



PARATRANSIT ELECTRONIC RECORD SYSTEM

Please visit our website for more information at: www.nyc.gov/tlc, or our office at 31-00 47th Avenue, Long Island City, NY 11101 or contact Angelique at 718-391-5641.

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Information Fact Sheet

According to the Taxi and Limousine Commission's Paratransit Rules, beginning **July 1, 2008**, all Paratransit Vehicles must begin using an electronic record system. For your information we have summarized key points that may help you better understand the **Electronic Trip Record System**. **Please refer to Chapter 56 and Chapter 60 of TLC's Rules for all of the details.**

➤ **What is an Electronic Trip Record System?**

An electronic trip record system is hardware and software that collects and stores the electronic trip record data. Most of the required data fields must be collected **in the vehicle***.

➤ **Where do I get the hardware and software needed to collect the data?**

You can use any equipment that will enable you to comply with the requirements.

➤ **Can I use a vendor to assist in data collection and data transmission?**

Yes you can, however as the licensee **YOU** are responsible for ensuring that the vendor provides to the TLC the information required by the TLC Rules in the format specified by the TLC. **You** must confirm that the vendor is capable of meeting the criteria set by the New York City Taxi and Limousine Commission.

➤ **Do you recommend any specific vendors?**

The TLC does not endorse, sponsor, or recommend any vendor, service provider or service; the selection of a vendor or service is at your sole discretion. As stated above, you are free to use any equipment that will enable you to comply with the requirements. Remember - most of the required data fields must be collected **in the vehicle***.

➤ **What information does the Electronic Record System need to collect?**

The Commission requires that the system be able to track for **EACH PASSENGER:**

1. The driver's paratransit driver's license number;
2. Paratransit vehicle's state license plate number;
3. The date and time of pick-up of the passenger*;
4. The date and time of drop-off of the same passenger*;
5. The locations of the pick-up and the drop-off*;
6. Any additional information that the Commission and local, state, or federal law require.

* **Data that must be collected in the vehicle. Please also refer to the Trip Sheet File Layout provided in this package.**

➤ **How often do I need to send this information?**

The required data will be transmitted to the Commission on the 10th day of every month. The data will be for the trips that transpired during the previous month.

For example: Paratransit vehicle owners will have their system begin tracking data for the month of July 2008 (July 1st through July 31st). The data must be transmitted to the Commission no later than August 10th. The second transmission of data will cover August 1st through August 31st and will be emailed to the commission no later than September 10th.

➤ **How do I submit my data to the TLC?**

Please refer to the packet titled Paratransit Electronic Record System File Transfer Process, following page 4 in this document.

➤ **What do I do if my electronic record system malfunctions?**

If the system should malfunction, the base owner will report the malfunction to Safety & Emissions at (718) 267-4501 at the Commission's Safety and Emissions facility within twenty-four (24) hours of the malfunction.

The base owner must have the system replaced or repaired within three (3) business days of the notification to Safety and Emissions.

During the three day period while the system is being repaired the vehicle *can* be dispatched. During this time, the base owner will still be required to keep written trip records.

In the extreme circumstance that the electronic system should take more than 3 days to be repaired or replaced, the paratransit vehicle MUST NOT be dispatched *after* the 3 day period ends. Dispatching can resume only when the electronic record system is fixed.

➤ **How should the data that is collected be formatted?**

Please see Insert A on Page 3 following this information fact sheet for the tripsheet file layout.

Again, please refer to Chapter 56 and Chapter 60 of TLC's Rules and Regulations for all of the details.

INSERT A TRIP SHEET FILE LAYOUT

Fields 1 – 13 must be submitted for each and every passenger; no fields can be blank.

FIELD-NUM	Field-Name	Length	Start-Position	End-Position	Template
1	TLC_Base_License	7	1	7	B000000
2	Vehicle_Plate_Number	8	8	15	TXXXXXXC
3	TLC_Driver_License_Number	7	16	22	1223212
4	Trip_Pickup_Date *	8	23	30	YYYYMMDD
5	Trip_Pickup_Time *	4	31	34	1248
6	Trip_Dropoff_Date *	8	35	42	YYYYMMDD
7	Trip_Dropoff_Time *	4	43	46	1158
8	Trip_Pickup_Location *	60	47	106	60 47 106 32-02 QUEENS BLVD, NY 11101
9	Trip_Dropoff_Location *	60	107	166	165-43 QUEENS BLVD, NY 11413
10	Start_Longitude *	10	167	176	-73.901988
11	End_Longitude *	10	177	186	-73.901988
12	Start_Latitude *	9	187	195	40.763789
13	End_Latitude *	9	196	204	40.763789

* **Data that must be collected in the vehicle.**

Connectivity Issues (Missing files, errors in downloading, etc.) and File Issues (Format or Content) should be e-mailed to the NYC Taxi and Limousine Commission at paratrans@tlc.nyc.gov.

