



NEW YORK
STATE OF
OPPORTUNITY™

**Department of
Motor Vehicles**

Article 19-A Guide for Motor Carriers



Table of Contents

Introduction.....	2
Section 1 Article 19-A Carrier Registration.....	5
Section 2 19-A Online System.....	8
Section 3 Requirements for Driver File.....	18
Section 4 Annual Affidavit of Compliance.....	24
Section 5 Reporting Carrier Changes.....	24
Section 6 Contractors.....	25
Section 7 Out of Business Reporting Requirements.....	25
Section 8 Forms.....	26
Glossary of Article 19-A Motor Carrier Types and Terms.....	27
Appendix A.....	29

Introduction

The Article 19-A Guide for Motor Carriers was developed to help new carriers meet initial filing requirements under Article 19-A of the New York State Vehicle and Traffic Law. The guide describes the process to register your business and report your drivers. It also gives you information about the safety procedures you are required to perform for the drivers you employ. Additional information in the guide includes:

- a motor carrier's annual filing requirements
- reporting changes about your business, such as a change in address, phone number, etc.
- reporting requirements if you close operations
- a list of required forms

While the guide does not cover all requirements under Article 19-A, we hope it will help you understand the registration process and the laws that govern motor carriers and their drivers. For a complete guide to Article 19-A of the New York State Vehicle and Traffic Law and Part 6 of the Commissioner's Regulations (form DS-700) visit our website at <https://dmv.ny.gov/motor-carriers/information-and-forms-article-19>.

IMPORTANT INFORMATION IF YOU ARE TRANSPORTING PASSENGERS

Vehicles that transport passengers such as buses, ambulettes, limousines, liveries, taxis, and school vehicles may require NYSDOT operating authority, NYSDOT inspection, and/or 19-A enrollment.

DOT Authority

Generally, the Transportation Law requires a carrier to obtain "Operating Authority" from NYSDOT when transporting passengers for compensation within New York State.

For more information, visit:

<https://www.dot.ny.gov/passenger>

NYSDOT Bus Inspection Program

Vehicles that are registered by carriers to transport passengers must pass NYSDOT inspection before they will be registered by DMV. All vehicles subject to inspection by NYSDOT are required to be inspected at least every six months. The operator is responsible for providing an adequate inspection facility.

For more information, visit:

<https://www.dot.ny.gov/inspection>

Heavy Vehicle Inspection

Motor vehicles and trailers that have a maximum gross weight over 10,000 pounds may require a Heavy Vehicle inspection.

For more information, visit:

<https://dmv.ny.gov/forms/vs472.pdf>

Stretched/Altered Vehicle Policy

Stretched/alterd vehicles must pass NYSDOT inspection and cannot be inspected by certified inspectors at a DMV licensed inspection station without a NYSDOT exemption letter.

For more information, visit:

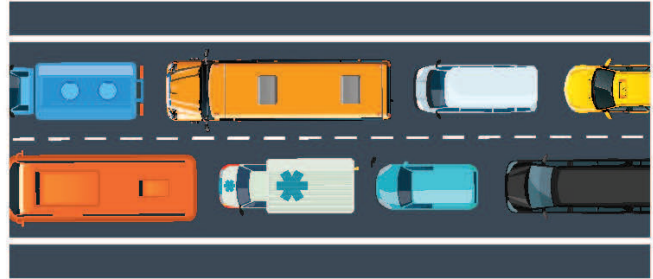
<https://www.dot.ny.gov/stretch-modified-vehicle-policy>

NYS commercial driver's license standards require drivers of stretch limousines which carry nine (9) or more passengers including the driver to hold, at a minimum, a CDL Class C license, with a Passenger (P) endorsement.

NOTE: A road test is required to obtain the minimum class license.

For more information, visit:

<https://dmv.ny.gov/commercial-drivers>



Taxicab, Livery and Stretch Limousines

All motor carriers must conduct pre-employment and random drug and alcohol testing on all drivers of any for-hire vehicle having a seating capacity of nine or more passengers including the driver, in conformance with testing procedures set forth in Part 382 of Title 49 of the Code of Federal Regulation. For-hire shall mean a taxicab, livery or altered motor vehicle commonly referred to as a "stretch limousine". The drug and alcohol testing requirements apply to all drivers of such vehicles, regardless of license class. Carriers must also submit an affidavit to the DMV attesting to their compliance with the drug and alcohol testing by August 3 of each year.

For more information, visit:

<https://dmv.ny.gov/pass-transport>

Exemptions from NYSDOT Authority

Certain for-hire passenger carriers are exempt from obtaining NYSDOT operating authority.

For more information, visit:

<https://www.dot.ny.gov/passenger#exemptions>

School Bus Transportation

School bus transportation includes all motor vehicles transporting passengers:

- Under the age of 21
- To and from schools
- For hire, or owned and/or operated by school districts or any public or private school

For more information, visit:

<https://www.dot.ny.gov/school>

IMPORTANT: Failure to comply with the Transportation Law/Regulations may result in a civil penalty up to \$10,000 per violation.



Department of
Motor Vehicles

ARTICLE 19-A

DO YOU NEED TO ENROLL?



Article 19-A of the New York State Vehicle and Traffic Law created standards for vehicles carrying passengers for hire, organizations (carriers) and their drivers.



Who needs to enroll?

- ▶ Carriers of school buses or vehicles that have a seating capacity of 11 or more in addition to the driver and which are used to transport persons under 21 or disabled persons of any age to school, day care, or religious instruction.
- ▶ Companies with vehicles that are required to have NYSDOT or USDOT operating authority as a common carrier or contract carrier.
- ▶ City regulated bus lines
- ▶ Regulated van services
- ▶ Transit Authorities



Are churches required to enroll?

Churches are required to enroll in 19-A if the vehicle has seating capacity to transport 11 or more adult passengers in addition to the driver, and it is used to transport persons under the age of 21 or persons of any age who are mentally or physically disabled to a place of religious instruction or service.



How do I enroll in the 19-A program?

For complete information on Article 19-A visit DMV website:
dmv.ny.gov/article19A

Article 19-A Guide for Motor Carriers: <https://dmv.ny.gov/forms/cdl15.pdf>

dmv.ny.gov



Department of
Motor Vehicles

SECTION 1: ARTICLE 19-A CARRIER REGISTRATION

This section explains the requirements to register as an Article 19-A motor carrier with the New York State (NYS) Department of Motor Vehicles (DMV) Bus Driver Unit. Use this section to make sure that you completed the required steps. The forms referenced in this section are fill-in forms and can be downloaded at <https://dmv.ny.gov/motor-carriers/information-and-forms-article-19>

A. TO REGISTER YOUR COMPANY, FOLLOW THESE STEPS IN THE ORDER SHOWN:

1. Determine Your Carrier Type (see the Glossary for full descriptions)

There are three types of Article 19-A motor carriers:

- School Motor Carrier (includes churches, nursery schools, daycares and camps)
- Non-School Motor Carrier
- School and Non-School Motor Carrier

School Motor Carriers must have their drivers fingerprinted for a criminal history background review.

2. Complete Form DS-879 (Article 19-A Carrier Application)

You must complete form DS-879 to register as an Article 19-A motor carrier. During the registration process, a 19-A Business ID number is assigned to you. The Bus Driver Unit notifies you of your Business ID number when your application is processed.

You can use form DS-879 to enroll in the 19-A online system. You can use the online system to access your driver roster, add or drop your drivers and certified examiners in real time, receive daily email notifications about your drivers, and submit your Annual Affidavit of Compliance (AFCO). To enroll, complete the **Liaison/Contact Information** section of form DS-879.

You must provide the name and email address of the **liaison**. The **liaison** is the administrator for the online account and is responsible for all online transactions and maintenance. The liaison is also the contact person between your company and the Bus Driver Unit for any issues or questions about the online system.

3. Complete Form DS-19 (Article 19-A Motor Carrier Accident and Conviction Notification Program Application)

All carriers are required to open an escrow account to receive accident and conviction notifications about their drivers. Page 1 of form DS-19 refers to the escrow account. The amount of money needed to open an escrow account depends on the number of drivers you employ. Refer to the opening deposit table in the Instructions section on the form to determine your fee. **Make your check or money order payable to "Commissioner of Motor Vehicles"**.

