



# **BIC Town Hall**

## **Safety and Violations Frequent Questions**

May 21, 2025



# AGENDA

## Required Truck Inspections

- 6-Month Inspection Reports
- Daily Driver Vehicle Inspection Reports (DVIRs)

## Online Portal

- Accounts
- Violations in the Portal
- What Else is in the Portal?
- *\*Voluntary\** DMV LENS program for driver notifications

## BIC Violations

- What to Know
- Who to Contact

## Q & A



# 6-Month Inspections

**What is required?**

Trucks must pass an inspection conducted by a **QUALIFIED INSPECTOR** every six (6) months

**Who can do the inspection?**

Any mechanic or person **who has the training or experience** to fit the federal definition

## "Qualified Inspector"

### § 396.19 Inspector qualifications.

- (a) Motor carriers and intermodal equipment providers must ensure that individuals performing annual inspections under § 396.17(d) or (e) are qualified as follows:
  - (1) Understand the inspection criteria set forth in part 393 and appendix A to this part and can identify defective components;
  - (2) Are knowledgeable of and have mastered the methods, procedures, tools and equipment used when performing an inspection; and
  - (3) Are capable of performing an inspection by reason of **experience, training, or both** as follows:
    - (i) Successfully completed a Federal or State-sponsored training program or have a certificate from a State or Canadian Province that qualifies the individuals to perform commercial motor vehicle safety inspections, or
    - (ii) Have a combination of training or experience totaling at least **1 year**. Such training or experience may consist of:
      - (A) Participation in a commercial motor vehicle manufacturer-sponsored training program or similar commercial training program designed to train students in commercial motor vehicle operation and maintenance;
      - (B) Experience as a mechanic or inspector in a motor carrier or intermodal equipment maintenance program;
      - (C) Experience as a mechanic or inspector in commercial motor vehicle maintenance at a commercial garage, fleet leasing company, or similar facility; or
      - (D) Experience as a commercial motor vehicle inspector for a State, Provincial or Federal government.

# 6-Month Inspections

**What needs to be included on the inspection report?**

- ✓ Service and parking brakes
- ✓ Steering mechanism
- ✓ Tires, wheels and rims
- ✓ Side guards
- ✓ Coupling devices
- ✓ Mirrors
- ✓ Lighting devices and reflectors
- ✓ Horn
- ✓ Windshield wipers
- ✓ Emergency equipment
- \*Note any defects observed**

# 6-Month Inspections



Do I need to  
use the BIC  
inspection  
report  
template?

**No, the BIC  
template is optional**

And available on our  
website if you would  
like to use it

What  
inspection  
report  
templates  
can I use?

Any template is  
acceptable

**As long as all of the  
required items are  
included**

SIX-MONTH QUALIFIED INSPECTOR VEHICLE INSPECTION REPORT (for compliance with 17 RCNY §§ 5-10(e) and 7-43(e))			
Licensee/Registrant Name:		Inspector's Name:	
BIC #:		Inspector Meets Qualifications of 49 CFR § 396.197 YES	
VIN:		License Plate No.:	
Vehicle Type:		BIC Plate No.:	

VEHICLE COMPONENTS INSPECTED				
Item	OK	Needs Repair	Repair Date	Comments
Brake System (service and parking brakes)				
Coupling Devices				
Exhaust System				
Fuel System				
Lighting Devices and Reflectors				
Safe Loading				
Steering Mechanism				
Suspension				
Frame				
Tires				
Wheels and Rims				
Side Guards				
Windshield Clearing				
Windshield Wipers				
Mirrors				
Horns				
Emergency Equipment				
List any other condition(s) which may prevent safe operation of this vehicle:				

*I certify that all necessary repairs have been made and that this vehicle has passed all inspection items.*

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<https://www.nyc.gov/assets/bic/download/pdf/safety/bic-template-6-month-inspection-report-may-2023.pdf>

# 6-Month Inspections



## DOES THE INSPECTION REPORT NEED TO BE IN THE TRUCK?

- **YES**
- **PAPER OR ELECTRONIC**
- Driver **MUST** be able to access it during a BIC vehicle stop

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## HOW LONG DOES THE INSPECTION REPORT NEED TO BE KEPT IN THE TRUCK?

- Six (6) months (until the next inspection)
- All reports kept on file at the office for at least five (5) years



## CAN I SUBMIT IT ON THE BIC PORTAL INSTEAD?

- **No, uploading reports to the BIC Portal is NOT currently an option.**
- BIC rules require reports to be available at the time of a BIC truck stop
- BIC is *considering* a change to allow a Portal option in the future

# Daily Driver Vehicle Inspection Reports (DVIRs)



## Is the DVIR different from the 6-month inspection?

- **YES**
- At the beginning of a shift, drivers should review the previous DVIR and make sure any issues have been fixed
- At the end of the shift, drivers should check the truck and prepare a new DVIR

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## Do DVIRs need to be kept in the truck?