Paratransit Electronic Record System

File Transfer Process

Paratransit Electronic Record System File Transfer Process

Product:

Core FTP LE will be the software used for the transmission of the Electronic Record Trip Sheet monthly file.

CORE FTP connectivity uses SSL/SSH Security Certificates. The software must be downloaded and installed by the end user.

The link to obtain the software is: <http://www.coreftp.com/download.html>

Once on the download screen under the heading titled Core FTP LE 2.1: free version' click www.coreftp.com

NOTE: If you have your own vendor or software that supports SSH/SSL secure encryption and would like to use it please notify TLC via the email listed below as soon as possible.

Configuration and set-up:

You will find listed below all of the required configurations for Core FTP necessary to log into the TLC FTP Site. Please follow the instructions carefully or it will impact your ability to transmit the required data.

USER ID and PASSWORD:

Each Paratransit Base Licensee will receive a unique USER ID and a PASSWORD. This password will allow you to access the server where the file will need to be dropped each month. These passwords are set by the TLC and DoITT as part of the individual set-ups for each base. They will be transmitted to you separately.

File layout and naming Convention:

A File Layout is provided as insert A on page 3. The file you submit MUST be in a text document (flat file) 203 fixed record length format as per Insert A.

A unique File Name will be provided with your USER ID and PASSWORD. You MUST use the same file name each and every month. No changes to the file name should be made. You will be putting a file on the server once a month for TLC to pull and the prior months file will be overwritten when this occurs.

You will need to create a folder named TLC_MONTHLY_FILE in your C Drive as shown on the following page.

File testing and production date:

Once all configurations are in place, please notify TLC via email at paratrans@tlc.nyc.gov

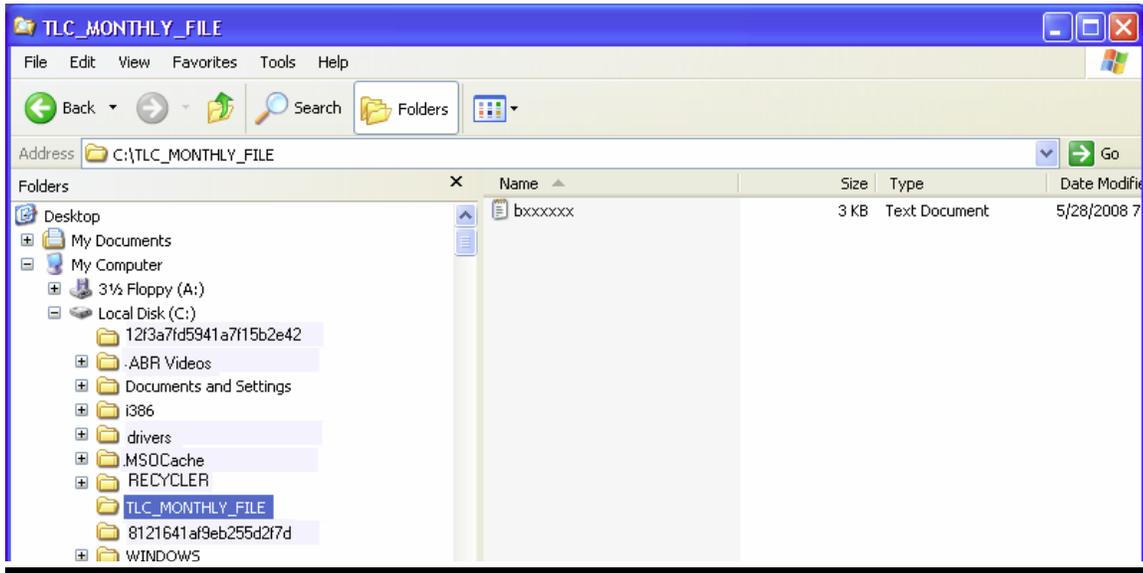
At that time, you will be notified how to transmit a test file before we go live with the production date of August 10, 2008.

Contact\Questions:

Please email all Connectivity Issues (Missing files, errors in downloading, etc.): File Issues (Format or Content) to paratrans@tlc.nyc.gov

Instructions for installing the Core FTP software.