Page 2 of form DS-19 refers to the Federal Driver's Privacy Protection Act (DPPA). Carriers are required to comply with the DPPA to receive information about DMV records. On the bottom of page 2, carriers must provide the carrier name, the name and title of the representative (printed name and signature), and the date. **Page 2 must be notarized.**

4. Complete Form DS-870 (Article 19-A Bus Driver Application) for each bus driver you employ.

You must report to the Bus Driver Unit all drivers that transport for your company. Use form DS-870 to report your drivers. These drivers are added to your 19-A file and your driver roster is created. Make sure to complete all sections and sign and date the application. Both you and the driver must sign this form. You must keep a copy of this form in your driver file.

All drivers who operate buses for you must have a Commercial Driver License with a Passenger endorsement.

If you register for electronic processing, you must add and drop your drivers using the 19-A Online System.

Keep ORIGINALS of all DS-870's (Article 19-A Bus Driver Applications) for your driver files.

5. Email or fax the following items to the Bus Driver Unit at busdriverunit@dmv.ny.gov or (518) 474-0593:

- DS-879 (Article 19-A Carrier Application)
- DS-19 (Article 19-A Motor Carrier Accident and Conviction Notification Program Application)
- DS-870 (Article 19-A Bus Driver Application) for each bus driver
- A copy of your Escrow account check

Mail your check and DS-19 to:

NYS DMV Revenue Accounting
6 Empire State Plaza, Room 233
Albany NY 12228

After your carrier file is created, you will receive an acknowledgment letter from the Bus Driver Unit that confirms you meet all initial registration requirements. This letter also provides your 19-A Business ID number (BID).

If you registered for electronic access in step 2, DMV will create your online 19-A account. DMV will send a link to access the online system, a user ID, and a temporary password to the email address that you provided in the Liaison/Contact information section of form DS-879.

For security purposes, DMV will send information about your user ID and information about your password to your liaison in separate emails. The temporary password must be changed the first time your liaison signs on to your account.



Did you remember to:

- Determine your carrier type?
- Complete form DS-879?
- Complete form DS-19?
- Notarize page 2 of the form DS-19
- Complete DS-870 (Article 19-A Bus Driver Application) for each driver?
- Make your check or money order payable to the "Commissioner of Motor Vehicles"
- Mail your documents?
- Keep copies of all DS-870's for your driver file?

B. ADDITIONAL REQUIREMENTS:

1. Fingerprint your drivers

All drivers that operate for a School Motor Carrier must be fingerprinted. This requirement includes drivers that operate for churches, nursery schools, daycares and camps. You cannot add a school bus driver to your roster until the driver is fingerprinted.

Fingerprinting services are provided by IdentoGo and are by appointment only. Appointments are scheduled by the carrier.

Instructions for fingerprinting are provided on form DS-600 (**Fingerprinting Services Information**). To select a fingerprinting location, schedule an appointment and get information about the required fee, contact IdentoGo at 1-877-472-6915 or online at <https://uenroll.identogo.com>

2. Add Certified Examiners

You **must** notify the Bus Driver Unit when you hire or terminate a certified examiner. Notifications **must** be sent within 10 days of the hire date or termination date.

To add or drop a certified examiner, complete form DS-885CE [Article 19-A Add/Drop Notice Certified Examiner (CE)]. If you file electronically, you can add or drop your certified examiner in the 19-A online system. If you file manually, you must mail, fax or email the completed DS-885CE to the Bus Driver Unit.

Mail: NYS DMV Bus Driver Unit 6 Empire State Plaza, Room 331, Albany NY 12228

Fax: 518-474-0593

Email: busdriverunit@dmv.ny.gov

Motor carriers must use the service of a certified examiner to complete at a minimum:

- The annual defensive driving performance-regular observation;
- The biennial behind-the-wheel driving test; and
- The biennial oral or written examinations

The procedures shown above are required for bus drivers who operate for an Article 19-A motor carrier.

You must have a minimum of one certified examiner for every 100 drivers you employ.

For example:

- If you employ 1–100 drivers, you must have a minimum of one certified examiner
- If you employ 101–200 drivers, you must have a minimum of two certified examiners



Did you remember to:

- Schedule your drivers for fingerprinting?
- Add your certified examiner to your 19-A Account?

SECTION 2: 19-A ONLINE SYSTEM

After your 19-A online account is created, you must use the online system to add or drop a New York State or out-of-state licensed driver or a certified examiner.

If you transport passengers, you must have drivers on your roster.

For information about how to process online transactions, refer to the **19-A User Guide** found under the **Help** menu option on the **Carrier Details** page of the 19-A Online System (see Figure 1).

The screenshot displays the 'New York State DMV - 19-A System' interface. At the top, there's a navigation bar with links: 'Links', 'Reports', 'Help', 'Liaison', 'Group Page', and 'Logout'. Below this, a 'User:' field is visible. A dropdown menu under 'Help' is open, showing '19A User Guide', 'RAVE manual', and 'Contact BDU'. The main section is titled 'CARRIER DETAILS' and contains a form with the following fields:

- Business ID: 21974
- Business Name: ABC BUS COMPANY
- *Street: MAIN ST
- *City: ALBANY
- *State: NY
- *ZIP: 12228
- *Phone: 518 234 5678 X
- Escrow Account: 150000
- *Contact First Name: JONATHON
- *Contact Last Name: SMITH
- Owner First Name: MARYANN
- Owner Last Name: SMITH
- Attention Name: TRANSPORTATION SUPERVISOR
- Alternate Name: ALBANY BUS COMPANY
- Federal ID: 12-3456789
- Status: ACTIVE
- Carrier Type: SCHOOL & NON-SCHOOL
- T&I District: ALBANY T AND I
- *Email: ABC@SCHOOL.EDU
- US DOT:
- Contact Middle Initial: A
- Contact Suffix:
- Owner Middle Initial: T
- Owner Suffix:

At the bottom of the form, there are five buttons: 'Modify Data', 'Locations', 'Drivers', 'Contracts', and 'Notifications'.

Figure 1. Carrier Details Page

Article 19-A requires a carrier to notify the Bus Driver Unit whenever a driver is hired, re-hired **or** leaves employment. The law requires carriers to submit this notification within 10 days of the hire, re-hire or termination date.

A. ADD DRIVERS ONLINE

Before you complete form DS-870 (Article 19-A Bus Driver Application) for a driver, make sure the following requirements are met:

- ✓ The driver must be at least age eighteen (18). To drive a school bus*, the driver must be age twenty-one (21).
- ✓ The driver must have a valid commercial driver license or permit with a Passenger ("P") endorsement.
- ✓ You must get one of the following medical examination reports for the driver, Medical Examination Report of Driver Under Article 19-A (form DS-874) or the equivalent USDOT Medical Examination Report Form (form MCSA-5875). This medical examination report is called the "pre-employment physical" and must be kept in the driver file (see Section 3 Requirements for Driver File).

- ✓ You must get one of the following documents: an abstract of driving record for the driver, a NYS DMV abstract or an equivalent document that meets the driver abstract requirements (see Abstract Requirements below). The abstract must be from the appropriate agency in every state where the driver resided or worked or held a driver license or learner permit during the preceding three years before the driver was employed. This abstract is called the “pre-employment abstract.” You must keep this driver abstract in the driver file (see Section 3: Requirements for Driver File).

Abstract Requirements
Drivers Full Name
Address
Date of Birth
Height
Eye Color
Gender
License Identification Number
Current License Status
License Expiration Date
Current License Class (include all endorsements and restrictions)
Accidents, Violations, Suspensions and Revocations
Print Date and Time
End of Record (complete record of the driver license file)

*School bus, as defined in Vehicle and Traffic Law Section 142 (refer to Glossary)

After you have met those requirements, follow the steps below to add a driver to your driver roster:

1. Complete form DS-870 (Article 19-A Bus Driver Application).

Form DS-870 must be completed when a **new** driver is hired. Complete all sections. You and the driver must sign and date the form. **Keep form DS-870 in your driver file for compliance review purposes.**

2. For out-of-state drivers, complete form DS-500 (Article 19-A Request for NYS License ID Number).

You must request a NYS license ID number before you can add an out-of-state driver to your driver roster. To request a NYS license ID number, complete form DS-500. Send the completed form by mail, email or fax to:

NYS Department of Motor Vehicles
 Bus Driver Unit
 6 Empire State Plaza, Room 331
 Albany NY 12228
Fax: (518) 474-0593
Email: dmv.sm.busdriverunit@dmv.ny.gov

The license ID number assigned to the driver will be mailed, emailed or faxed to you.

