



The City of New York
BUSINESS INTEGRITY COMMISSION
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Elizabeth Crotty
Commissioner and Chair

May 24, 2023

NOTICE: Following Up on the BIC Town Hall

Dear licensees and registrants:

Thank you to everyone who attended the May 16, 2023 Vehicle and Safety Town Hall. The [slides from that event are available on BIC's website](#) for public reference.

[You can find templates here](#) that you may use or refer to for compliance with the daily Driver Vehicle Inspection Report (DVIR) and 6-month qualified inspector report requirements.

To clarify frequently asked questions about the DVIRs:

- Drivers must complete a DVIR following their day's work, documenting whether any mechanisms/components need repair. Each driver must review the most recent DVIR to ensure that any noted repairs were made and that the vehicle is in safe operating condition. A vehicle must contain DVIR records for the prior fourteen (14) days.
- When a vehicle is not in use on a specific date, no inspection is required for that date. However, a DVIR should be completed, noting that the vehicle was not in operation.
- Further questions or inquiries about specific violations can be sent to Violations@bic.nyc.gov

To clarify frequently asked questions about the Online Portal Driver and Helper Module:

- There has been no change to the BIC requirement that drivers must be disclosed within ten (10) days of hire. You **can** submit the required information to disclose trade waste drivers (registrants) and drivers and helpers (licensees) by submitting forms if you so choose.
- Submitting through the Online Portal **instead of forms** is BIC's preferred method as we strive for efficiency and a faster submission process. We are happy to work with you to ensure you can log in to the Portal and successfully submit the information.
- Please email PolicyInfo@bic.nyc.gov with questions or PortalSupport@bic.nyc.gov for technical assistance accessing your BIC Online Portal account.

Finally, BIC is conducting surveys to collect feedback on our website and on the BIC Online Portal. The general [website survey is available here](#), and the Online Portal survey is available to all portal users once you log in. Your input will be used to improve these features.

Thank you for your feedback and continued attention to these matters.