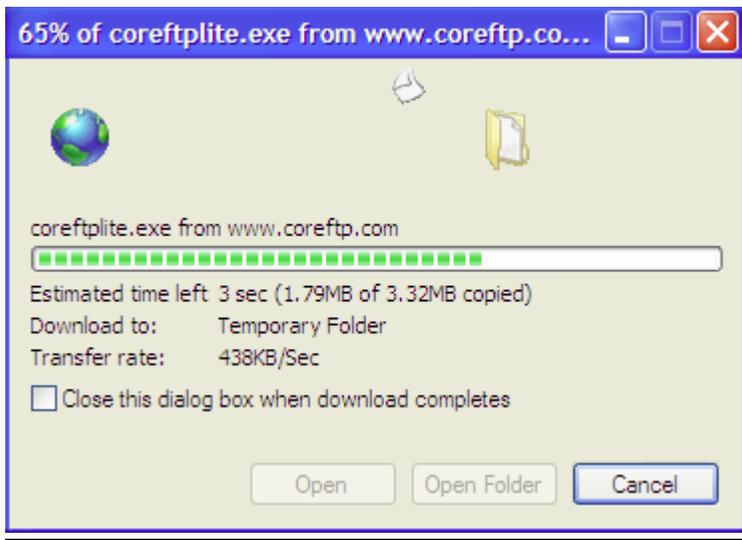
- **First thing you must do: You will need to create a folder named TLC_MONTHLY_FILE in your C Drive. Please see below for an example.**



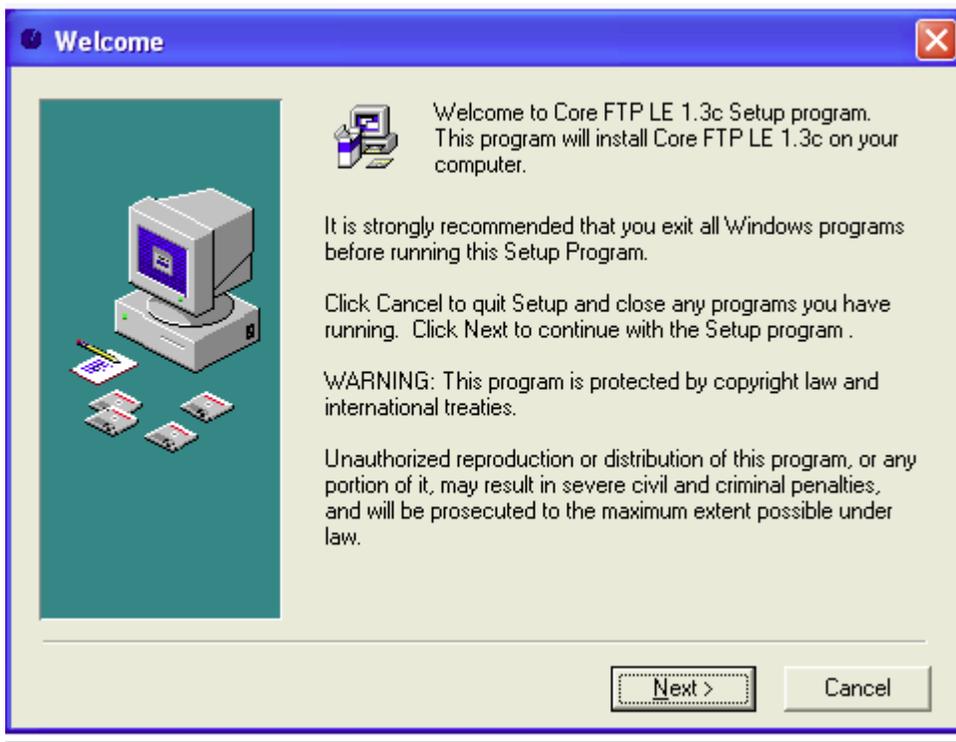
- Go to the download link (<http://www.coreftp.com/download.html>)
- Click www.coreftp.com
- Then click 'Run'