3. Add driver(s) online.

- a. After form DS-870 (Article 19-A Bus Driver Application) is completed, you can log in to the 19-A Online System to add the driver to your driver roster. Access to the online system is through the DMV VPASS system. The 19-A Online System web address is <https://secap.dmv.ny.gov>. Enter the following information on the 19-A secure sign-in screen (see Figure 2):

- 1) Enter your **User ID** (see Section 1, Page 4)
- 2) Enter your **Password** (see Section 1, Page 4)
- 3) Click **Login**

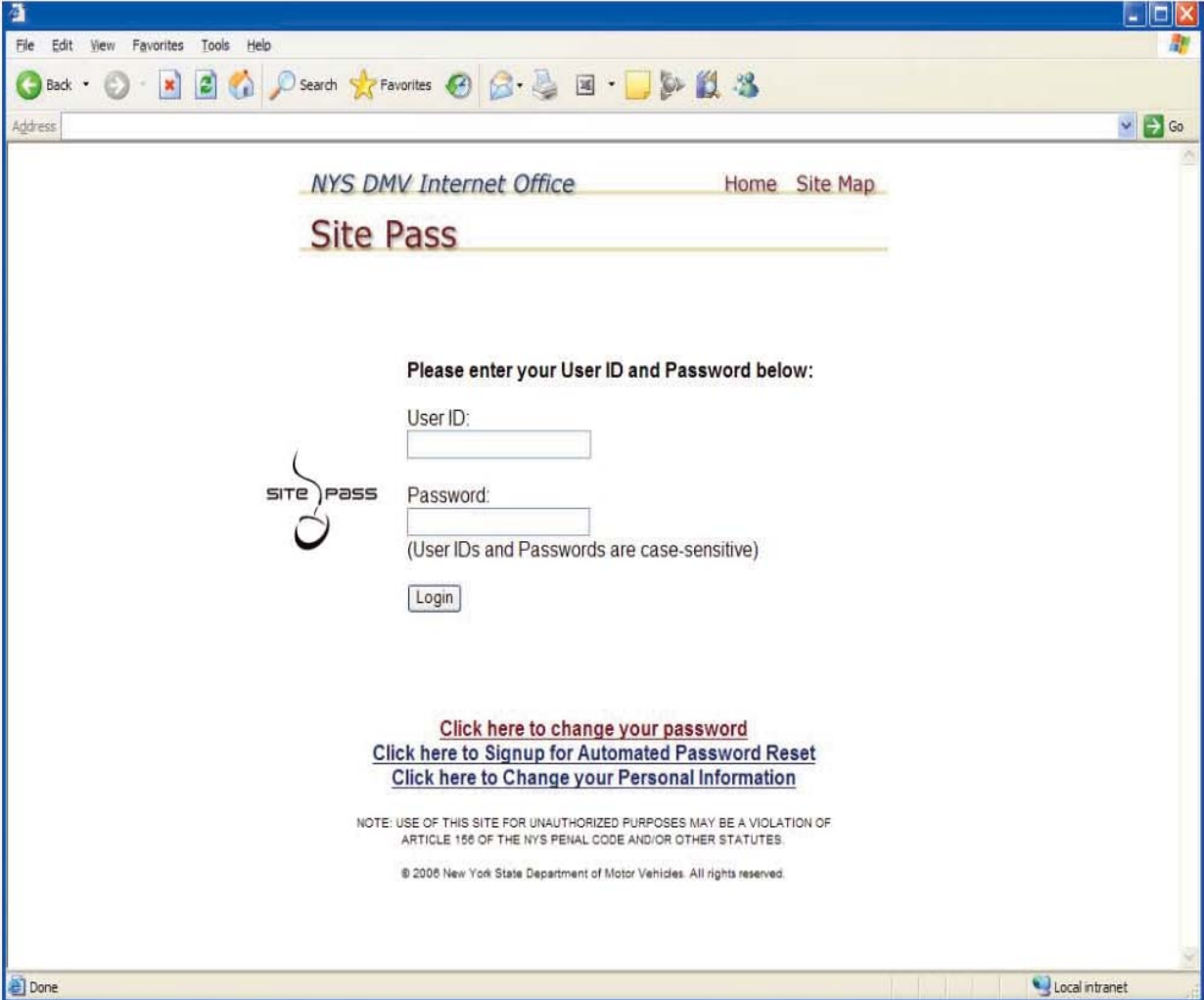
The image is a screenshot of a web browser window displaying the 'NYS DMV Internet Office' 'Site Pass' login page. The browser's address bar is empty. The page has a blue header with 'NYS DMV Internet Office' and links for 'Home' and 'Site Map'. Below the header, the title 'Site Pass' is centered. The main content area prompts the user to 'Please enter your User ID and Password below:'. It features two input fields: 'User ID:' and 'Password:'. To the left of these fields is a logo that says 'SITE PASS' with a stylized 'S' and 'P' forming a circle. Below the password field, a note states '(User IDs and Passwords are case-sensitive)'. A 'Login' button is positioned below the note. At the bottom of the form area, there are three links: 'Click here to change your password', 'Click here to Signup for Automated Password Reset', and 'Click here to Change your Personal Information'. A disclaimer at the very bottom reads: 'NOTE: USE OF THIS SITE FOR UNAUTHORIZED PURPOSES MAY BE A VIOLATION OF ARTICLE 155 OF THE NYS PENAL CODE AND/OR OTHER STATUTES. © 2006 New York State Department of Motor Vehicles. All rights reserved.' The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

Figure 2. VPASS Sign-In Screen

- b. VPASS instructs the user to change the password after the first sign in (see Figure 3). Follow the instructions on the screen to change the password.

The screenshot shows the 'New York State DMV - Internet Office Transactions' header with 'Web VPass' on the left and 'WEB VPASS USER GUIDE' on the right. The main heading is 'Change Password'. Below it, a red message states: 'You must change your password before you can proceed.' Instructions follow: 'Please enter your new password and retype to confirm.' A note specifies: '(Note: Passwords must 8 positions long and consist only of numbers and/or letters. It must contain 1 uppercase letter, 1 lowercase letter and at least 1 number.)' There are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A 'Change Password' button is below them. At the bottom, a legal disclaimer reads: 'NOTE: USE OF THIS SITE FOR UNAUTHORIZED PURPOSES MAY BE A VIOLATION OF ARTICLE 156 OF THE NYS PENAL CODE AND/OR OTHER STATUTES.' and a copyright notice: '© 2008 New York State Department of Motor Vehicles. All rights reserved.'

Figure 3. Prompt To Change Password

- c. After your password is changed, log out from the system. Use the new password to log into the system. The next screen displayed asks for your email address and gives you instructions to enroll in **Automated Password Reset**. Follow the instructions to enroll. When enrollment is completed, the screen displays a box labeled **DMV Web Applications Menu** (see Figure 4). From that menu, select **19-A System**. When that option is selected the **Carrier Details** page is displayed (see Figure 5).

The screenshot shows the 'New York State DMV - Internet Office Transactions' header with 'Web VPass' on the left and 'WEB VPASS USER GUIDE' on the right. The main heading is 'DMV Web Applications Menu'. Below it, there is a bulleted list: '• 19-A System' and '• RAVE'. A red arrow points to the '19-A System' option. Below the list is a 'Log Out' button. At the bottom, a legal disclaimer reads: 'NOTE: USE OF THIS SITE FOR UNAUTHORIZED PURPOSES MAY BE A VIOLATION OF ARTICLE 156 OF THE NYS PENAL CODE AND/OR OTHER STATUTES.' and a copyright notice: '© 2008 New York State Department of Motor Vehicles. All rights reserved.'

Figure 4: DMV Web Applications Menu

d. The carrier details page is where you will add a driver(s) to your roster. Complete the following steps (see Figure 6):

- 1) Select the **Drivers** button
- 2) Click **Connect**
- 3) Enter the driver's license identification number in the text box labeled **Driver CID**
- 4) Click **Driver Connect**
- 5) Enter the driver activation date in the text box labeled **Driver Activation Date** (the driver activation date is the date the carrier signed and dated form DS-870, Bus Driver Application).
- 6) **You must** enter **Yes** or **No** from the drop down menu in the **School Indicator** text box. All school bus drivers must be electronically fingerprinted **before** you can add the driver to your roster.
- 7) Click **Add**
- 8) The **Employer Certification** box will appear (see Figure 7). You must certify to one of the following options:
 - a. If the driver meets requirements, click **OK**
 - b. If the driver **does not** meet requirements, click **Cancel** (if you click **Cancel**, your driver **will not** be added)
- 9) After you complete the transaction, you receive electronic confirmation that the driver was added. Click the **Show Receipt** button to print a copy of the receipt (see Figure 8). You must keep a copy of the receipt and form DS-870 (Bus Driver Application) in the driver file (see Figure 9).

