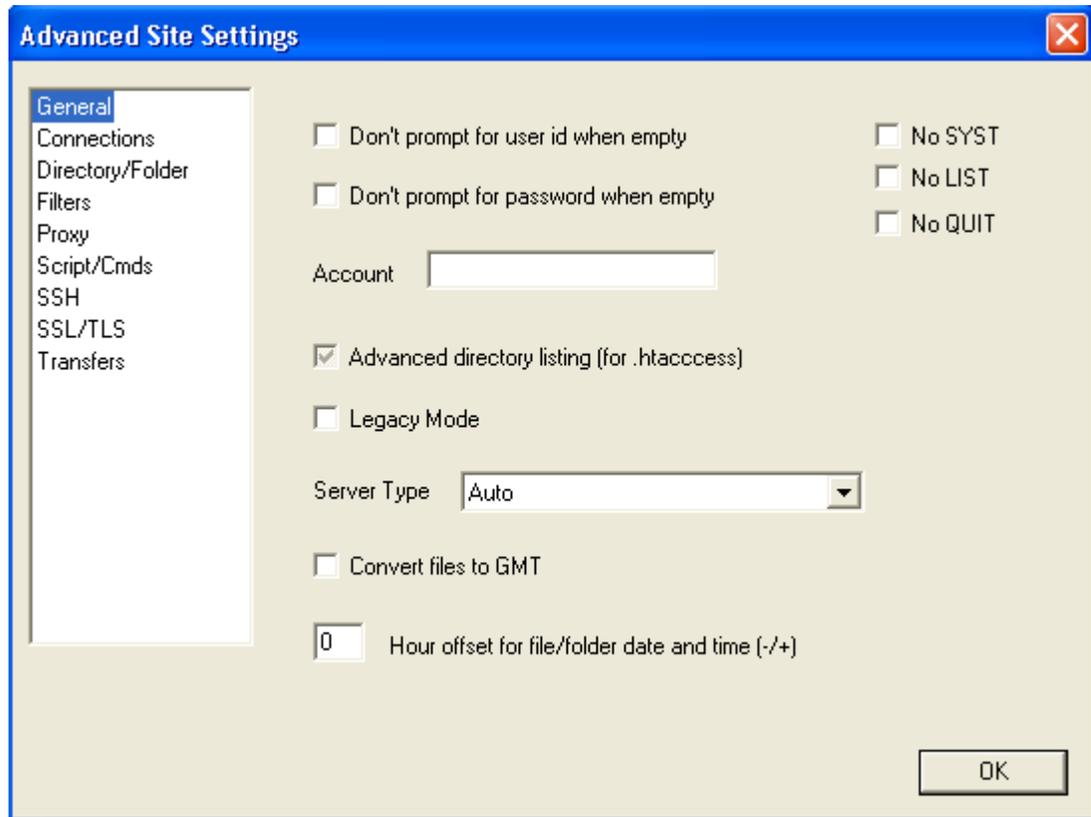
- Left Panel:** A tree view showing a single item labeled "New Site".
- Site Name:** A text input field containing "New_Site".
- Host / IP / URL:** An empty text input field with an "Advanced" button to its right.
- Username:** An empty text input field with an "Anonymous" checkbox to its right.
- Password:** An empty text input field with a "Don't save password" checkbox to its right.
- Port:** A text input field containing "21".
- Timeout:** A text input field containing "60".
- Retries:** A text input field containing "2" with a "Retry On" checkbox to its right.
- Checkboxes:** "PASV" is checked, and "Use Proxy" is unchecked.
- Connection:** A dropdown menu currently set to "FTP".
- SSL Options:** "SSL Listings" and "SSL Transfer" are checked, while "Clear (CCC)", "OpenSSL", and "Windows SSL" are unchecked.

At the bottom of the dialog, there are five buttons: "New Site", "New Category", "Connect", "Connect Manager", and "Close".