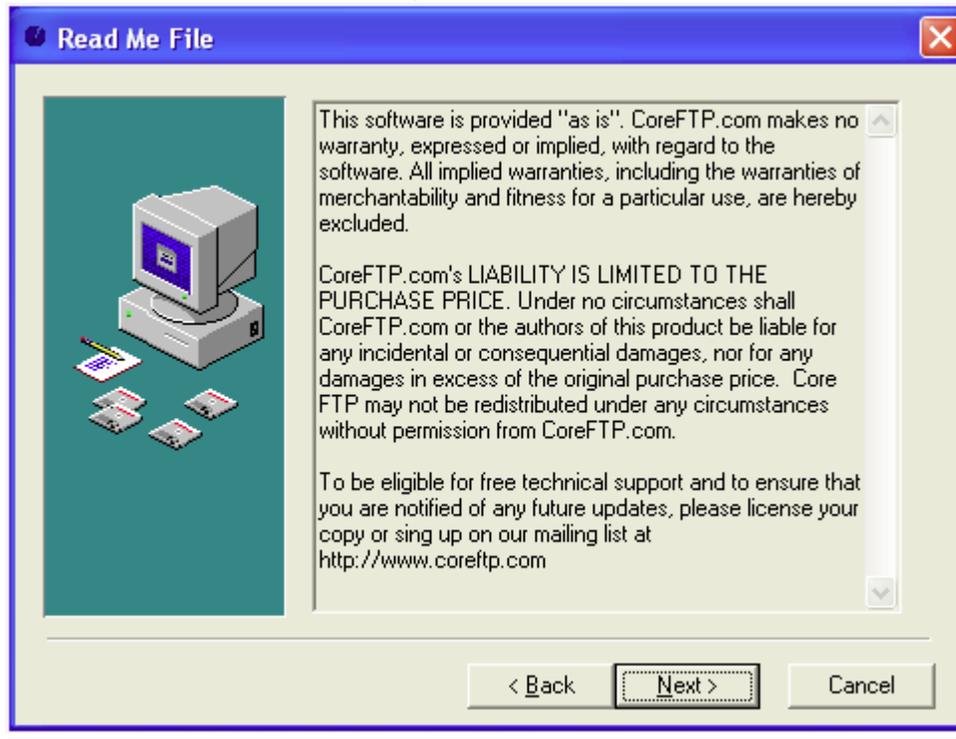
- The program will install
- A small blue installation screen will pop up and go away



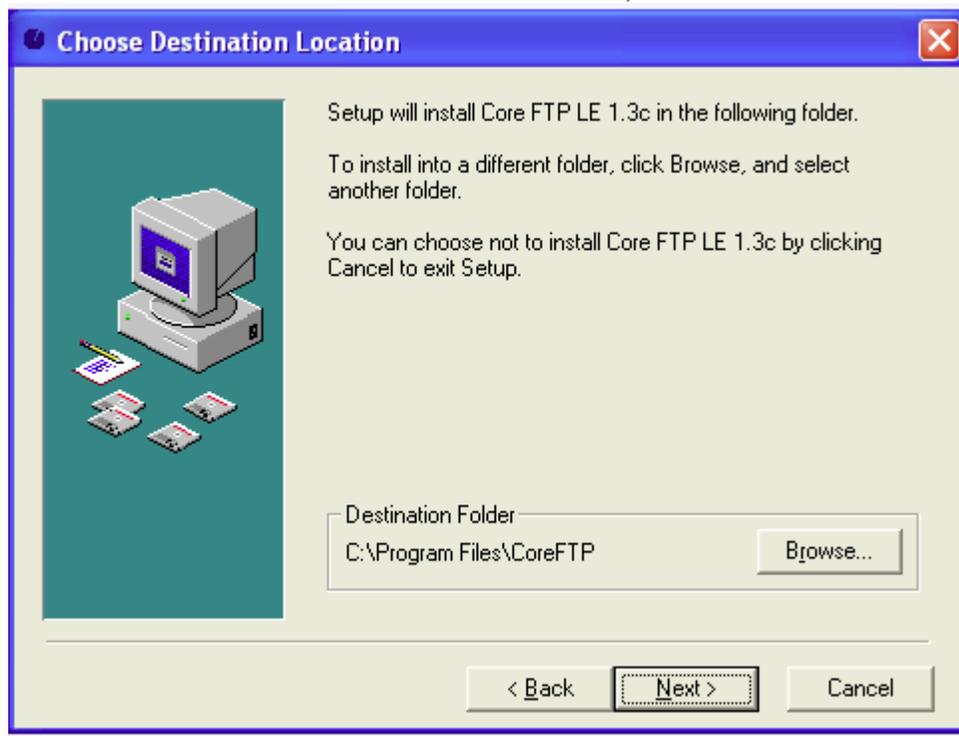
- The following 'Welcome' screen will appear
- Click 'Next'