*****Note:** On the Carrier Details page, you can modify any field with a white box. You must notify the Bus Driver Unit, in writing, to change any information that is in bold print. To save your changes, you must click "Modify Data".

The screenshot displays the 'Carrier Details' page with a navigation bar at the top containing 'Links', 'Reports', 'Help', 'Preferences', and 'Logout'. Below the navigation bar, there are radio buttons for 'Show Details' (selected) and 'Hide Details'. The main content area is titled 'CARRIER DETAILS' and contains the following information:

- Business ID:** 27545
- Business Name:** DMV TEST
- Street:** 5 DMV ROAD
- County:** ALBA
- Phone:** 555-343-3434
- Federal ID:** 12-3456799
- Status:** PENDING
- City:** ALBANY
- ZIP:** 12205-
- Fax:** --
- SSN:** -
- Carrier Type:** NON-SCHOOL
- State:** NY
- T&I District:** ALBANY T AND I
- *Email:** DMV@DMV.GOV
- Escrow Account:**
- NYS DOT:**
- US DOT:**
- *Contact First Name:** DMV
- *Contact Last Name:** TEST
- Contact Middle Initial:**
- Contact Suffix:**
- Contact Title:**
- Owner First Name:** DMV
- Owner Last Name:** OWNER
- Owner Middle Initial:**
- Owner Suffix:**
- Attention Name:**
- Alternate Name:** NONE

At the bottom of the page, there is a row of buttons: 'Modify Data', 'Locations', 'Drivers', 'Contracts', 'Examiners', 'Notifications', and 'Affidavit'.

Figure 5. Carrier Details Screen

New York State DMV - 19-A System User:

Links Reports Help Liaison Group Page Logout

☒ Show Details ☐ Hide Details

CARRIER DETAILS

Business ID: 21974	Federal ID: 12-3456789	SSN: -
Business Name: ABC BUS COMPANY	Status: ACTIVE	Carrier Type: SCHOOL & NON-SCHOOL
*Street: MAIN ST	*City: ALBANY	*State: NY
*County: ALBANY	*Zip: 12228	T&I District: ALBANY T AND I
*Phone: 518 234 5678 X	Fax:	*Email: ABC@SCHOOL.EDU
Escrow Account: 150000	NYS DOT:	US DOT:
*Contact First Name: JONATHON	*Contact Last Name: SMITH	Contact Middle Initial: A
Contact Title:	Owner First Name: MARYANN	Contact Suffix:
Owner Last Name: SMITH	Owner Middle Initial: T	Owner Suffix:
Attention Name: TRANSPORTATION SUPERVISOR	Alternate Name: ALBANY BUS COMPANY	

Modify Data Locations Drivers Contracts Notifications

DRIVER ☐ Search ☒ Connect ☐ History

Driver CID:

DRIVER ADD DETAILS

Client ID: 302176702	Last Name: SMITH	First Name: JOHN	Middle Initial:
Street: SWAN ST	City: ALBANY	State: NY	Zip: 12228
DOB: 01/01/1952	Gender: M	19A Status: DISQUALIFIED	

DRIVER CONNECT DETAILS

Driver Activation Date: School Indicator:

Figure 6: Add New Driver Screen



Figure 7: Employer Certification

New York State DMV - 19-A System User:

Links Reports Help Liaison Group Page Logout

☒ Show Details ☐ Hide Details

CARRIER DETAILS

Business ID: 21974 Federal ID: 12-3456789 SSN: -
 Business Name: ABC BUS COMPANY Status: **ACTIVE** Carrier Type: SCHOOL & NON-SCHOOL
 *Street: MAIN ST *City: ALBANY *State: NY
 *County: ALBANY *ZIP: 12228 T&I District: ALBANY T AND I
 *Phone: 518 234 5678 X Fax: *Email: ABC@SCHOOL.EDU
 Escrow Account: 150000 NYS DOT: US DOT:
 *Contact First Name: JONATHON *Contact Last Name: SMITH Contact Middle Initial: A Contact Suffix:
 Contact Title: Owner First Name: MARYANN Owner Last Name: SMITH Owner Middle Initial: T Owner Suffix:
 Attention Name: TRANSPORTATION SUPERVISOR
 Alternate Name: ALBANY BUS COMPANY

Modify Data Locations Drivers Contracts Notifications

DRIVERS: ☐ Search ☒ Connect ☐ History
 Driver CID: Driver Connect Clear

MBDCE003: THE DRIVER HAS BEEN ADDED SUCCESSFULLY TO THE CARRIER

Show Receipt

Figure 8: Successful Driver Add Screen

New York State DMV Date: 09/18/2008 **19-A DRIVER ACTIVATION RECEIPT**

RECEIPT	NEW YORK STATE DMV
BUSINESS ID:	21974
BUSINESS NAME:	ABC BUS COMPANY
FEDERAL ID:	123456780
ADDRESS:	MAIN ST ALBANY, NY 12345
CARRIER TYPE:	SCHOOL & NON-SCHOOL
CONTACT PERSON:	JONHATHON SMITH
Driver JOHN SMITH, Client ID: 302176702 was successfully activated on 09/10/2008 by user UNAME.	
EMPLOYER CERTIFICATION	
This driver meets the applicable qualification requirements as specified in Sections 6.3, 6.4, 6.5 and/or 6.6 of the regulations of the Commissioner of Motor Vehicles.	

Figure 9: 19-A Driver Activation Receipt



Did you remember to:

- Get a pre-employment abstract of driving record before you hired the driver?
- Get a pre-employment physical (form DS-874 or *the USDOT equivalent MCSA-5875*) before you hired the driver?
- Complete form DS-870 (Bus Driver Application)?
- Complete form DS-500 (Request for NYS License ID Number) and mail, email or fax it?
- Electronically add your driver to your roster?
- Print a copy of your “Driver Connected” receipt?
- Create a 19-A driver file for each driver?
- Place all driver-related documents in the 19-A driver file?

B. ADD CERTIFIED EXAMINERS ONLINE

Article 19-A requires a carrier to notify the Bus Driver Unit when a certified examiner is hired, re-hired **or** leaves employment. The law requires carriers to submit this notification within 10 days of the hire, re-hire or termination date.

Follow the steps below to add a certified examiner to your 19-A carrier file.

1. Complete form DS-885CE [Article 19-A Add/Drop Notice Certified Examiner (CE)]

Keep a copy of the completed form in your 19-A files for compliance review purposes.

2. Add certified examiner(s) online.

a. The carrier details page is where you will add a certified examiner (see Figure 10). Complete the following steps:

- 1) Select the **Examiners** button
- 2) Click **Connect** (see Figure 11)
- 3) Enter the examiner client ID (license ID number) or certified examiner number in the text box labeled **Examiner CID or CE Number** (see Figure 12)
- 4) Click **Examiner Connect** (see Figure 12)
- 5) The **Examiner Add Details** will be displayed (see Figure 13)
- 6) Select **Connect**
- 7) After the examiner is connected, a message is displayed in red at the bottom of the screen (see Figure 14)
- 8) The system enters the current date as the **Activation Date** when you connect the certified examiner to your 19-A carrier file.

The screenshot shows a web application interface for managing carrier details. At the top, there is a navigation bar with links: Links, Reports, Help, Preferences, and Logout. Below this is a toggle for 'Show Details' (selected) and 'Hide Details'. The main section is titled 'CARRIER DETAILS' and contains several fields organized into three columns:

- Left Column:** Business ID: 27545, Business Name: DMV TEST, Street: 5 DMV ROAD, County: ALBA, Phone: 555-343-3434, Escrow Account: (empty), *Contact First Name: DMV, Contact Title: (empty), Owner First Name: DMV, Attention Name: (empty), Alternate Name: NONE.
- Middle Column:** Federal ID: 12-3456799, Status: PENDING, City: ALBANY, ZIP: 12205, Fax: --, NYS DOT: (empty), *Contact Last Name: TEST, Owner Last Name: OWNER.
- Right Column:** SSN: -, Carrier Type: NON-SCHOOL, State: NY, T&I District: ALBANY T AND I, *Email: DMV@DMV.GOV, US DOT: (empty), Contact Middle Initial: (empty), Contact Suffix: (dropdown), Owner Middle Initial: (empty), Owner Suffix: (dropdown).

At the bottom of the screen, there is a row of buttons: Modify Data, Locations, Drivers, Contracts, Examiners, Notifications, and Affidavit.

