



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 Bus Driver Unit (BDU) no later than July 1st of this year. **Your date of filing will be the date that the BDU completes its review and accepts your affidavit.**

You will be mailed an acknowledgment notice when your Annual Affidavit of Compliance is accepted by the BDU. 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 the BDU **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) 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. Newly hired school bus drivers who are required to be Article 19-A fingerprinted, must now have their fingerprints electronically scanned by L-1 Identity Solutions (L-1) before the driver can be added to a carrier's roster of drivers. The BDU no longer accepts paper ink and rolled fingerprint cards. Information about the L-1 fingerprinting locations and scheduling of appointments can be found on their website at www.L1Enrollment.com, or by calling 1-877-472-6915.
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 MAY 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