- YES. DVIRs should be kept in the corresponding truck for **14 days**.
- **PAPER OR ELECTRONIC**
- Driver must be able to access it during a BIC truck stop
- All DVIRs kept on file at the office for at least five (5) years



# Daily Driver Vehicle Inspection Reports (DVIRs)

**What needs to  
be included on  
the DVIR?**

- ✓ Service and parking brakes
- ✓ Steering mechanism
- ✓ Tires, wheels and rims
- ✓ Side guards
- ✓ Coupling devices
- ✓ Mirrors
- ✓ Lighting devices and reflectors
- ✓ Horn
- ✓ Windshield wipers
- ✓ Emergency equipment
- \*Note any defects observed**





# Daily Driver Vehicle Inspection Reports (DVIRs)

Do drivers need to use the BIC DVIR template?

- **No**
- The BIC template is optional and available on our website

Which DVIR templates are okay?

**Any template that includes all required items**

## DAILY DRIVER VEHICLE INSPECTION REPORT (for compliance with 17 RCNY §§ 5-10(f) and 7-03(f))

Licensee/Registrant Name:	Driver's Name
BIC #:	License Plate No:
VIN:	BIC Plate No:
Vehicle Type:	Date:
Vehicle Mileage:	

VEHICLE COMPONENTS CHECKED		
Item:	Present and in safe operating condition: Yes/No?	Additional Notes:
PARKING BRAKES		
STEERING MECHANISM		
TIRES, WHEELS, & RIMS		
SIDE GUARDS *Note if vehicle has an approved waiver from BIC		
COUPLING DEVICES		
LIGHTING DEVICE & REFLECTORS		
MIRRORS		
HORN		
WINDSHIELD WIPERS		
HAZARD & EMERGENCY EQUIPMENT		

DRIVER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<https://www.nyc.gov/assets/bic/downloads/pdf/safety/bic-template-driver-daily-inspection-report-july2023.pdf>



# BIC Online Portal

## *Accounts and Access*



All BIC licensees and registrants need access to the Online Portal



First, BIC needs at least one **current and correct email address** on file



Contact Licensing at **212-437-0555** or **Licensing@bic.nyc.gov** to update contact email addresses



Go to **<https://bicportal.nyc.gov>** to **REGISTER** with the email BIC has on file. Then wait for an email confirming you are now registered.



Email **PortalSupport@bic.nyc.gov** with any issues accessing a portal account or to reset an account if you do not know the password



# BIC Online Portal

## *Managing Violations in the Portal*



### See Active Violations

- Early Settlement Offers
- Violations with upcoming Hearing Dates
- Details and charges of violations



### Pay Violations

- Accept and digitally sign settlements
- Pay fines online



### Older Violations?

- Once a violation is fully paid and closed out, it will **NOT** appear on the Portal
- Only open and active violations will be shown in the Portal



# BIC Online Portal

**What other services are available on the Portal?**

- ☐ Vehicle Management
- ☐ Notify BIC (collisions, violations, governmental determinations)
- ☐ Customer Register Submission
- ☐ Licensee Subcontract Application Submission
- ☐ Financial Statement Submission
- ☐ Side Guard Reporting
- ☐ Side Guard Waiver Applications
- ☐ Trade Waste Driver and Helper Management



**\*Voluntary\***

# DMV License Event Notification Service (LENS)

**BIC does NOT require participation**

## ! LENS FEATURES

- Access New York State DMV driving records and produce abstracts
- **Sign up to receive notifications:**
  - Changes in a driver's license status
  - Suspensions, revocations, convictions
  - Point and Insurance Reduction program completions

## i LEARN MORE ABOUT LENS

- Applying, pricing, and setting up LENS: [LINK](#)
- LENS Policies for notifying drivers about enrollment: [LINK](#)

## ! BE AWARE OF DRIVERS' LICENSE STATUSES

- **Drivers risk receiving criminal summonses** if they cannot produce a valid drivers' license in the class required for the vehicle during a BIC truck stop
- **Companies may receive BIC violations** if drivers do not have proper and valid drivers' licenses

# BIC Violations

## What do I need to know?



BIC transitioned to **OATH Hearings** in January 2025.

Informational notice available on BIC's website in these languages: **ENGLISH, SPANISH, & CHINESE**



**ALL SUMMONSES ARE NOW ISSUED WITH A HEARING DATE**



**YOU MUST TAKE ACTION BEFORE THE HEARING DATE OR RISK SIGNIFICANT FINES!**

# BIC Violations

What do I need to do when I get a BIC violation?