Figure 10: Carriers Detail Screen

New York State DMV - 19-A System User:

Links Reports Help Liaison Group Page Logout

☒ Show Details ☐ Hide Details

CARRIER DETAILS

Business ID: 21974 Federal ID: 12-3456789 Status: **ACTIVE** SSN: -
 Business Name: ABC BUS COMPANY Carrier Type: SCHOOL & NON-SCHOOL
 *Street: MAIN ST *City: ALBANY *State: NY
 *County: ALBANY *ZIP: 12228 T&I District: ALBANY T AND I
 *Phone: 518 .234 .5678 x 2356 Fax: US DOT: XYZ@TEST.COM
 Escrow Account: 150000 NYS DOT: Contact Middle Initial: A Contact Suffix:
 *Contact First Name: JONATHON *Contact Last Name: SMITH
 Contact Title: Owner First Name: MARY Owner Last Name: SMITH Owner Middle Initial: T Owner Suffix:
 Attention Name: TRANSPORTATION SUPERVISOR
 Alternate Name: ALBANY BUS COMPANY

Modify Data Locations Drivers Contracts Examiners Notifications Affidavit

CERTIFIED EXAMINERS ☐ List ☒ Connect ☐ Freelance Search

Examiner CID: CE Number: Examiner Connect Clear

No. of Records: 5 of 5 **EXAMINER LIST**

Client ID	Examiner Name	Cert Number	Class	Status	Activation Date		
456789012	BROWN, MARK	444444	B	C	12/15/2008	Disconnect	Examiner Details
345678901	SMITH, BROWN	333333	C	C	12/15/2008	Disconnect	Examiner Details
234567890	SMITH, JOHN	222222	C	C	12/15/2008	Disconnect	Examiner Details
967540890	SMITH, JOHN	555555	B	C	12/15/2008	Disconnect	Examiner Details
123456789	SMITH, MARY	111111	B	C	12/11/2008	Disconnect	Examiner Details

Figure 11: Certified Examiners – Connect Option

New York State DMV - 19-A System User:

Links Reports Help Liaison Group Page Logout

☒ Show Details ☐ Hide Details

CARRIER DETAILS

Business ID: 21974 Federal ID: 12-3456789 Status: **ACTIVE** SSN: -
 Business Name: ABC BUS COMPANY Carrier Type: SCHOOL & NON-SCHOOL
 *Street: MAIN ST *City: ALBANY *State: NY
 *County: ALBANY *ZIP: 12228 T&I District: ALBANY T AND I
 *Phone: 518 .234 .5678 x 2356 Fax: US DOT: XYZ@TEST.COM
 Escrow Account: 150000 NYS DOT: Contact Middle Initial: A Contact Suffix:
 *Contact First Name: JONATHON *Contact Last Name: SMITH
 Contact Title: Owner First Name: MARY Owner Last Name: SMITH Owner Middle Initial: T Owner Suffix:
 Attention Name: TRANSPORTATION SUPERVISOR
 Alternate Name: ALBANY BUS COMPANY

Modify Data Locations Drivers Contracts Examiners Notifications Affidavit

CERTIFIED EXAMINERS ☐ List ☒ Connect ☐ Freelance Search

Examiner CID: 202176702 CE Number: Examiner Connect Clear

No. of Records: 4 of 4 **EXAMINER LIST**

Client ID	Examiner Name	Cert Number	Class	Status	Activation Date		
345678901	SMITH, BROWN	333333	C	C	12/15/2008	Disconnect	Examiner Details
234567890	SMITH, JOHN	222222	C	C	12/15/2008	Disconnect	Examiner Details
967540890	SMITH, JOHN	555555	B	C	12/15/2008	Disconnect	Examiner Details
123456789	SMITH, MARY	111111	B	C	12/11/2008	Disconnect	Examiner Details

Figure 12: Examiner Connect Screen

New York State DMV - 19-A System User:

Links Reports Help Liaison Group Page Logout

☒ Show Details ☐ Hide Details

CARRIER DETAILS

Business ID: 21974	Federal ID: 12-3456789	SSN: -
Business Name: ABC BUS COMPANY	Status: ACTIVE	Carrier Type: SCHOOL & NON-SCHOOL
*Street: MAIN ST	*City: ALBANY	*State: NY
*County: ALBANY	*ZIP: 12228	T&I District: ALBANY T AND I
*Phone: 518 234 5678 x 2356	Fax: -	*Email: XYZ@TEST.COM
Escrow Account: 150000	NYS DOT: -	US DOT: -
*Contact First Name: JONATHON	*Contact Last Name: SMITH	Contact Middle Initial: A
Contact Title: -		Contact Suffix: -
Owner First Name: MARY	Owner Last Name: SMITH	Owner Middle Initial: T
Attention Name: TRANSPORTATION SUPERVISOR		Owner Suffix: -
Alternate Name: ALBANY BUS COMPANY		

Modify Data Locations Drivers Contracts Examiners Notifications Affidavit

CERTIFIED EXAMINERS ☐ List ☒ Connect ☐ Freelance Search

Examiner CID: CE Number: **Examiner Connect** **Clear**

EXAMINER ADD DETAILS

Client ID: 302176702	Last Name: SMITH	First Name: JOHN	Middle Initial: NO
Street: SWAN ST	City: ALBANY	State: NY	ZIP: 12228
Status: CERTIFIED	Certification Number: 111114	Certification Class: B	Freelance: Y
Email: JSMITH@NY.COM	Phone: 456-7890 Ext 0123	N Restriction: N	N1 Restriction: N
N2 Restriction: N	Passenger Restriction: N	Air Brake Restriction: N	Connect

Figure 13: Examiner Add Details

New York State DMV - 19-A System User:

Links Reports Help Liaison Group Page Logout

☒ Show Details ☐ Hide Details

CARRIER DETAILS

Business ID: 21974	Federal ID: 12-3456789	SSN: -
Business Name: ABC BUS COMPANY	Status: ACTIVE	Carrier Type: SCHOOL & NON-SCHOOL
*Street: MAIN ST	*City: ALBANY	*State: NY
*County: ALBANY	*ZIP: 12228	T&I District: ALBANY T AND I
*Phone: 518 234 5678 x 2356	Fax: -	*Email: XYZ@TEST.COM
Escrow Account: 150000	NYS DOT: -	US DOT: -
*Contact First Name: JONATHON	*Contact Last Name: SMITH	Contact Middle Initial: A
Contact Title: -		Contact Suffix: -
Owner First Name: MARY	Owner Last Name: SMITH	Owner Middle Initial: T
Attention Name: TRANSPORTATION SUPERVISOR		Owner Suffix: -
Alternate Name: ALBANY BUS COMPANY		

Modify Data Locations Drivers Contracts Examiners Notifications Affidavit

CERTIFIED EXAMINERS ☒ List ☐ Connect ☐ Freelance Search

Examiner Search

MBDCE003: EXAMINER WAS SUCCESSFULLY CONNECTED TO THE CARRIER

Figure 14: Examiner Successfully Connected Message

SECTION 3: REQUIREMENTS FOR DRIVER FILE

Article 19-A requires you to establish and maintain, for a period of 3 years and the current year, a paper file for each driver you employ. This file is called your driver file. You also must maintain a driver roster of your active and inactive drivers for the past 3 years and the current year.

The driver file must contain:

- Article 19-A Bus Driver Application (DS-870)
- Pre-Employment Procedures
 - ◆ Abstract of Driving Record
 - ◆ Medical Examination
- Annual Safety Procedures (done a minimum of one time every 12 months)
 - ◆ Annual Abstract of Driving Record
 - ◆ Annual Review of Driving Record (DS-872)
 - ◆ Defensive Driving Observation (DS-873) *
- Biennial Safety Procedures (done a minimum of one time every 24 months)
 - ◆ Medical Examination
 - ◆ Behind the Wheel Road Test (DS-875) *
 - ◆ Biennial Oral/Written Test (DS-875Q) *
- Any correspondence sent to you by the DMV about the driver's license record and/or 19-A qualification.
- Your driver files must contain the above procedures for all your active and inactive drivers for the current year and the past 3 years.

* Must be completed by a certified examiner (refer to Glossary).

The following information explains the pre-employment, annual, and biennial procedures that must be conducted on a driver **and the documents you must keep in a driver file.**

A. PRE-EMPLOYMENT PROCEDURES

Before a driver is employed, a motor carrier must get the following two pre-employment documents:

1. Abstract of Driving Record

You must get a pre-employment abstract for the driver. This is a NYS DMV abstract of the driver's driving record or an equivalent document that meets the driver abstract requirements (see page 7, Abstract Requirements). The abstract must be from the appropriate agency in every state where the driver resided or worked or held a driver license or learner permit during the preceding three years before the driver was employed.

