



Department of Motor Vehicles

INSTRUCTIONS FOR COMPLETING THE ARTICLE 19-A ANNUAL AFFIDAVIT OF COMPLIANCE

NYS Department of Motor Vehicles
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Albany, NY 12228
Phone: 518-473-9455
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Email: BusDriverUnit@dmv.ny.gov

You must file an Article 19-A Annual Affidavit of Compliance (form DS-3) and the Article 19-A Motor Carrier Annual Statistical Report (form DS-3.3) with the Department of Motor Vehicles Bus Driver Unit (BDU) no later than July 1st of this year. Please note that form DS-3.3 is on the reverse side of form DS-3. Make sure you complete both sides before you mail the form. Your roster of active drivers is being sent separately. **Your date of filing will be the date that the BDU completes its review and accepts your affidavit, so respond promptly.**

The BDU will mail an acknowledgment notice to you after the BDU accepts your Annual Affidavit of Compliance. If your affidavit is not acceptable, the BDU will send you a letter that identifies the corrections that you must make.

Please follow the instructions below to complete and file your Article 19-A Annual Affidavit of Compliance:

1. Carefully review your roster, because it identifies all bus drivers employed by you who are on file with the BDU **as of the date of the roster**. Verify that each driver's name and identifying information is correct. If any driver/carrier information needs to be corrected, including filling-in a driver's out-of-state driver license number when applicable, make the corrections directly on the roster. If a driver has a license from another state and the driver's name has changed, we cannot update our records until the driver updates his or her out-of-state license. **You must return the roster, with or without corrections, with your affidavit of compliance.**
2. If a driver named on the roster is no longer employed by you, complete the Article 19-A Bus Driver Add/Drop Notice (form DS-885), and **send it with** your completed affidavit of compliance. Form DS-885 can be found on the DMV website at dmv.ny.gov/motor-carriers/information-and-forms-article-19.
3. If you hired, rehired, or reinstated drivers whose names do not appear on the roster, complete the appropriate form and **send it with** your completed affidavit of compliance - for new drivers, complete form DS-870 (Article 19-A Bus Driver Application), and for rehired or reinstated drivers, complete form DS-885 (Article 19-A Bus Driver Add/Drop Notice). These forms can be found on the DMV website at dmv.ny.gov/motor-carriers/information-and-forms-article-19.
4. First-time school bus drivers need to have their fingerprints electronically scanned by Identigo before they can be added to your roster. Information about the fingerprinting locations and how to schedule appointments can be found at <https://uenroll.identigo.com> or by calling 1-877-472-6915.
5. All 19-A motor carriers are required to complete the Article 19-A Motor Carrier Annual Statistical Report (form DS-3.3) and file it with their affidavit of compliance. The statistical report is printed on the reverse side of the affidavit of compliance form (DS-3). **If the statistical report is not filed or is not completely filled out, your affidavit will not be accepted.**
6. Send the Annual Affidavit of Compliance (form DS-3), Roster of Active Drivers, and Annual Statistical Report (form DS-3.3) with all other appropriate completed forms to the Bus Driver Unit by fax, email, or regular mail using the contact information provided above.

IF WE DO NOT RECEIVE AN ACCEPTABLE ANNUAL AFFIDAVIT OF COMPLIANCE FROM YOU BY JULY 1st OF THIS YEAR, THE VEHICLE AND TRAFFIC LAW AUTHORIZES THE DMV TO SUSPEND YOUR VEHICLE REGISTRATIONS, PLATES AND PRIVILEGE OF OPERATION IN NEW YORK STATE. YOU MAY ALSO BE SUBJECT TO A CIVIL PENALTY OF \$500 TO \$2,500.

If you have any questions about filing your affidavit of compliance, call the Bus Driver Unit between 9:00 AM and 4:00 PM Monday through Friday at the phone number shown above.



You have the option to access your roster in real time, add and drop your drivers online, file your Affidavit online and more. Email us at BUSDRIVERUNIT@DMV.NY.GOV for information about how to become an electronic carrier.

