

Inspection Checklist: Sightseeing Bus

Does your business operate sightseeing buses?

Definitions:

A **sightseeing bus** is a bus that operates for hire either to take eight or more passengers from a fixed point in New York City to a place(s) of interest or amusement or to be used exclusively for a specific or special trip or excursion from a starting point within New York City.

An **open-air sightseeing bus** is a sightseeing bus that has seating that is partially or entirely unenclosed.

A **headphone-limited sound reproduction system** is a sound reproduction system that transmits sound through personal headphones and is not otherwise audible.

Use this checklist to learn what our inspectors look for and help avoid violations. For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.

KEY
NYC Code: NYC Administrative Code
RCNY: Rules of the City of New York
§: Section

Requirement	Do you meet this requirement?
License	
1	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sightseeing buses must have a DCWP Sightseeing Bus license . NYC Code §20-243	
2	<input type="checkbox"/> Yes <input type="checkbox"/> No
The DCWP license plate must be securely affixed to an easy-to-see and indispensable part of the bus (for example, the passenger side rear or front bumper). NYC Code §20-375	
3	<input type="checkbox"/> Yes <input type="checkbox"/> No
The DCWP license plate must have a current date tag or renewal sticker from DCWP. NYC Code §20-375	
Rates and Signs	
4	<input type="checkbox"/> Yes <input type="checkbox"/> No
There must be a sign attached to the bus near the entrance that shows the schedule of rates for every trip or tour offered. Tip: The sign must be clearly posted where customers can see it and be at least 13 inches long and 9 inches wide. The letters and numbers on the sign must be at least 3 inches high. 6 RCNY §2-211(c)	

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<p>5 The bus must have signs that can be prominently displayed in the forward part of the bus facing passengers that show the rates for the particular tour about to be conducted.</p> <p>Tip: The letters and numbers must be at least ¾ inch high and must state the following: “The fare for this tour (specifying tour number) including all expenses and admissions is (insert price). Report all violations to the Department of Consumer and Worker Protection, 42 Broadway, New York, NY 10004 or call 311.”</p> <p>Tip: Download the editable template (shown below) from nyc.gov/BusinessToolbox.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>THE FARE FOR THIS TOUR _____ INCLUDING ALL EXPENSES AND ADMISSIONS IS \$ _____ .</p> <p>REPORT ALL VIOLATIONS TO THE DEPARTMENT OF CONSUMER AND WORKER PROTECTION, 42 BROADWAY, NEW YORK, NY 10004. CALL 311.</p> </div>	<input type="checkbox"/> Yes
<p>6 RCNY §2-211(d)</p>	
<p>6 Every bus must have two signs showing the time the bus is scheduled to leave. The sign must read:</p> <p>“This bus leaves (specifying time) sharp or money refunded upon request.”</p> <p>Tip: One sign must be hung on the inside of the windshield and the other sign must be hung on the outside of the bus near the door where passengers enter.</p> <p>Tip: These signs must be removed as soon as the bus departs.</p> <p>Tip: The letters and numbers on signs must be at least 3 inches tall, and the signs must be at least 13 inches long and 9 inches wide.</p> <p>Tip: Download the editable template (shown below) from nyc.gov/BusinessToolbox.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>THIS BUS LEAVES _____ SHARP OR MONEY REFUNDED UPON REQUEST.</p> </div>	<input type="checkbox"/> Yes
<p>6 RCNY §2-211(h)</p>	
<p>7 The bus must be clean and sanitary, with functioning exterior lights, signaling devices, and windshield wipers.</p>	<input type="checkbox"/> Yes
<p>6 RCNY §2-211(o)-(p)</p>	

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8	<p>Sightseeing bus companies that own open-air buses must follow the schedule below for equipping open-air sightseeing buses with a headphone-limited sound reproduction system:</p> <p>By July 1, 2011: at least 10 percent of each fleet By July 1, 2012: at least 40 percent of each fleet By July 1, 2013: at least 60 percent of each fleet By July 1, 2014: at least 80 percent of each fleet By July 1, 2015: Every open-air sightseeing bus in the fleet must be equipped with a headphone-limited sound reproduction system.</p> <p>Tip: Each seat must have a functioning headphone.</p> <p>NYC Code §20-376.1(c)</p>	<input type="checkbox"/> Yes
Receipts		
9	<p>Customers must receive a printed receipt upon payment that includes the following information:</p> <ul style="list-style-type: none"> • The amount of fare paid • The description or number of the trip • The time the bus is scheduled to leave the starting point • The sightseeing bus' DCWP license number <p>6 RCNY §2-211(e)</p>	<input type="checkbox"/> Yes

For more information: **Visit** nyc.gov/BusinessToolbox | **Contact 311** (212) NEW-YORK (Outside NYC)

This document is provided for informational purposes only, is not exhaustive, and does not constitute legal advice. New York City businesses must comply with all relevant federal, State, and City laws and rules. Businesses are responsible for knowing and complying with current regulations that affect their business.