- The pre-employment abstract must be dated on or within one year before the hire date (the hire date is the date the driver is added to the 19-A system.)

2. Medical Examination

You must get a pre-employment physical for the driver. Either form DS-874 Medical Examination Report of Driver Under Article 19-A or the USDOT equivalent Medical Examination Report Form (form MCSA-5875) is acceptable.

- The pre-employment physical must be dated on or within two years before the hire date (the hire date is the date the driver is added to the 19-A system.)

B. ANNUAL PROCEDURES FOR MOTOR CARRIERS

There are three safety procedures that must be conducted annually on a driver under Article 19-A. This section gives information about each annual procedure and the forms needed to complete the safety requirement.

1. Obtain an Annual Abstract of Driving Record

You are required to get a New York State DMV Abstract or an equivalent document that meets the abstract requirements (see page 7 Abstract Requirements), and an appropriate out-of-state abstract of driving record (if applicable) a minimum of one time every 12 months. The due date of the driver abstract depends on the date you obtained the previous driver abstract.

For example:

- Pre-employment abstract obtained on 2/1/17, next abstract due on or before 2/1/18
- Yearly abstract obtained on 1/18/17, next abstract due on or before 1/18/18

Remember, the first abstract of driving record you must get is the pre-employment abstract which must be dated on or before the driver's date of hire.

The driver abstract must be a complete record of the driver license file. If the driver has an out-of-state driver license, you must get an abstract of driving record from the state where the driver is licensed.

You can get a NYS driver abstract through any of the following options:

- Order by mail - complete and mail form MV-15C (Request for Driving Record Information), which can be downloaded at <https://dmv.ny.gov/forms>
- Visit a local NYS DMV office (**out-of state licensed drivers should contact the motor vehicle office in the driver's state of license**)
- Use a Dial-In-Search Account, which allows you to use your computer/modem to access DMV records; additional information on this service can be found at <https://dmv.ny.gov/records/dial-search-accounts>
- Through a private source such as an insurance company or service bureau
- Through LENS (License Event Notification Service). Information about this service can be found at <https://dmv.ny.gov/dmv-records/license-event-notification-service-lens-accounts>

2. Conduct an Annual Review of the Employee's Driving Record (complete form DS-872)

You are required to conduct an annual review and personal interview of your driver's driving record a minimum of one time every 12 months. The review and personal interview are conducted so that you can determine if the driver meets requirements for safe driving and compliance under Article 19-A regulations.

The review must be conducted within one year from the date the driver is hired, then every year.

For example:

- Hire date 2/1/17, annual review due on or before 2/1/18
- Annual review conducted on 1/13/17, next review due on or before 1/13/18

Complete the annual review as follows:

- An authorized representative of the carrier must conduct the review.
- The review must be conducted with an abstract of driving record that has a print date no more than 30 days from the date of the interview. If the driver does not live in New York or does not have a New York State driver license, you must get an abstract of driving record from the other state. *The interview cannot be conducted or marked with a date before the print date of the driver abstract.*
- Complete form DS-872. The authorized representative and the driver must sign and date the form.
- Attach the driver abstract to form DS-872.
- Put the completed form in the driver file.

3. **Report On Annual Defensive Driving Performance For Driver Under Article 19-A (Form DS-873)**

You are required to have a certified examiner do an annual defensive driving observation on your driver every 12 months. The defensive driving observation must be done within one year from the date the driver is hired, then every year. For example:

- Hire date 7/14/17, annual defensive driving observation due on or before 7/14/18
- Annual review conducted on 6/10/18, next review due on or before 6/10/19

Complete the annual defensive driving observation as follows:

- A certified examiner (refer to Glossary) must conduct the observation.
- The defensive driving observation must be conducted when the driver operates a bus with passengers.
- The certified examiner can conduct the observation either inside or outside of the bus the driver operates.
- The certified examiner will complete form DS-873. The certified examiner and the driver must sign and date the form.
- Put completed form in the driver file.

The annual defensive driving observation cannot be combined with or done on the same day as the behind-the-wheel road test.

C. **BIENNIAL SAFETY PROCEDURES FOR MOTOR CARRIERS**

There are three safety procedures that must be conducted biennially (every 2 years) by a motor carrier under Article 19-A. This section has information about each procedure and the forms needed to complete the safety requirement.

1. **Medical Examinations**

Before you employ a bus driver, the driver must pass a medical examination called the **pre-employment physical** (referred to in Section 2). After the driver passes the pre-employment physical, the driver must have a medical examination a minimum of one time every two years starting from the date of the pre-employment physical.

If the driver has certain medical conditions, the medical examiner can require more frequent exams. Under Article 19-A, diabetic drivers are **required** to have their personal healthcare provider conduct diabetic follow-up exams every 6 months.

Diabetic follow-up exams must be submitted using form DS-704 (Article 19-A Bus Driver's Diabetic Follow-Up). DMV accepts **only** form DS-704 for diabetic follow-up exams.

Blood Pressure follow-up exams must be submitted using form DS-703 (Article 19-A Bus Driver's Blood Pressure Follow-Up by Driver's Health Care Provider). DMV accepts **only** form DS-703 for blood pressure follow-up exams.

All physicals and follow-up exams must be kept in the drivers file for 3 years and the current year.

*****Make sure you meet the medical requirements or deadlines set by the medical examiner or appropriate regulating agency.**

Complete the medical requirement as follows:

- a. The medical exam must be conducted by a medical examiner who is NOT the personal healthcare provider of the driver. One of the following forms must be used to conduct the medical exam for a driver:
 - DS-874 (Medical Examination Report of Driver Under Article 19-A)
 - MCSA-5875 (Medical Examination Report Form).
- b. All sections of the medical exam must be completed. **Do not leave any sections blank.**
- c. All medical exams conducted under Article 19-A must be conducted by one of the following medical professionals: MD (Medical Doctor), DO (Doctor of Osteopathy), PA (Registered Physician's Assistant) or Certified Nurse Practitioner.
(Article 19-A does not recognize a chiropractor as an acceptable medical examiner to conduct a 19-A or Federal medical exam)
- d. Physicals conducted using form MCSA-5875(Medical Examination Report Form) must be conducted by a medical examiner listed on the National Registry of Certified Medical Examiners (National Registry). To find a certified medical examiner or get information about this program, visit <https://www.fmcsa.dot.gov/national-registry-certified-medical-examiners-search>
- e. **DS-874C (SUPPLEMENT TO: Medical Examination of Driver Report Under Article 19-A).** Form DS-874C is **not required**. This form is used with form DS-874 (Medical Examination Report of Driver Under Article 19-A) when additional space is necessary for written comments or information. When form DS-874C is used, you must attach the form to the medical examination report (form DS-874) and keep the forms in the driver file.
- f. **Medical Variances** - If drivers have or apply for Federal medical variances (waivers or exemptions), you must get the correct paperwork from the Federal Motor Carrier Safety Administration to make sure that your driver meets medical qualifications. These variances are used with the USDOT medical exam (MCSA-5875) and **not** the 19-A medical examination report (form DS-874).
*****Note: Even if your driver has a Federal Vision Waiver, your driver is not qualified to drive a school bus under Article 19-A.**
- g. **Medical Follow-Up Exams** - Form DS-874 and the equivalent USDOT exam form MCSA-5875 include the same information and general requirements, but the qualification requirements for drivers with diabetic or blood pressure conditions are different. Diabetic medical follow-up exams are required for **ALL** diabetic drivers who transport for an Article 19-A carrier. Diabetic follow-up exams must be done every 6 months by the personal healthcare provider of the driver who is a physician, physician assistant or nurse practitioner. Forms DS-703 (Article 19-A Bus Driver's Blood Pressure Follow-Up by Driver's Health Care Provider) and DS-704 (Article 19-A Bus Driver's Diabetic Follow-Up) **must** be used for the medical follow-up exams. Make sure to use the correct form for the medical condition of the driver.



