
Guide to the 2009 For-Hire Vehicle Rule Changes: *Advice on How to Follow the New Rules*

June 2009

The information in this guide is only a highlight of some of the changes recently made to the For-Hire Vehicle regulations (Chapter 6).

For a copy of the complete FHV rules please visit our website at www.nyc.gov/tlc where you can also download applications, make appointments for the processing of vehicle applications, download a list of current licensees and many other items.

Most rules go into effect July 2, 2009 unless otherwise noted.

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Bases – Livery, Black Car & Luxury Limousine

License Length & Fees:

- Starting July 1st, 2009 the term of a base license will be three years; the new/renewal fee will be \$1500.
- If you are renewing a base license, you will need to file a complete application sixty (60) days before your expiration date.
- You may submit a completed application after the 60 day period but before the license expires but you will be required to pay a \$25 late fee.
- Once your expiration date has passed you cannot renew. If your license expires, you are unlicensed and have to apply as a new base. You cannot operate until your application is approved.

Off Street Parking Requirements

- Off-street parking requirements (OSP) for Livery Car Service remain the same as they are now but please note your OSP must be valid at all times during licensure.

Getting Suspended: Notification and Operation

- TLC will deliver a base suspension notice in person or mail it to you by certified mail. If the suspension is delivered in person it goes into effect immediately. If you are mailed the notice the suspension goes into effect 10 days from the mailing. You cannot dispatch while your base is suspended and you will be issued a summons for being unlicensed if we find you operating while suspended.

Base Fee Structure & Pricing

- You need to send us your list of pricing every year. You should send it during the month of the anniversary of your expiration date.
 - *Example: If your base license expires on July 31, 2012, you must send us a list of pricing in July 2009, July 2010, July 2011 and with your renewal, etc – even if your prices haven't changed!*
- If you have a livery base, you must give passengers the fare when they call for service. You cannot charge the passenger more than the price quote for their trip unless the passenger changes the destination or the number of stops.

Bases – Livery, Black Car & Luxury Limousine

A Base's Affiliated Vehicles and the Drivers that operate the vehicles

- You are responsible for the status of your affiliated vehicles and drivers who drive for your base.
 - *A guide to assist with downloading and reviewing the TLC's Current Licensee Lists on our website is the 1st attachment with this reference guide.*
- You can only dispatch cars affiliated with their base. The only exception to this rule is if you tell the passenger before the trip that you are dispatching a car from another base and give the passenger the name of the base.

Terminating the Affiliation of a Vehicle

- In order to terminate the affiliation of a car from your base, you must notify the vehicle owner of the termination.

There are two ways to do this:

1. You can submit a form that both you and the vehicle owner have signed

→ *The *NEW* Termination of Affiliation Form is the 2nd attachment with this reference guide and must be used beginning July 2nd, 2009.*

2. If you cannot get the vehicle owner to sign, you must give the vehicle owner notice in writing. A letter must be sent to the vehicle owner, using certified mail, to the address that matches the address of the vehicle owner we have on file. You will need to show proof you sent the letter when you request the termination of affiliation

→ *A *SAMPLE* Letter is the 3^d attachment with this reference guide.*

- You must submit the 'Termination of Affiliation Form' (and letter if applicable) to the TLC by fax or by scanning and emailing the documents to terminate@tlc.nyc.gov.
- You will no longer be able to submit these requests through our website.

Bases – Livery, Black Car & Luxury Limousine

Temporary Decals Distribution Process:

LIVERY & BLACK CAR BASES ONLY

- TLC Enforcement will be giving your base temporary decals to give to your affiliated vehicles. (For more information on temporary decals please see the Vehicle section, page 6).
- In Summer 2009, we will contact you to get you and your affiliated vehicles the new TLC decals. TLC Enforcement officers will visit your base to put the decals on your affiliated vehicles or we will mail them to you.
- If one of your affiliated vehicles doesn't get the temporary decals after your base receives them by mail or TLC Enforcement has visited you, you can send the cars to visit our Woodside facility to have the temporary decals put on the cars. **You may only send vehicles to Woodside if TLC has already visited your base or contacted you.**
- If you are a Luxury Limousine base owner, your affiliated vehicles are exempt from temporary decals.

For-Hire Vehicles

Interior Vehicle Markings:

LIVERY VEHICLES:

- Your car has to show the following three items to passengers riding in the back:
 1. The Driver's TLC License in a protective holder behind the driver's seat
 2. The Vehicle TLC License* in a protective holder behind the driver's seat.
 3. The Livery Passenger's Bill of Rights in a protective holder behind the front passenger's seat.