You must **TAKE ACTION** by the hearing date on the summons



## Before the Hearing Date:

1. You can admit to the violation and pay the penalty online
2. Or you can contact BIC Violations Unit to discuss a settlement
3. OR confirm **AT LEAST 3 business days** before the date of the hearing (by 5pm or 12pm if you are an attorney) that you would like to proceed with the hearing



*If you do nothing and do not attend the hearing, the violation will be defaulted and you will face a high penalty*



# BIC Violations – OATH HEARINGS SUMMONS FRONT PAGE



SUMMONS - FOR CIVIL PENALTIES ONLY  
**SUMMONS NUMBER: TWC-228679**

**Violation  
Number**

ENFORCEMENT AGENCY NAME: BUSINESS INTEGRITY COMMISSION  
AGENCY ADDRESS AND PHONE NUMBER: 100 Church Street, 20th Floor New York, NY 10007 || 212-437-0860

RESPONDENT: Test & Account&Test  
MAILING ADDRESS: 150 church street  
Levittown, NY 11756

DBA:  
ID NUMBER:  
TYPE OF ID AND ISSUED BY:

DATE AND TIME OF OCCURRENCE: 05/01/2023 12:00 PM  
PLACE OF OCCURRENCE: 100 church street, new york, NJ 11720

BOROUGH: Brooklyn

You must respond to the Summons. Most hearings are conducted by telephone. For information on how to respond to this summons see the back of this page.

**HEARING DATE AND TIME:**

~~OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS~~  
FOR HEARING OPTIONS, SEE THE BACK OF THIS PAGE.

REFER TO THE SUMMONS NUMBER ABOVE ON ALL CORRESPONDENCE.

**WARNING:** If you do not respond, you may be found automatically responsible and you may owe larger penalties. If you do not pay any imposed penalties, you may lose your ability to keep or get a City license, permit or registration. The City may also take further legal action against you. See the back for more information.

## Details of Violation(s)

### TEST VIOLATION – IT DEVELOPMENT

On January 19 2024, at approximately 3:26 am, I observed a 2024 Mack Dump respondent's vehicle bearing BIC trade waste plate TEST-1 and NY DMV plate BICTEST and vehicle identification 1BICTESTVEHICLEVIN. A vehicle inspection was conducted in front of 100 Church Street New York, NY. The vehicle is registered to BIC Test Account, a regulated company with the Commission. This vehicle was loaded with source-separated trade waste such as, a clear garbage bags containing cardboard, mixed in with black garbage bags containing food waste, in the same compartment. The vehicle was also observed leaking leachate from the rear hopper area onto a city roadway. Additionally, the vehicle did not present a good appearance and was not maintained free of dirt in the hopper area and sides of the vehicle was coated with putrescible residue, and grease.

**Description  
of violation  
occurrence**

**MAIL-IN PENALTY: \$**

**Mail-In Penalty  
amount**

The number under "Counts" represents the number of individual violations of the Code, Rule or other law with which you are being charged.

Charge Rule/Code	Charge Description	Counts	Penalty Level	Penalty Per Count	Total Penalty	Maximum Penalty Per Count	Total Maximum Penalty
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NYC Charter Sections 104b, 104c and 104d-a and the Rules of the City of New York authorize the NYC Office of Administrative Trials and Hearings (OATH) to hold hearings.

I, an employee of the agency named above, affirm under penalty of perjury that I personally observed the commission of the violation(s) charged above and/or verified their existence through a review of departmental records. False statements made herein are punishable as a Class A misdemeanor pursuant to section 210.45 of the Penal Law.

Signature:  Name: Matthew Gonzalez Title: Deputy Director of IT and CISO ID#: 003G000001LTvAdIAL



# BIC Violations – OATH HEARINGS SUMMONS BACK PAGE



Options for  
responding to  
the violation.  
**YOU MUST  
RESPOND**

**OATH  
contact  
information**



**Need help in your language?** Visit [nyc.gov/oath](https://nyc.gov/oath), email the clerks office at [clerksoffice@oath.nyc.gov](mailto:clerksoffice@oath.nyc.gov) or call 844-628-4662 for free assistance. If you have a disability and require a reasonable accommodation for the hearing, email the clerks office at [clerksoffice@oath.nyc.gov](mailto:clerksoffice@oath.nyc.gov) or call 1-844-628-4662.

You have received this summons because the NYC Business Integrity Commission (BIC) has alleged that you committed the described violation or violations. You must respond to the summons. You may respond in one of two ways:

1. In all cases, you can admit guilt and pay the penalty indicated on the front of this summons. In some cases, if eligible, BIC may offer a reduced penalty as part of an early settlement agreement. Payment of a penalty will be deemed an admission of the alleged violation or violations.
2. In all cases, you can deny the charge(s) by participating in a hearing before the Office of Administrative Trials and Hearings (OATH) via a phone hearing by following the hearing instructions below. OATH will make recommended findings of fact and recommend a decision to the BIC, which shall make the final determination. 17 RCNY §1-03.

