



Department of Motor Vehicles

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

Bus Driver Unit
6 Empire State Plaza - Room 331
Albany, NY 12228
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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.**

You will receive an acknowledgment notice 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.

If you are a motor carrier that operates altered motor vehicles commonly called “stretch limousines” you must **complete** the webform located at dmv.ny.gov/19-altered-motor-vehicles **and** the Article 19-A Annual Affidavit of Compliance and Statistical Report.

Follow the instructions below to complete and file your Article 19-A Annual Affidavit of Compliance.

1. Carefully review your roster. The roster 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 or carrier information must be corrected, make the corrections directly on the roster. When applicable, fill in a driver’s out-of-state driver license number. If a driver has a license from another state and the driver’s name has changed, the BDU cannot update the records until the driver updates the 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 the form 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 a driver and the driver’s name does not appear on the roster, complete the correct form and send the form 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. 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.**
5. In addition, Motor Carriers that operate altered motor vehicles also must complete the Article 19-A Motor Carrier Annual Statistical Report for Altered Motor Vehicle Carriers. If you are a motor carrier that operates altered motor vehicles you must complete the webform at dmv.ny.gov/19-altered-motor-vehicles
6. Send the Annual Affidavit of Compliance (form DS-3), Roster of Active Drivers, Annual Statistical Report (form DS-3.3), and other completed forms to the Bus Driver Unit by fax, email, or regular mail. Contact information can be found at the top of this form.

IF WE DO NOT RECEIVE AN ACCEPTABLE ANNUAL AFFIDAVIT OF COMPLIANCE AND ARTICLE 19-A STATISTICAL REPORT FOR ALTERED MOTOR VEHICLE CARRIERS (IF APPLICABLE) 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, email the bus driver unit at busdriverunit@dmv.ny.gov



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.