BLACK CAR & LUXURY LIMOUSINE VEHICLES:

- If your car is affiliated with a black car or luxury limousine base, you have to post your TLC vehicle* and driver's licenses in the vehicle where passengers can see them.

Exterior Vehicle Markings:

LIVERY VEHICLES:

- Your car must have semi-permanent stickers (magnets are not permitted) on the outside of the car with the following information:
 1. The base name
 2. The base license number
 3. The base telephone number
- You can put markings on both the sides or on the back of the car.
 - For the sides, the letters and numbers must be at least 1 ½ inches tall.
 - On the back, letters and numbers must be at least 1 inch tall.
- All stickers should be below the windows, on the body of the car
- The stickers have to be at least 6" from the bottom of body of the car.
- You cannot put any stickers on the windows.

BLACK CAR & LUXURY LIMOUSINE VEHICLES:

- If your car is affiliated with a black car or luxury limousine base, you do not need to have exterior markings.

** Vehicle Licenses will be distributed by mail and at renewal inspections over the course of several months.*

For-Hire Vehicles

Inspections:

LIVERY VEHICLES, BLACK CAR & LUXURY LIMOUSINE VEHICLES:

- Starting September 1, 2009, If you are a **new vehicle license applicant or change the vehicle on your current license** (a vehicle transfer) your car must pass a full DMV inspection at TLC's Woodside facility.
 - You have to get this inspection within 10 days of getting TLC license plates from DMV.
 - Your vehicle (or its replacement) must pass the inspection within 60 days of the first **scheduled** inspection. During these 60 days, the vehicle has up to 4 tries to pass the inspection.
 - The TLC inspection at Woodside will count as one of your DMV inspections.
 - If the car is model year 1995 or older, the TLC inspection does not count as a DMV inspection because TLC does not have the equipment to do a DMV inspection for these older model cars.
 - Cars that have less than 500 miles do not need a DMV inspection at TLC but will have to pass a visual inspection.

- Starting September 1, 2009, if you submit an application for a base or plate transfer, your vehicle has to pass a visual inspection at Woodside. You will come to Woodside to get your application processed instead of Long Island City. TLC will take care of your paperwork there.

- Starting February 1, 2010, you need to get a DMV inspection at Woodside to renew your license. The inspection at Woodside will count as one of your DMV inspections.
 - **Your car has to pass the inspection by its license expiration date.**
 - Your car (or its replacement) must pass the inspection within 30 days of the first **scheduled** inspection.
 - The TLC inspection at Woodside will count as one of your DMV inspections.
 - If the car is model year 1995 or older, the TLC inspection does not count as a DMV inspection because TLC does not have the equipment to do a DMV inspection for these older model cars.

For-Hire Vehicles

Permanent Decals:

LIVERY VEHICLES & BLACK CARS

- Starting September 1, 2009, your vehicle must have **three (3)** current, valid and unexpired Commission license decals (stickers) issued by the Commission.
 - One of these decals will be on the front lower right side of windshield where the diamond is now.
 - Two will be on each of the rear quarter windows; one on each side.
 - TLC staff will put the decals on your car when it comes to Woodside for a DMV inspection or a visual inspection.

LUXURY LIMOUSINE VEHICLES

- Starting September 1, 2009, each vehicle must have **one (1) current**, valid and unexpired Commission license decals issued by the Commission. This decal will be on the front lower right side of windshield where the diamond is now.
 - TLC staff will put the decals on your car when it comes to Woodside for a DMV inspection or a visual inspection.

Temporary Decals:

LIVERY VEHICLES & BLACK CARS

- Beginning in Summer 2009, the TLC will distribute temporary decals (stickers) to all vehicles affiliated with livery or black car bases.
- We will give these decals out through your affiliated base.
- Each car will be get **two (2) decals** that will go on each of the rear quarter windows; one on each side. You cannot put the stickers in any other location.
- If your vehicle doesn't get the temporary decals from your base and they have already gotten them from TLC, you can visit our Woodside facility to have the decals put on your car. **You can only go to Woodside if TLC has already visited or contacted your base.** You can come with your vehicle to Woodside from Monday through Friday from 12 noon until 5PM to have the stickers put on. You do not need an appointment. We will only give you decals if your vehicle has a TLC license that is valid, up to date and affiliated with a base.
- On or after September 1, 2009 - When you bring your car to Woodside for a full DMV inspection for a vehicle transfer or to renew your vehicle license, once you pass your inspection, we will replace your temporary stickers with permanent ones

LUXURY LIMOUSINE VEHICLES

If your vehicle is affiliated with a Luxury Limousine Base, you will not get temporary decals. Your diamond permit on the windshield doesn't change. When you renew or transfer your vehicle license, you will get the newly-designed decals.

