



DEPARTMENT OF CONSUMER AND
WORKER PROTECTION (DCWP)
LICENSING CENTER
42 Broadway, Lobby
New York, NY 10004

NYC SMALL BUSINESS
SUPPORT CENTER
90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

By Appointment Only Hours:

Monday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

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SIGHTSEEING BUS – COMPANY COMPLIANCE AFFIRMATION

Sightseeing Bus Company Name:	
Sightseeing Bus DCWP License Number (if applicable):	

I affirm the following:

- I am the owner (e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock), and I am authorized to complete and submit this affirmation on behalf of the Sightseeing Bus Company named above.

AFFIRMATION OF COMPLIANCE

(regarding sightseeing bus drivers your business employs)

Check the ONE box that applies:

- My business has provided to the Department of Consumer and Worker Protection (DCWP) an up-to-date copy of the completed Article 19-A Motor Carrier Annual Affidavit of Compliance filed with the New York State Department of Motor Vehicles (DMV).

OR

- My business has *not* provided an Article 19-A Motor Carrier Annual Affidavit of Compliance to DCWP. I affirm that each individual employed as a sightseeing bus driver by the Sightseeing Bus Company named above:
 - has a valid commercial driver’s license to operate a sightseeing bus and is not disqualified from driving a commercial motor vehicle pursuant to federal law;
 - has not had a commercial driver’s license suspended or revoked two (2) or more times within the past five (5) years;
 - has not accumulated nine (9) or more points on a driving record for acts that occurred within an 18-month period, with limited exception;
 - A person may be employed as a sightseeing bus driver if:
 - One (1) year has passed since the end of the 18-month period in which points were accumulated. OR
 - The person reduced the points to less than nine (9) through the successful completion of a motor vehicle accident prevention course.



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- has not been convicted of any alcohol- or drug-related offense pursuant to article 31 of the New York Vehicle and Traffic law or any similar offenses under the laws of any other jurisdiction within the past three (3) years.

ADDITIONAL COMPLIANCE REQUIREMENTS (for all applicants)

Reporting accidents and point assignments to DCWP

- An owner of the business will inform DCWP within three (3) business days about:
 - any accident involving one of the company's sightseeing buses that must be reported to the New York State DMV pursuant to section 605 of the New York Vehicle and Traffic law; and/or
 - any traffic violation committed by a driver while operating one of the company's sightseeing buses that could be the basis for the assignment of points pursuant to section 131.3 of subchapter J of chapter I of title 15 of the compilation of codes, rules, and regulations of the state of New York.

Reporting alcohol- or drug-related offenses to DCWP

- An owner of the business shall inform DCWP as soon as practicable if any driver employed by the Sightseeing Bus Company is charged with any alcohol- or drug-related offense pursuant to article 31 of the New York Vehicle and Traffic law or any similar offense under the laws of any other jurisdiction or any criminal offense involving the operation of a motor vehicle. The business shall provide:
 - the identification of the sightseeing bus driver involved in the incident;
 - a description of the incident; and
 - a police report and any summonses associated with the incident (if available).

License event notification registration with the DMV

- An owner of the business shall register each sightseeing bus driver employed by the business and licensed in the state of New York in the license event notification service offered by the New York State DMV. An owner of the business shall register any driver employed by the business and licensed in any other state that offers a similar service with that other service.
- The business shall record any notification provided by the license event notification service offered by the New York State DMV or other similar service in the record of the driver who is the subject of the notification pursuant to NYC Administrative Code section 20-376.2(e).

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Record-keeping

- An owner of the business shall maintain and update a driving record for each sightseeing bus driver employee. Such records shall be made available, either in paper or electronic form, to DCWP upon request in accordance with applicable law. Such records shall include, at a minimum, the following information for the time during which the driver is employed by the business and for the five (5) years before the date employment began:
- copies of all commercial driver’s licenses;
- the expiration and renewal dates of any commercial driver’s license;
- any order of suspension, revocation, or restoration of a motor vehicle or commercial driver’s license;
- any traffic violation that could be the basis for the assignment of points pursuant to section 131.3 of subchapter J of chapter I of title 15 of the compilation of codes, rules, and regulations of the state of New York; any alcohol- or drug-related offense pursuant to article 31 of the New York Vehicle and Traffic law or any similar offense under the laws of any other jurisdiction; or any criminal offense involving the operation of a motor vehicle;
- any traffic accidents that must be reported to the commissioner pursuant to NYC Administrative Code section 20-376.2(c);
- any completed driver training courses; and
- proof of passage of any physical examinations required to maintain a commercial driver’s license.

Updating and maintaining records

- All records required to be maintained by the business shall be updated, at a minimum, once every two (2) months and shall be maintained so long as a driver is employed with the Sightseeing Bus Company. The business shall keep on file the records of sightseeing bus drivers who are no longer employed by the business for a period of one (1) year after employees’ departure.

Penalty for falsification

- I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

Signature

Print Name

Print Title/Position (if any)

Date