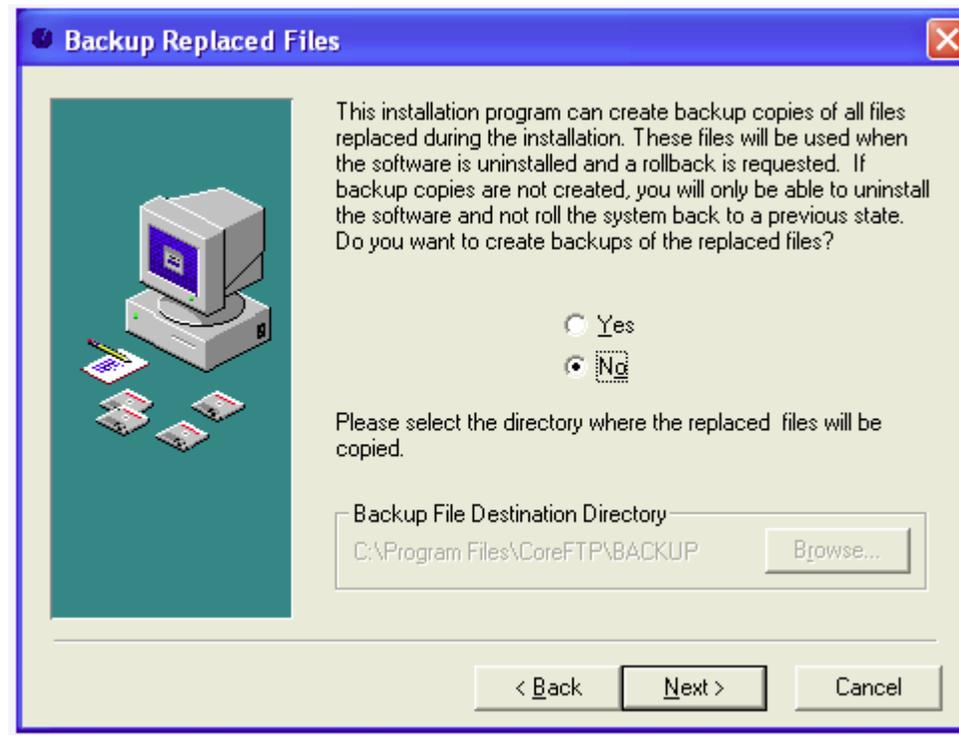
- At the 'Read Me File' screen, click 'Next'



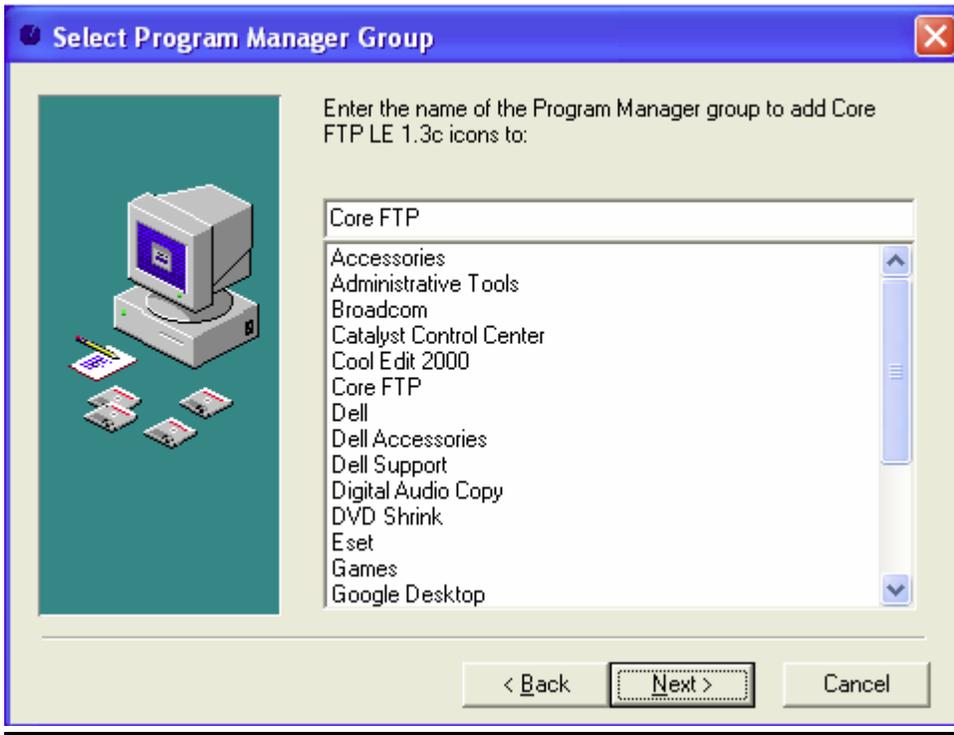
- At the 'Choose Destination Location' screen, click 'Next'