For-Hire Vehicles

Cameras

LIVERY VEHICLES

- We want to remind you that if your For-Hire Vehicle does not have a partition, you must have a TLC-approved camera in your car. Cameras will be inspected when we inspect your car at our Woodside Facility.
- TLC changed the camera specifications in June 2007. As of June 2009, the approved cameras are: Honeywell Fareview, VerifEye MKIV and the Cygnus Cygcam. (An up-to-date list of cameras can be found at all times on the TLC website).
- Cameras must be installed by a TLC-approved installer.
- A list of authorized installers is available on TLC's website at www.nyc.gov/tlc in the 'Safety & Emissions' section.
- Vehicles affiliated with Black Car and Luxury Limousine bases are not required to have partitions or cameras.

Tinted Windows

- Please note that TLC will be inspecting your windows when you come to Woodside. Many cars are not allowed to have tinted windows (this is in the NY State Vehicle and Traffic Law).

For-Hire Vehicles

Vehicle Renewals

- Beginning in July 2009, to renew on time and not pay a \$25 late fee, we (TLC) need to receive and accept your renewal payment and application at least thirty (30) days before the expiration of the vehicle license. You will need to pay a \$25 late penalty if you submit your renewal after this time.

[EXAMPLE: If your license expires on 09/30/2009, for you to be considered on time, you have to give us and we must accept your entire renewal package and payment on or before 08/30/2009].

- You will be charged a **late fee of \$25** if your application is accepted less than 30 days before your expiration date and before your license expires.

[EXAMPLE: If your license expires on 09/30/2009, you will have to pay a \$25 late fee if your renewal package is accepted between 09/01/2009 and 09/30/2009]

- **We will not accept your renewal application after the vehicle's license expiration date.** If TLC staff has not accepted your renewal application by the expiration date of your vehicle license, your license has ended and you cannot operate your car for hire. If we catch you operating, we will issue you a summons for unlicensed activity. If you want to operate your car for hire in the future, you need to apply for a new vehicle license and have it approved by TLC.

- **** IMPORTANT: There is no more 30-Day Grace Period for vehicle renewals. We will not accept any renewal applications after the vehicle expiration date. ****

- Renew early! If you do not renew early enough, you will not have time to bring in missing requirements or fix documents. Remember, TLC has to accept your completed application by your expiration date. We will not accept payments or any other part of your application after the vehicle expiration date.

Penalty Points

A penalty point is a point you get as a base or vehicle owner after you are convicted of a violation. Base licenses may be revoked if a bases get 6 points during the 3 year period of its license. (6-29(d)) Vehicle licenses can be revoked if the vehicle gets 4 points during the 2 year period of its license. (6-29(b)) When your base or vehicle license is renewed, you start your license at 0 points again for the new license period.

List of Violations With 1 Point Penalty	
BASES OWNERS	VEHICLES
<i>Will be revoked if gets 6 points during 3 years of license (6-29 (d))</i>	<i>Will be revoked if gets 4 points during 2 years of license (6-29(b))</i>
Affiliated vehicle has license revoked for getting 4 points (6-29(c))	Unlicensed vehicle picking up passengers (6-11(a))
Base is operating while suspended or expired (6-04(a))	Unregistered vehicle picking up passengers (6-11(b))
TLC has to draw on base's bond for base not paying fines (6-04(e))	Vehicle has not met inspection requirements (6-12(c))
Base is operating from unlicensed location (6-06(d))	Vehicle has driver without current DMV license doing service (6-12.1(a)(1))
Base dispatches unlicensed vehicle (6-12(e)(4))	Vehicle has driver without TLC license doing service (6-12.1(a)(2))

Dates to Remember & Attachment List

DATES TO REMEMBER

<u>New rule/requirement</u>	<u>Base License Type</u>	<u>Starting on</u>
All base licenses, including renewals, will last for 3 years.	Black Car, Livery & Luxury Limousine	July 2nd, 2009
External base markings	Livery ONLY	July 2nd, 2009
Interior vehicle markings	Black Car, Livery & Luxury Limousine	July 2nd, 2009
Vehicles will have 2 rear decal stickers (in addition to 1 front windshield sticker)	Black Car & Livery ONLY	September 1st, 2009
New vehicle applicants must PASS full DMV inspection at Woodside Inspection Facility	Black Car, Livery & Luxury Limousine	September 1st, 2009
Renewal vehicle applicant must PASS full inspections at Woodside	Black Car, Livery & Luxury Limousine	February 1st, 2010

ATTACHMENTS

1. Guide to accessing list of Current Licensees.
2. Termination of Affiliation Form.
3. Sample Notice of Termination of Affiliation letter

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