

To participate in the Pilot, the Taxi and Limousine Commission must approve a respondent's data specification and reporting protocol. However, TLC would like to give Pilot participants flexibility in creating the framework for datasets and the protocol for analyzing and reporting on them. To facilitate the approval process, TLC is providing these guidelines to coordinate participation in and evaluation of the Pilot.

Provide a brief overview description of the data you will be providing, as well as its purpose and envisioned benefits. In addition, please describe your plan to aggregate, analyze, and report on data collected under the Pilot using the following guidelines:

Data Description/Data Dictionary

In order to facilitate TLC's evaluation of Pilot Program data, please submit a data dictionary that includes, at minimum, the following components:

- Data field names and descriptions, and specify which are identifying fields, such as vehicle ID, driver ID, date/time, and geographic location for any events.
 - For vehicle ID, note whether source is TLC vehicle license number, DMV license plate number, Vehicle Identification Number (VIN), or some other means of identification. If no means exists to identify the vehicle, please specify.*
 - For driver ID, note whether source is TLC driver license number, DMV driver license number, or some other means of identification. If no means exists to identify the driver, please specify.*
- Format and length for each field (e.g. datetime, string, double, etc.)
- Source of data points (e.g. accelerometer, GPS, etc.)
- If applicable, provide a key for all fields with coded values
- Describe any post-processing done to collected raw data

Data Transmission Plan

Data collected under the Pilot must be transmitted to TLC on a weekly basis. Please submit a plan detailing how the data will be transmitted that includes the following components:

- Timing of Data Transmission
 - Any reporting lag due to post-processing or cleaning (e.g. Week 4 data will be available in Week 5)
 - Day of week/time you anticipate file will be ready to be loaded
 - Preferred means of transmission (FTP is encouraged)
- Anticipated size of dataset (e.g., 10 KB/week/vehicle)

Sample Datasets

Please provide a sample dataset, in Comma-Separated Values (CSV) format, matching the format as detailed in the data dictionary and plan (Note: If you cannot provide data in a CSV format, please specify other format/combination of format options, in order of preference).

Reporting Plan

Participants will send TLC a report summarizing data and experience under the Pilot every two weeks. Please describe the reports along the lines listed below:

- Describe how you plan to summarize data in your reports
- Provide a list of indicators to be included in the report. Indicators may include:
 - Collision rates for drivers over time
 - Whether and to what extent the VST(s) affects driving behavior, such as speeding, aggressive driving, hard braking, and erratic driving
 - Whether and to what extent the VST(s) affects the expenses of TLC Licensees, including Drivers, participating Vehicle Owners, Medallion Owners, SHL permit holders, Bases, and fleets
 - Any scores the VST assigns participating drivers

- Describe the importance of the indicators to be tracked and explain to the extent possible how they are calculated.

Sample Report

Please provide a sample report according to methods and descriptions you provided above.

TLC may request modifications to the sample data set and reporting plan and will not approve a participant until an acceptable reporting protocol is established.