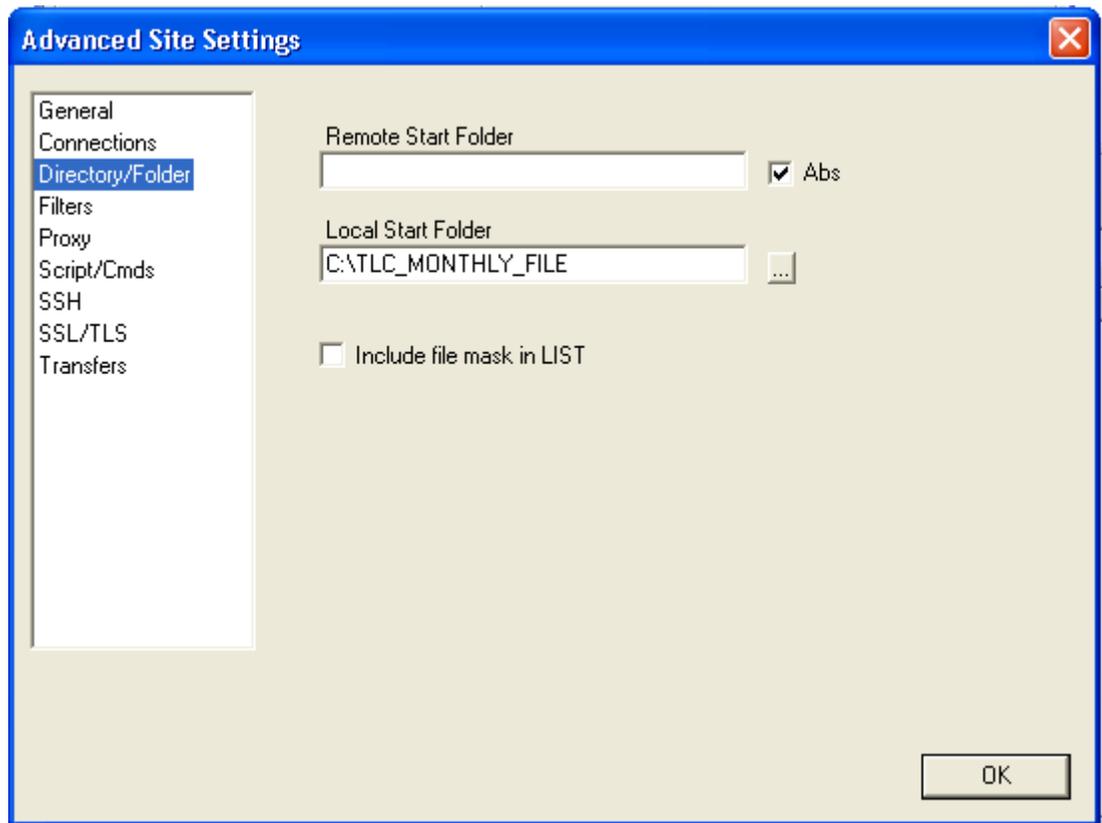
- After you have entered all the information that you have received from TLC, click 'Advanced'



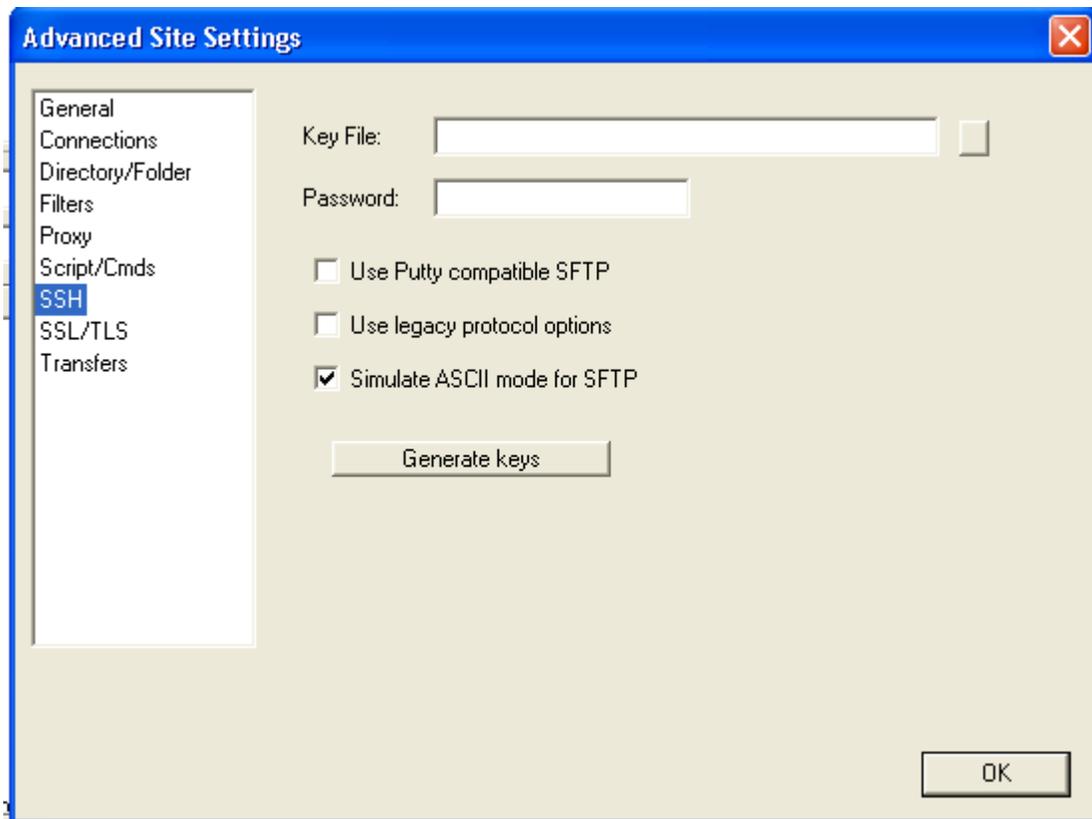
- **This is the first screen you will see once you click ‘Advanced’**
- **Click ‘Directory/Folder’**



