



NEW YORK CITY BUSINESS INTEGRITY COMMISSION

SAFETY AND VEHICLE REQUIREMENTS

TOWN HALL
MAY 16, 2023



AGENDA

- DRIVER DAILY VEHICLE INSPECTION REPORTS (DVIR)
- 6-MONTH QUALIFIED INSPECTOR REPORTS
- BIC ONLINE PORTAL - DRIVER AND HELPER MODULE
- REMINDER REGARDING TRUCK ROUTES
- Q&A



DRIVER DAILY VEHICLE INSPECTION REPORTS (DVIR)

- DRIVERS MUST PREPARE A DAILY INSPECTION REPORT
- DRIVER MUST REVIEW THE MOST RECENT REPORT AND DETERMINE WHETHER REQUIRED REPAIRS HAVE BEEN MADE
- LICENSEES AND REGISTRANTS MUST MAINTAIN COPIES OF ALL DAILY INSPECTION REPORTS REQUIRED FOR AT LEAST FIVE (5) YEARS
- COPIES OF REPORTS (PAPER OR ELECTRONIC) MUST BE AVAILABLE IN THE CORRESPONDING VEHICLES AT ALL TIMES FOR FOURTEEN (14) DAYS

DVIRS MUST IDENTIFY ANY SAFETY DEFECTS AND COVER:

- SERVICE AND PARKING BRAKES
- STEERING MECHANISM
- TIRES, WHEELS AND RIMS
- SIDE GUARDS
- COUPLING DEVICES
- MIRRORS
- LIGHTING DEVICES AND REFLECTORS
- HORN
- WINDSHIELD WIPERS
- EMERGENCY EQUIPMENT



6-MONTH QUALIFIED INSPECTOR REPORTS

- VEHICLES MUST PASS AN INSPECTION CONDUCTED BY A QUALIFIED INSPECTOR AT LEAST ONCE DURING THE PRECEDING SIX MONTHS
 - “QUALIFIED INSPECTOR” - DEFINITION FROM THE US DOT FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION.
- COPIES OF THE MOST RECENT REPORT (PAPER OR ELECTRONIC) MUST BE KEPT IN THE CORRESPONDING VEHICLE FOR AT LEAST SIX (6) MONTHS
- LICENSEES AND REGISTRANTS MUST MAINTAIN COPIES OF ALL INSPECTION AND CERTIFICATION OF REPAIR FORMS REQUIRED FOR AT LEAST FIVE (5) YEARS

QUALIFIED INSPECTOR REPORT MUST IDENTIFY ANY SAFETY DEFECTS AND COVER:

- SERVICE AND PARKING BRAKES
- STEERING MECHANISM
- TIRES, WHEELS AND RIMS
- SIDE GUARDS
- COUPLING DEVICES
- MIRRORS
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QUALIFIED INSPECTOR DEFINITION

§ 396.19 Inspector qualifications.

- (a) Motor carriers and intermodal equipment providers must ensure that individuals performing annual inspections under § 396.17(d) or (e) are qualified as follows:
 - (1) Understand the inspection criteria set forth in part 393 and appendix A to this part and can identify defective components;
 - (2) Are knowledgeable of and have mastered the methods, procedures, tools and equipment used when performing an inspection; and
 - (3) Are capable of performing an inspection by reason of experience, training, or both as follows:
 - (i) Successfully completed a Federal or State-sponsored training program or have a certificate from a State or Canadian Province that qualifies the individuals to perform commercial motor vehicle safety inspections, or
 - (ii) Have a combination of training or experience totaling at least 1 year. Such training or experience may consist of:
 - (A) Participation in a commercial motor vehicle manufacturer-sponsored training program or similar commercial training program designed to train students in commercial motor vehicle operation and maintenance;
 - (B) Experience as a mechanic or inspector in a motor carrier or intermodal equipment maintenance program;
 - (C) Experience as a mechanic or inspector in commercial motor vehicle maintenance at a commercial garage, fleet leasing company, or similar facility; or
 - (D) Experience as a commercial motor vehicle inspector for a State, Provincial or Federal government.