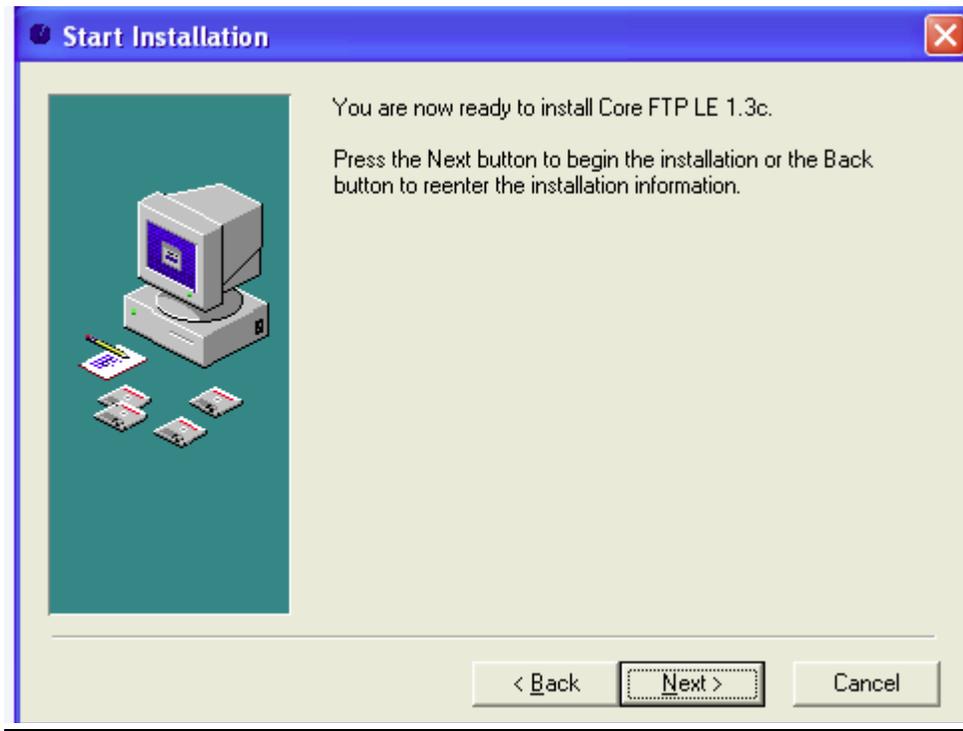
- At the 'Backup Replaced Files' screen, click on the 'No' button
- Then click 'Next'



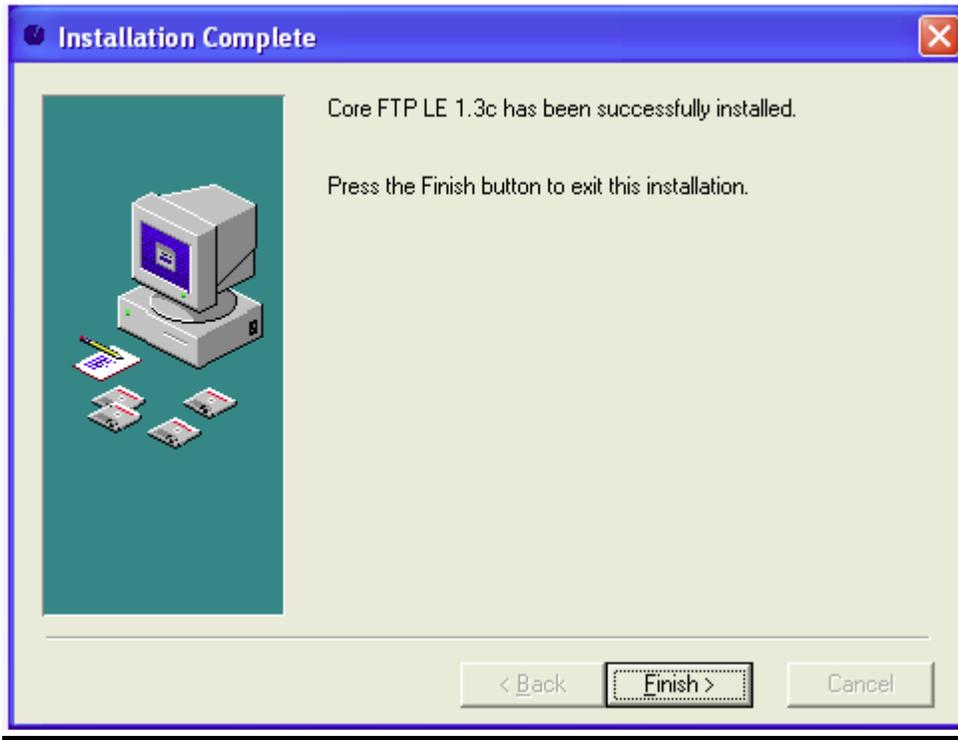
- At the 'Select Program Manager Group' screen, click 'Next'



