



BUS DRIVER UNIT

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

You must file an Article 19-A Annual Affidavit of Compliance (form DS-3) with the Department of Motor Vehicles (DMV) no later than July 1st of this year. **Your date of filing will be the date that DMV completes its review and accepts your affidavit.**

You will be mailed an acknowledgment notice when your Annual Affidavit of Compliance is accepted by DMV. If your affidavit is not acceptable, you will be sent a letter that identifies what corrections must be made.

To automate the mailing of this year's affidavit of compliance, we have sent your Roster of Active Drivers (roster) under separate cover from the enclosed Annual Affidavit of Compliance (form DS-3). The Article 19-A Motor Carrier Annual Statistical Report (form DS-3.3) that must be completed and filed with your annual affidavit is now printed on the reverse side of the Annual Affidavit of Compliance.

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

1. Carefully review your roster. It identifies all bus drivers employed by you who are on file with DMV **as of the date of the roster**. Verify that each driver's name and identifying information is correct. Make any driver/carrier information corrections, including filling-in a driver's out-of-state driver license number when applicable, directly on the roster. Please be aware that if a driver's name has changed, the driver must amend his/her driver license with his/her licensing state before we can update our records. **Whether or not information corrections are noted, you must return the roster 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 www.nysdmv.com/art19.htm.
3. If you hired, rehired, or reinstated drivers whose names do not appear on the roster, complete the appropriate form –Article 19-A Bus Driver Application (DS-870), and Article 19-A fingerprint package/fee (if required) for new drivers; or Article 19-A Bus Driver Add/Drop Notice (DS-885), for rehired or reinstated drivers; and send it **with** your completed affidavit of compliance. The DS-885 and DS-870 can be found on the DMV website at www.nysdmv.com/art19.htm.
4. Section 509-i (4) of the New York State Vehicle and Traffic Law requires all 19-A motor carriers to establish an Accident/Conviction Notification Program escrow account. If this account is not established, your affidavit will not be accepted. The escrow account number for established accounts is noted on the Annual Affidavit of Compliance (form DS-3).
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. This year the statistical report is printed on the reverse side of the affidavit of compliance form. If the statistical report is not filed or completely filled-out, your affidavit will not be accepted.
6. Mail the original copy of 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: NYS Department of Motor Vehicles, Bus Driver Unit, 6 Empire State Plaza, Room 220C, Albany, NY 12228. **Please note that we will not accept a faxed or photocopied Affidavit of Compliance.**

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 WILL ALSO BE SUBJECT TO A CIVIL PENALTY OF \$500 TO \$2,500.

If you have any questions, please call the Bus Driver Unit between 9:00 AM and 4:00 PM Monday through Friday at the phone number listed below.

6 EMPIRE STATE PLAZA – ROOM 220C – ALBANY, NY 12228

PHONE: 518-473-9455 – FAX: 518-474-0593

www.nysdmv.com