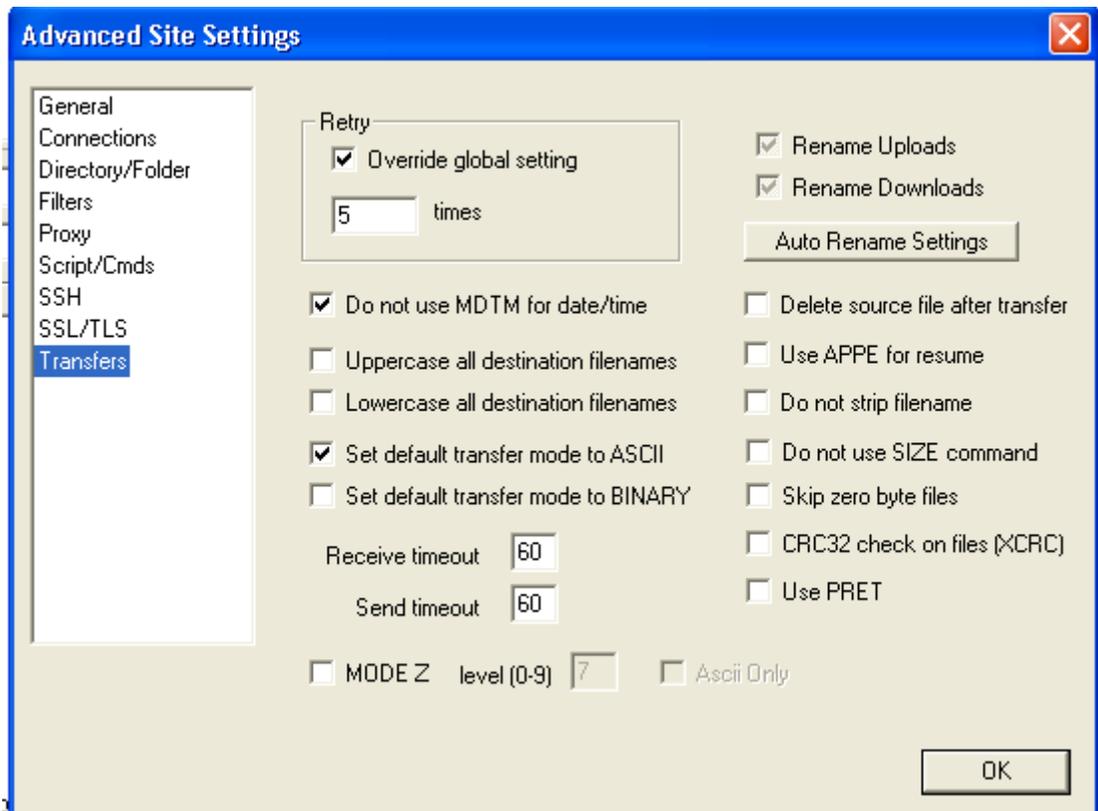
- You will be mailed the information to put into Remote Start Folder
- Click on the box with the “...” To the right of the Local Start Folder
- You should browse until you find and select the folder that you created in your C Drive named ‘TLC_MONTHLY_FILE’
- Once you’ve filled in the two fields Click ‘SSH’



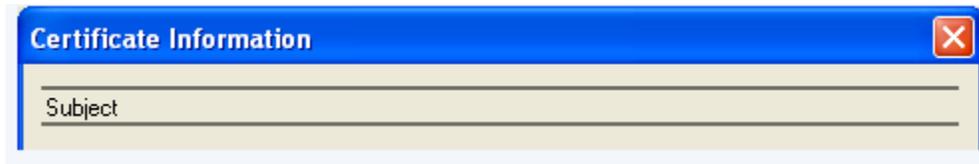
- **Once you're on the SSH screen check 'Simulate ASCII mode for SFTP'**
- **Then click 'Transfers'**