- At the 'Start Installation' screen, click 'Next'



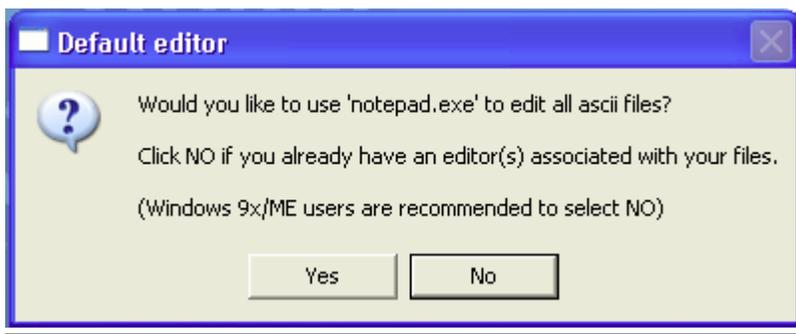
- The installation will go quickly and then you'll see this Installation Complete screen.
- Click 'Finish'



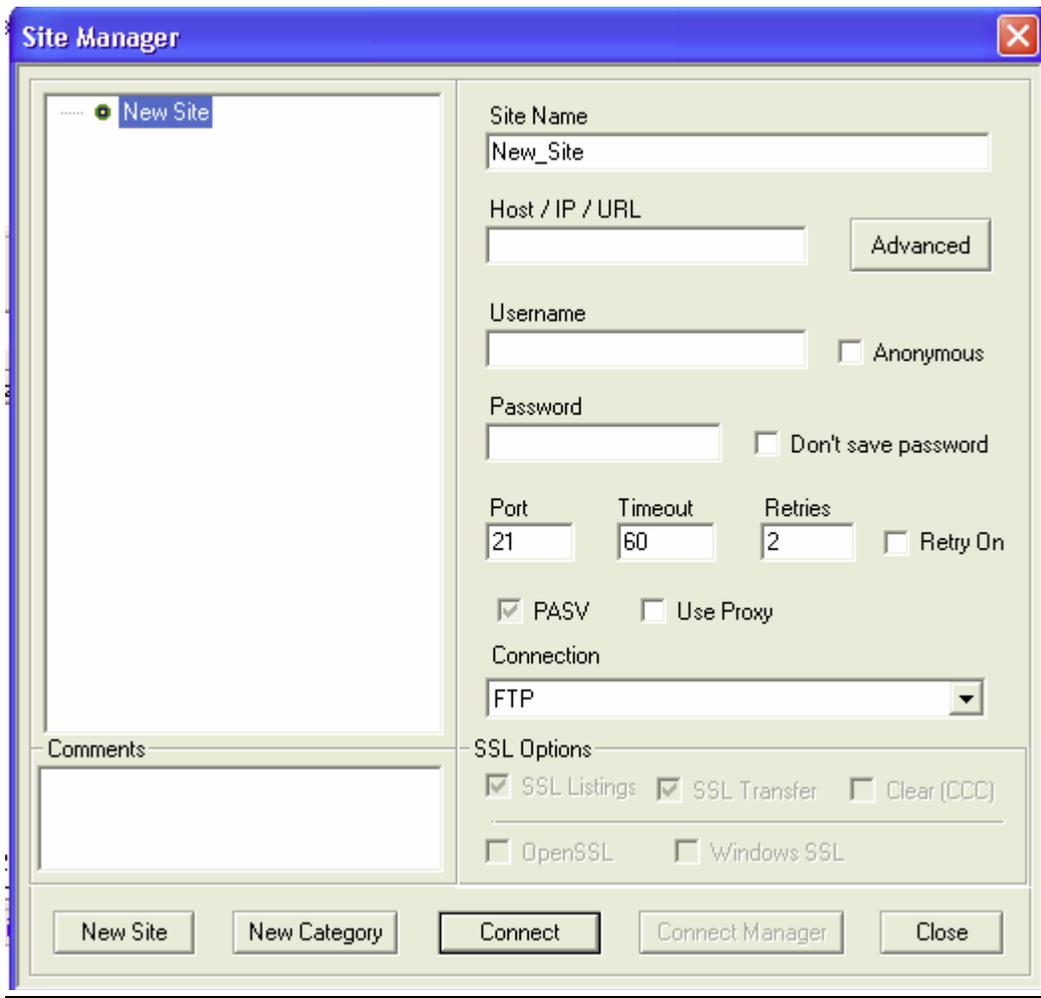
- At the following screen, click 'Yes'