***Important Note:** The medical examiner may require other types of follow-up exams if certain medical conditions are present, or additional medical tests are being requested.*

2. A Biennial Behind-The-Wheel Road Test (complete form DS-875)

- a. You are required to have a certified examiner conduct a biennial behind-the-wheel road test on a driver within **30 days** of hire if within the previous year:
 - the driver did not work for a 19-A carrier; or
 - the driver worked for a 19-A carrier, but operated a vehicle that was a lower-class vehicle than the driver will operate for you.
- b. If the driver worked for a 19-A carrier within the previous year, and operated a vehicle in the same or higher class than the driver will operate for you, you are required to have a certified examiner conduct a biennial behind-the-wheel road test on the driver:
 - within 2 years of the last behind-the-wheel road test given by the previous 19-A carrier; or
 - within 30 days if you cannot verify the date that the behind-the-wheel road test was conducted by the previous 19-A carrier.

You must keep a copy of the DS-875 in your driver file. If you cannot obtain a copy of the behind-the-wheel road test results from the prior employer, you will need to conduct the test within 30 days of hire.

Common Examples:

- 1) A bus driver is hired on 3/15/17. This driver did not work for another 19-A carrier at all within the last 12 months. This driver must be given the behind-the-wheel road test by 4/15/17.
- 2) A bus driver is hired on 9/8/17. The driver has a CDL B and will operate Class B vehicles for your company. This driver worked for another 19-A carrier within the previous year and drove only Class C vehicles for that carrier. This driver must be given the behind-the-wheel road test within 30 days (10/8/17) in a Class B vehicle.
- 3) A bus driver is hired on 9/18/17. The driver has a CDL B and will operate Class B vehicles for your company. The bus driver previously worked for another 19-A carrier and had a behind-the-wheel road test conducted on 6/15/17. This driver must be given the behind-the-wheel road test by 6/15/19.

The following guidelines will assist you with the behind-the-wheel road test:

- The road test must be conducted by a certified examiner.
- The certified examiner can conduct the behind-the-wheel road test during the normal work day schedule of a driver. The driver should take the road test **without** passengers in the vehicle.
- The driver must be tested in a vehicle that is the highest class a driver will operate for a particular carrier.
- The behind-the-wheel road test **cannot** be combined with or done on the same day that the annual defensive driving performance observation is conducted.
- The certified examiner will complete form DS-875. The certified examiner must sign and date the form.
- Put the completed form in the driver file.

3. **A Biennial Oral/Written Test (complete form DS-875Q)**

You are required to have a certified examiner conduct a biennial oral/written test on a driver a minimum of one time every 24 months. The biennial oral/written test must be conducted within two years from the date the driver is hired and then every 2 years. For example:

- Hire date 5/1/17, biennial oral/written test due on or before 5/1/19
- Biennial oral/written test conducted on 3/30/17, next oral/written test due on or before 3/30/19

The following guidelines will assist you with the oral/written test:

- The test must be conducted by a certified examiner.
- The test is administered as an open book test and is not timed. You will provide the driver with a current copy of the New York State Driver's Manual, the Commercial Driver's Manual and a copy of Part 6 of the Commissioner's Regulations. The driver must complete the test in a monitored environment.
- If the certified examiner gives an oral exam, the certified examiner is limited to reading only the questions and possible answers.
- The certified examiner will complete form DS-875Q. The certified examiner and driver must sign and date the form.
- Put the completed form in the driver file.

The certified examiner must use the following forms to conduct the oral/written test:

- DS-875Q (Article 19-A Biennial Oral/Written Examination)
- DS-875Y (Article 19-A Oral/Written Examination Results)
- DS-875Z (Article 19-A Written Examination Answer Sheet) – the form is available to certified examiners upon request, the form **cannot** be downloaded. Send a request to the Bus Driver Unit by fax at (518) 474-0593 or email dmv.sm.busdriverunit@dmv.ny.gov

D. **MISCELLANEOUS RECORDS**

The following types of documents must be included in your driver file and must be retained for three years plus the current year:

- Qualification letters
- Disqualification letters
- Requalification letters
- Criminal history clearance letters
- Correspondence about compliance under Article 19-A

SECTION 4: ANNUAL AFFIDAVIT OF COMPLIANCE

All motor carriers are required to certify that they comply with 19-A regulations by July 1st of each year. To meet this requirement, carriers must file an Article 19-A Annual Affidavit of Compliance and an Article 19-A Motor Carrier Annual Statistical Report. The statistical report asks for information about the previous calendar year transportation. Carriers must report the number of qualified bus miles traveled by buses the carrier operated and the total number of accidents and convictions of their drivers.

If you are a motor carrier that operates altered motor vehicles commonly called “stretch limousines” you must also complete and return the Article 19-A Annual Statistical Report for Altered Motor Vehicle Carriers. The Annual Statistical Report for Altered Motor Vehicle Carriers asks for information as it relates to Altered Motor Vehicle operations.

Around April of each year, the Bus Driver Unit notifies all motor carriers either by mail (for carriers that file manually) or email (for carriers that file online) that the Article 19-A Annual Affidavit of Compliance and the Article 19-A Motor Carrier Annual Statistical Reports must be completed. For carriers that file online, instructions to complete the Affidavit and Statistical Reports are in the **19-A User Guide**, found under the **Help** menu option on the **Carrier Details** page of the Online 19-A System (see Figure 1).



*Important Note: All electronic carriers must file online, **do not** mail these forms. You **cannot** complete these forms until the Bus Driver Unit notifies you by email that the forms are available on your online account. You must complete and submit both the Annual Affidavit of Compliance (AFCO) and the Annual Statistical Reports to comply with this requirement. Failure to return all required forms can cause you to be out of compliance with the AFCO requirement and a suspension to be put on your vehicle registrations.*

SECTION 5: REPORT CARRIER CHANGES

You are required to notify the Bus Driver Unit when there is a change to your carrier information. Your notification ensures that all communication from the Bus Driver Unit to your business is correctly sent and received. A liaison can update the email address of a carrier on the 19-A system.

You must report the following business updates to the Bus Driver Unit by fax, mail, or email:

- Address change (physical address or mailing address)
- Phone and/or fax number change
- Change in carrier type (for example, a non-school carrier type changing to a school carrier type)
- Change of liaison to your online account:
 - ◆ Written permission from the owner, president, superintendent etc. is required to change the liaison
 - ◆ Include the name, email address and phone number of the new liaison
 - ◆ Send your notification by email to the Bus Driver Unit at dmv.sm.busdriverunit@dmv.ny.gov
- Contract information changes
- Any other important business changes to your company

SECTION 6: CONTRACTORS

Motor carriers that have contractual agreements with a school district or other entities **must** file form **DS-870.1 (Article 19-A School District/Other Contract Notice)** with the Bus Driver Unit by fax, mail, or email (see page 25 Contact Information). Information about criminal issues, accidents, convictions or license status of a driver are sent to the motor carrier and the contractor.

SECTION 7: OUT OF BUSINESS REPORTING REQUIREMENTS

If your company goes out of business, you must report the close of business to the Bus Driver Unit. If you do not report your close of business, you may receive a request to review your driver records and possible civil penalty fees may be assessed.

The following checklist will assist you with the “close of business” process:

- ✓ Send the Bus Driver Unit an out-of-business letter from an authorized carrier representative by fax, mail, or email.
- ✓ Return registration documents and plates to DMV for vehicles that transport passengers under Article 19-A.
- ✓ Drop all drivers and certified examiners:
 - Electronic carriers can drop their drivers and certified examiners in the 19-A online system
- ✓ If applicable, cancel your New York State Department of Transportation (NYSDOT) Authority or U.S. Department of Transportation (USDOT) Authority.

SECTION 8: FORMS

To access forms online, visit <https://dmv.ny.gov/motor-carriers/information-and-forms-article-19>

If you would like to read Article 19-A of the NYS Vehicle and Traffic Law and the Commissioner's Rules and Regulations, see form DS-700 (Article 19-A of the Vehicle and Traffic Law and Part 6 of the Regulations of the Commissioner of Motor Vehicles). If you do not have access to the internet, please contact the Bus Driver Unit at (518) 473-9455 or by FAX at (518) 474-0593 to request the forms.