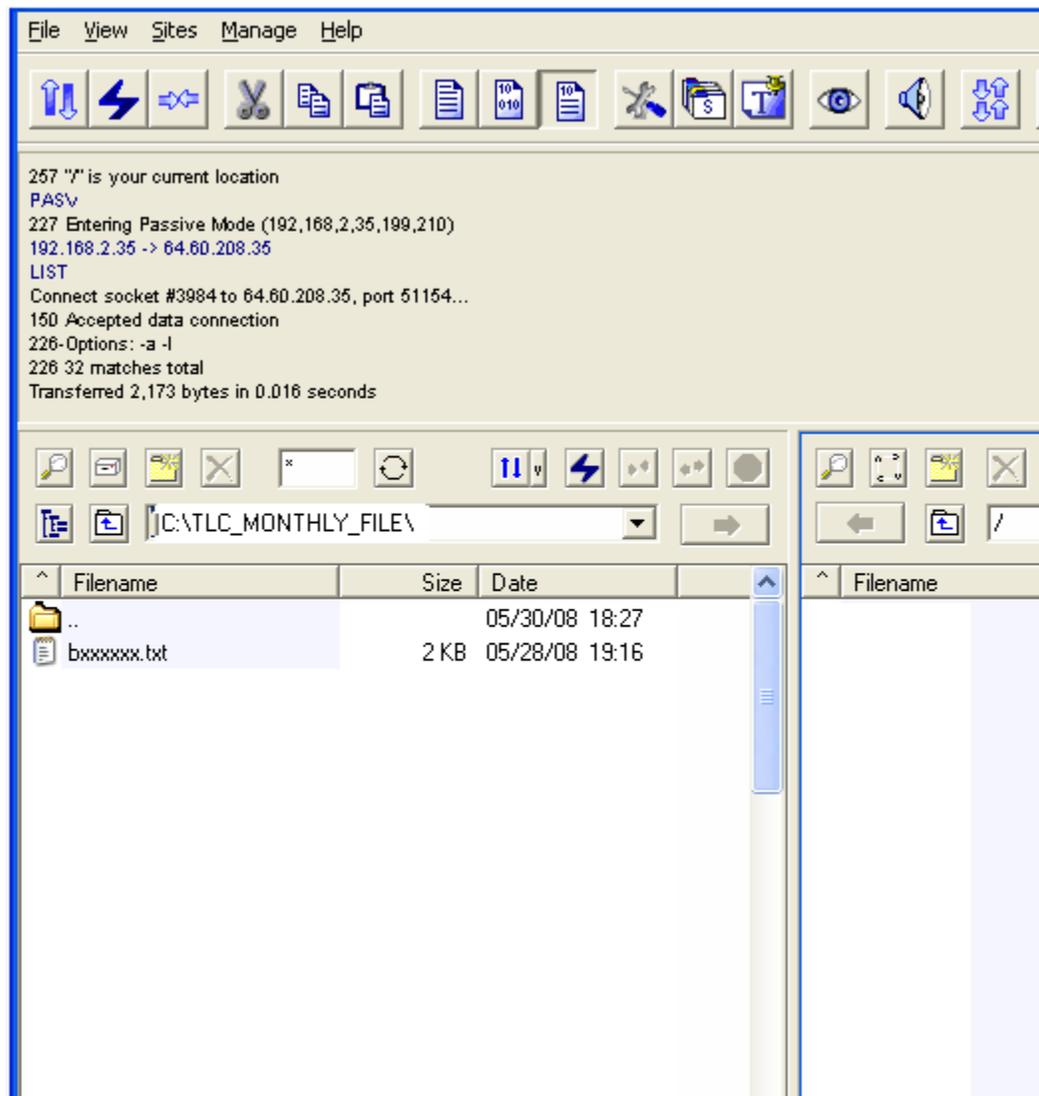
- Once on the Transfers screen check only the fields that are checked for the options below.
- Then click 'OK'



- The first time you try to connect, you will see the following Certificate Information screen.
- Click the 'Always Accept' button at the bottom.
- After that, you will not see this screen on future connects



- The left side shows the Directory folders and files on your local PC hard drive
- The right side shows the Directory folders and files on the FTP server for TLC



- The right side shows the Directory folder on the FTP server for TLC
- On the left side, 'right click' on your file and drag it over to the right side
- The file will then upload, at the bottom of the screen, you will see the upload progress
- You will see the uploaded file added to the bottom of the listed files on the right.

File View Sites Manage Help

PASv
 227 Entering Passive Mode (192,168,2,35,199,210)
 192.168.2.35 -> 64.60.208.35
 LIST
 Connect socket #3984 to 64.60.208.35, port 51154...
 150 Accepted data connection
 226-Options: -a -l
 226 32 matches total
 Transferred 2,173 bytes in 0.016 seconds

C:\TLC_MONTHLY_FILE\

^	Filename	Size	Date
	..		05/30/08 18:27
	bxxxxxx.txt	2 KB	05/28/08 19:16

<..>

^	Filename	Size	Date	Permissions
	<..>			
	bxxxxxx.txt	2 KB	05/30/08 18:28	

Host	Destination	Bytes	Size	Rate	Type	Status	Source
webapps.nyc.gov		2,255	2,255		Upload	Success	C:\TLC_MONTHLY_FILE\bxxxxxx.txt

- Go to the top to click 'File' and then 'Exit'.
- You are done.