## HOW DO I RESPOND?

### To Deny the Charges and Request a Hearing:

**By Phone:** Request for a phone hearing must be made at least 3 business days before the hearing date listed on the other side of this page. To request and schedule a phone hearing go to <https://nyc.gov/oathphone>.

**In Person:** The request for an in-person hearing must be made at least 5 business days before the hearing date listed on the other side of this page. To request and schedule an in-person hearing, email [livehearings@oath.nyc.gov](mailto:livehearings@oath.nyc.gov).

**Online or Mail:** Visit OATH online at <https://nyc.gov/hearings> to see if your defense can be submitted in writing, without a hearing.

### To Admit Guilt and Pay the Penalty:

**Online:** Visit <https://biportal.nyc.gov/svlopay> and enter the violation number.

**By Phone:** To pay by phone with a credit or debit card, call 212-437-0660. A convenience fee will be incurred.

**NOTE:** If the charge on the front of the summons states you **MUST APPEAR**, then you or an authorized representative must attend the hearing by phone or in person.

**RIGHT TO BE INFORMED OF THE MAXIMUM PENALTY:** Pursuant to the New York City Administrative Code, Title 16-A, and Title 17 Chapter 1 of the Rules of City of New York (RCNY), a civil penalty which shall not exceed \$10,000 may be imposed for each BIC Trade Waste violation. For non-trade waste violations please see the cited statute/regulation for maximum penalties. Higher penalties may be imposed for each repeated violation up to the maximum penalty allowed by law or regulation. The penalty schedule for trade waste violations may be found in Title 17 Chapter 1 Appendix A – <https://nyc.gov/site/bio/laws-rules/trade-waste-rules.page>.

**WARNING:** If OATH orders you to pay a civil penalty, failure to pay that penalty in a timely manner could lead to denial of an application for a license, permit, or registration, or the suspension, termination or revocation of a license, permit or registration issued to you by a city agency.

**Reasonable Accommodation:** If you have a disability and require a reasonable accommodation on the day of your hearing, email the clerks office at [clerksoffice@oath.nyc.gov](mailto:clerksoffice@oath.nyc.gov) or call the OATH Hearing Center at 1-844-OATH-NYC (1-844-628-4662).



To help avoid missing your hearing you can receive text message reminders about your case. To opt-in text "OATHreminder" to (917) 461-8829.

### OATH HEARINGS CENTERS

Email: [clerksoffice@oath.nyc.gov](mailto:clerksoffice@oath.nyc.gov)

Tel: 1-844-OATH-NYC (1-844-628-4662) - <https://nyc.gov/oath>

**Manhattan:** 66 John Street, 11th Floor, New York, NY 10038

**Brooklyn:** 9 Bond Street, 7th Floor, Brooklyn, NY 11201

**Queens:** 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101

**Bronx:** 260 E161st Street, 8th Floor, Bronx, NY 10451

**Staten Island:** 350 St. Marks Place, Main Floor, Staten Island, NY 10301



**GET HELP:** If you do not have a lawyer or a representative, you can schedule a free consultation with the OATH Help Center before your hearing date. Go to [nyc.gov/oath/helpcenter](https://nyc.gov/oath/helpcenter).



**QUICK LINKS TO NEXT STEPS:** Scan this QR Code to go directly to the OATH website to deny the charge, request to reschedule, pay, get info, and more.

Instructions  
for language  
or disability  
assistance

You always have  
the right to deny  
the charges and  
attend a hearing  
(with or without legal  
representation)



# BIC Violations

Do I contact BIC or OATH (Office of Administrative Trials and Hearings)?

## Contact BIC

Why did I  
receive  
this  
violation?

Discuss  
settling

How to  
pay?

## Contact OATH

Reschedule  
Hearing on or  
before the  
hearing date  
[LINK](#)

Reopening a  
violation after  
default (missed  
hearing) [LINK](#)



**BIC Violations Email:** [Violations@bic.nyc.gov](mailto:Violations@bic.nyc.gov)



**BIC Violations Phone:** 212-437-0660



**OATH Email:** [clerksoffice@oath.nyc.gov](mailto:clerksoffice@oath.nyc.gov)



**OATH Phone:** 1-844-OATH-NYC (1-844-628-4692)

# QUESTIONS?



**BIC Violations Unit:** [Violations@bic.nyc.gov](mailto:Violations@bic.nyc.gov)



**BIC Online Portal Support:** [PortalSupport@bic.nyc.gov](mailto:PortalSupport@bic.nyc.gov)