Form	Description
DS-19	Article 19-A Motor Carrier Accident and Conviction Notification Program Application (Escrow Account & Driver's Privacy Protection Act Compliance)
DS-3.6	Employee Driving History
DS-500	Article 19-A Request for NYS License ID Number
DS-600	Fingerprinting Services Information
DS-700	Article 19-A of the Vehicle and Traffic Law and Part 6 of the Regulations of the Commissioner of Motor Vehicles
DS-703	Article 19-A Bus Driver's Blood Pressure Follow-Up By Driver's Health Care Provider
DS-704	Article 19-A Bus Driver's Diabetic Follow-Up
DS-870	Article 19-A Bus Driver Application
DS-870.1	Article 19-A School District/Other Contract Notice
DS-871	Article 19-A Driver Notification to Employer
DS-872	Carrier's Annual Review Of Employee's Driving Record Under Article 19-A
DS-873	Report On Annual Defensive Driving Performance For Driver Under Article 19-A
DS-874	Medical Examination Report Of Driver Under Article 19-A
DS-874C	SUPPLEMENT TO: Medical Examination Of Driver Report Under Article 19-A
DS-875	Article 19-A Biennial Behind The Wheel Road Test
DS-875Q	Article 19-A Biennial Oral/Written Examination
DS-875X	Instructions To Certified Examiner For Conducting Article 19-A Biennial Oral/Written Examinations
DS-875Y	Article 19-A Oral/Written Examination Results
DS-879	Article 19-A Carrier Application
DS-885	Article 19-A Bus Driver Add/Drop Notice
DS-885CE	Article 19-A Add/Drop Notice Certified Examiner (CE)

Glossary of Article 19-A Motor Carrier Types and Terms

Altered Motor Vehicle (Stretch Limousine): A motor vehicle that has been altered to add seating capacity beyond that provided by the original manufacturer by way of an extended chassis, lengthened wheelbase, or an elongated seating area, or in the case of trucks, have been modified to transport passengers; **and** the vehicles are now designed to carry nine or more passengers including the driver; **and** the vehicles are operated pursuant to operating authority issued by the commissioner of Transportation.

Article 19-A: Sections 509-a through 509-o of the NYS Vehicle and Traffic Law enacted to further highway safety by creating standards for the qualification of bus drivers.

Carrier Type: The type of transportation that the motor carrier provides.

School Motor Carrier: A carrier that (1) is owned by a public or governmental agency or private school and operates buses to transport pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or is privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities or (2) operates a bus with a seating capacity of 11 or more adult passengers in addition to the driver and which is used for the transportation of persons under the age of twenty-one or persons of any age who are mentally or physically disabled to a place of vocational, academic or religious instruction or religious service including nursery schools, day care centers and camps.

Non-School Motor Carrier: A carrier that (1) is required to obtain approval from the New York State Department of Transportation or the U.S. Department of Transportation to operate in the state as a common or contract carrier of passengers by motor vehicle (2) or is regulated as a bus line by a city that has adopted an ordinance, local law or charter to regulate or franchise bus line operations pursuant to Section 80(4) of the New York State Transportation Law; (3) or is regulated as a van service or other common carrier of passengers by motor vehicle covered under Article 7 of the New York State Transportation Law by a city with a population of over one million pursuant to an ordinance or local law adopted pursuant to Section 80(5) of the New York State Transportation Law; (4) or is operated by a transit authority or municipality and is used to transport persons for hire. Provided, however, that “bus” shall not mean an authorized emergency vehicle operated in the course of an emergency, or a motor vehicle used in the transportation of agricultural workers to and from their place of employment.

School and Non-School Motor Carrier: A carrier that provides a combination of non-school and school transportation.

Certified Examiner: An individual who has met eligibility requirements under Section 6.13 of the Commissioner’s Regulations and who has been certified by the Department of Motor Vehicles. Duties of the certified examiner include, but are not limited to, testing and evaluation for the annual Defensive Driving Performance Test, Biennial Behind-The-Wheel Road Test, and the Biennial Oral/Written Examination.

Driver File: A file created for each driver that contains 19-A documents about the driver (see Section 3 for the specific documents that a carrier must keep in the driver file). Carriers must keep their driver files for three years and the current year for both active drivers (listed on a carrier roster), and inactive drivers (not employed to drive). Driver files are subject to review at least every three years.

Liaison: A contact person between the motor carrier and the Bus Driver Unit for the 19-A Online (electronic) System. The liaison manages and performs functions for the Online System. The liaison can create additional user accounts and give those users different privileges for example:

- add and drop drivers
- add and drop certified examiners
- file an Affidavit of Compliance
- view notifications

The carrier must keep the name and email address of the liaison up-to-date.

Motor Carrier: Any person, corporation, municipality, or entity (public or private), who directs one or more bus drivers and who operates a bus wholly within this state, or partly within and partly outside of this state in connection with the business of transporting passengers for hire or in the operation or administration of any business, or place of vocational, academic or religious instruction or religious service for persons under the age of twenty-one or persons of any age who are mentally disabled including nursery schools, day care centers and camps, or public agency, except such out-of-state public or governmental operators who may be exempted (Section 509-n of the Vehicle and Traffic Law) from the provisions of this article by the commissioner through regulation promulgated by the commissioner.

Part 6 of the Commissioner's Regulations: Part 6 implements the purpose of 19-A, and provides a comprehensive guide to enable motor carriers to comply with the requirements of 19-A.

Pre-Employment Procedures: The procedures and documents required before the carrier completes form DS-870 and adds a bus driver to the carrier roster.

- An abstract of driving record (pre-employment abstract)
- Physical examination (pre-employment physical)

Roster: A list of active (current) drivers. Drivers are added to the list when form DS-870 or form DS-885 (for re-hired drivers) is completed and sent to the Bus Driver Unit, or when the carrier processes the completed form in the electronic 19-A system.

Records Protection and Monitoring Unit (19-A Compliance Unit): A unit within the NYS Department of Motor Vehicles responsible for the review of safety procedures required of motor carriers. The unit conducts reviews of driver files on drivers reported on a carrier roster. Reviews are done within a specific time schedule to determine if a carrier meets 19-A compliance. Results of the review are sent to the Bus Driver Unit for possible penalty if a carrier does not meet 19-A compliance.

Vehicle and Traffic Law Section 142: Section of the Vehicle and Traffic law that defines a school bus as: Every motor vehicle owned by a public or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for a compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

CONTACT INFORMATION	
Mailing Address:	NYS DMV Bus Driver Unit 6 Empire State Plaza, Room 331 Albany, NY 12228
Phone:	(518) 473-9455
Fax:	(518) 474-0593
Email:	busdriverunit@dmv.ny.gov

APPENDIX A



Department of
Motor Vehicles

19-A COMPLIANCE

Article 19-A - Special Requirements for Bus Drivers:

Article 19-A of the New York State Vehicle and Traffic Law (NYS VTL) was enacted to further highway safety by creating standards for the qualification of bus drivers. Pursuant to NYS VTL Section 509-m, entitled "Duties of the Department", the Department of Motor Vehicles is required to review bus driver files for each motor carrier at least once every three years. Files for altered vehicle companies must be reviewed at least annually. The specific regulations regarding Article 19-A are contained within Part 6 of the NYS DMV Commissioner's Regulations.

Bus Driver File Reviews:

Historically, bus driver file reviews have been conducted in-person by Department staff prearranged times and locations. In September 2017, the Department began conducting these reviews electronically. This method is faster, easier and more efficient for the carrier and the Department.

Electronic Process:

1. The Carrier will receive an email from the Department alerting them to an upcoming 19-A compliance review and requesting current bus driver lists.
2. The Carrier will provide their current bus driver list via email response to: 19a.compliance@dmv.ny.gov.
3. Current bus driver list will be reconciled with Department information.
4. The Carrier will receive an email identifying the sample set of bus driver files subject to review.
5. Within ten (10) days of receipt of the email, the Carrier must complete and submit a web form for each named driver. The link will be provided in the email. The Carrier must certify that all required

documents are contained within the bus driver file and to further **provide the corresponding effective dates for each.**

6. Failure to submit a responsive web form, or the submission of an incomplete web form, within ten (10) days may result in the immediate disqualification of the bus driver.

7. Following submission of the web form(s), the Carrier will receive an email requesting electronic copies of specifically identified documents from each bus driver file under review (see VTL Section 509-d(3) for the list of documents the carrier may be required to produce).

8. Within ten (10) days, the Carrier must send electronic copies of the requested documents from the bus driver's file via email response to 19acompliance@dmv.ny.gov. If scanning is unavailable, documents can be sent via secure eFax to (518) 473-4904.

9. Failure to provide copies of the selected documents to the Department within ten (10) days may result in the immediate disqualification of the bus driver and/or administrative charges against the carrier seeking civil penalties for non-compliance.

10. If the Carrier is found to be compliant with 19-A, the carrier will be notified and the review will be complete.

11. If found to be out of compliance, the Department will contact the Carrier with any further requirements.

Contact Information:

- For questions regarding 19-a compliance reviews, please contact: 19acompliance@dmv.ny.gov
- For general information regarding the 19-A program, please contact: busdriverunit@dmv.ny.gov
- For general DMV questions visit: dmv.ny.gov