SEE HERE FOR FULL DEFINITION:

- [HTTPS://WWW.ECFR.GOV/CURRENT/TITLE-49/SUBTITLE-B/CHAPTER-III/SUBCHAPTER-B/PART-396/SECTION-396.19](https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-396/section-396.19)



BIC ONLINE PORTAL - DRIVER AND HELPER MODULE

- LICENSEES CAN DISCLOSE DRIVERS AND HELPERS AND REGISTRANTS CAN DISCLOSE DRIVERS
 - PORTAL IS PREFERRED METHOD
 - YOU CAN SUBMIT PAPER, OR WE WILL WORK WITH YOU TO USE THE PORTAL
 - EMAIL US AT PORTALSUPPORT@BIC.NYC.GOV FOR ANY ISSUES ACCESSING OR USING THE PORTAL
- DISCLOSE EMPLOYEES IN THE ONLINE PORTAL **INSTEAD OF** SUBMITTING HARD COPY OR EMAILED FORMS
 - PRINT OUT DRIVER LIST FROM PORTAL FOR RENEWAL APPLICATIONS
 - NO NEED TO FILL OUT INFORMATION AGAIN OR RE-SUBMIT LICENSE PHOTOS AND ABSTRACTS
 - EASY TO KEEP THE PORTAL UPDATED AS DRIVERS ARE HIRED



Driver/Helper Management Module

[Print Active Driver/Helper List](#)[Add Vehicle Operator/Helper](#)

Attention

Use this module to provide the Business Integrity Commission with the required information for trade waste collection vehicle operators and employees who serve as "helpers" on any trade waste collection vehicle.

- Licensee: Submit information for all trade waste drivers and helpers.
- Registrant: Submit information for all trade waste drivers.

For each **vehicle operator**, please upload:

- A clear copy of the operator's driver's license.
- AND, for all vehicle operators whose driver's license is not issued by New York State, you must provide an official driving record (abstract) from the state that issued the driver's license.

All fields are required to be fully and accurately completed. A Missing Information symbol (⚠) will appear next to each employee's record when there is information missing for that particular individual.

Keep this module up to date. It must reflect the current roster of all vehicle operators and helpers for your company. Update the module when:

- a vehicle operator's or helper's employment status changes,
- upon hiring a new vehicle operator or helper,
- any other relevant changes to the information.

on the driver portal.

TEST & ACCOUNT&TEST

[Print Active Driver/Helper List](#)[Add Vehicle Operator/Helper](#)

As of 04/04/2023,

- 12 out of 23 vehicle operator(s) information are completed.
- 0 out of 22 vehicle driver(s) license are expired or will expire within 90 days.

STATUS	DRIVER NAME (LAST NAME, FIRST NAME, MIDDLE NAME)	POSITION	DRIVER LICENSE NUMBER	LICENSE EXP. DATE	STATE ISSUING DRIVER LICENSE	UPDATE	NO LONGER EMPLOYED
⚠	Doe, John	Driver	12313123123123	Mar 16, 2057	NY	Update	Remove

Any additional details must be completed no later than ten (10) business days after the change occurs.

Identifying Information

First Name

Middle Name

Last Name

Date of Birth

Home Street

Home City

Home State

Home ZIP code

SSN/ITIN

Cell Phone Number

Home Phone Number

Employee Information

Position/Title

Date of Hire

Driver License Information

State Issuing Driver License

Driver License Number

Driver License Class

Driver License Expiration Date

Copy of driver license

[Upload Files](#) Or drop files

Copy of driver abstract

[Upload Files](#) Or drop files

File formats accepted : .pdf, .png, .jpg, .jpeg

* Must submit the front and back copy of driver license

File formats accepted : .pdf, .png, .jpg, .jpeg



REMINDER REGARDING TRUCK ROUTES

- BIC HAS RECEIVED COMPLAINTS OF TRADE WASTE VEHICLES OPERATING ON LOCAL ROADWAYS NOT PERMITTED FOR USE BY COMMERCIAL TRUCKS
- YOU MUST COMPLY WITH FEDERAL, STATE, AND LOCAL TRAFFIC LAWS AT ALL TIMES
 - INCLUDING THE DOT RULES ON USING THE **NEW YORK CITY TRUCK ROUTE NETWORK**
 - SEE:
 - [HTTPS://WWW.NYC.GOV/HTML/DOT/HTML/MOTORIST/TRUCKROUTING.SHTML](https://www.nyc.gov/html/dot/html/motorist/truckrouting.shtml)
 - [HTTPS://WWW.NYC.GOV/HTML/DOT/DOWNLOADS/PDF/2022-TRUCK-MAP.PDF](https://www.nyc.gov/html/dot/downloads/pdf/2022-truck-map.pdf)



Q & A

- POLICY QUESTIONS: PolicyInfo@bic.nyc.gov
- VIOLATION QUESTIONS: Violations@bic.nyc.gov
- ONLINE PORTAL ASSISTANCE: portalsupport@bic.nyc.gov