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FOR-HIRE VEHICLE TRIP RECORD SUBMISSION IS LIVE

Today, the New York City Taxi and Limousine Commission (TLC) released instructions for bases on how to upload trip records pursuant to the FHV accountability rules. Bases that did not opt to use the TLC-hosted SFTP may use the instruction guide to understand the process for submitting their records in CSV or Excel formats. Please visit <http://www.nyc.gov/triprecords> and download the Windows Drive Mount Instruction Guide.

Bases must follow strict naming conventions when uploading their files. The naming conventions are as follows:

1. CSV File Submission:

If you are submitting trip records in the CSV file format, you must name your file using the following format:

For the main trip record file, type your base license number then underscore; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and ".csv".

See the example: **B00000_20150101-20150228.csv**

For the Vehicle Converter file, type your base license number then underscore; then "vehicles"; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and ".csv".

See the example: **B00000_vehicles_20150101-20150228.csv**

For the Driver Converter file, type your base license number then underscore; then "drivers"; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and ".csv".

See the example: **B00000_drivers_20150101-20150228.csv**

2. Excel File Submission:

If you are submitting trip records in the Excel file format, you must name your file using the following format:

For the main trip record file, type your base license number then



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underscore; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and ".xls".

See the example: **B00000_20150101-20150228.xls**

For the Vehicle Converter file, type your base license number then underscore; then "vehicles"; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and ".xls".

See the example: **B00000_vehicles_20150101-20150228.xls**

For the Driver Converter file, type your base license number then underscore; then "drivers"; then the start date of your trip record (year,month,day) then a hyphen; then the end date of your trip record (year, month, day); and ".xls".

See the example: **B00000_drivers_20150101-20150228.xls**

TLC is currently developing a website that will automatically name trip record files when they are submitted. TLC will notify all FHV bases when that website becomes available.

If you have questions about this Industry Notice or how to submit trip records, please contact the TLC at 718-391-5501 or e-mail triprecords@tlc.nyc.gov .