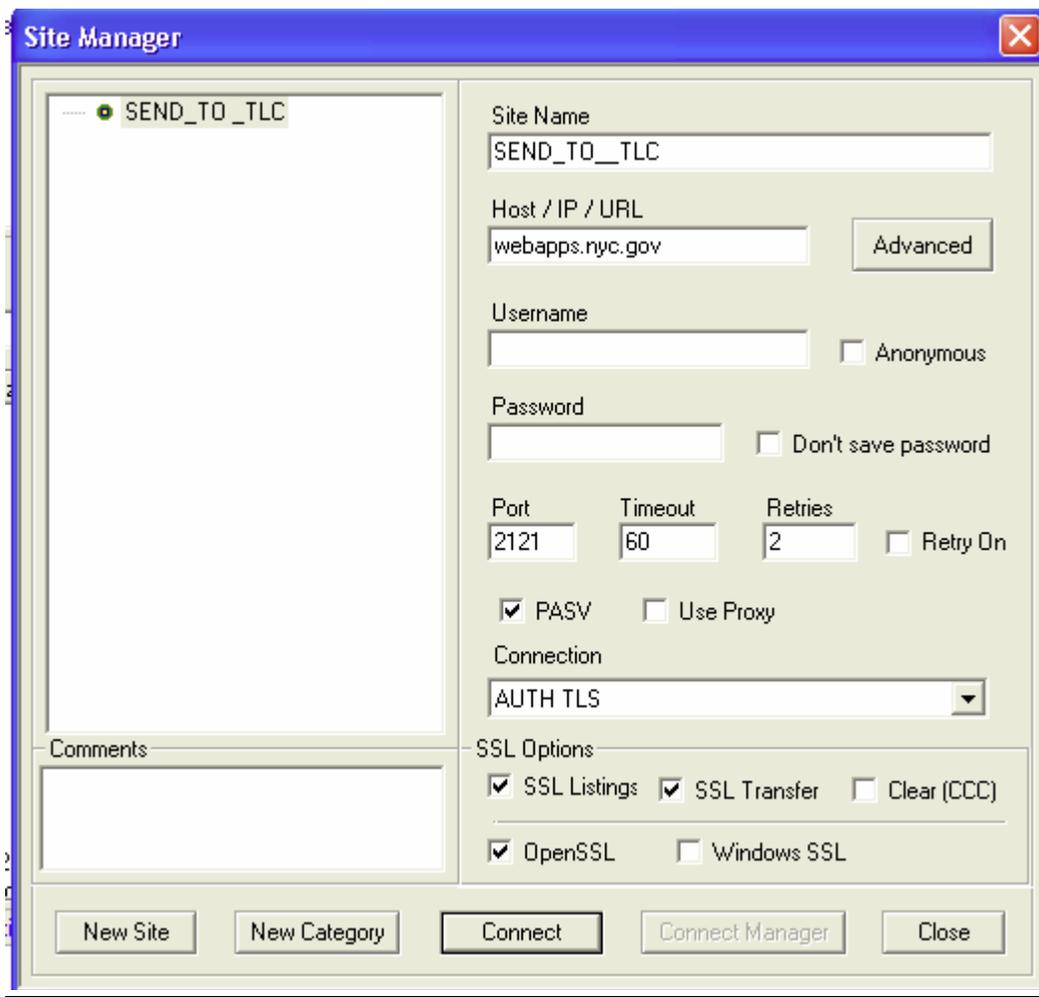
- On the screen below, click 'Yes'



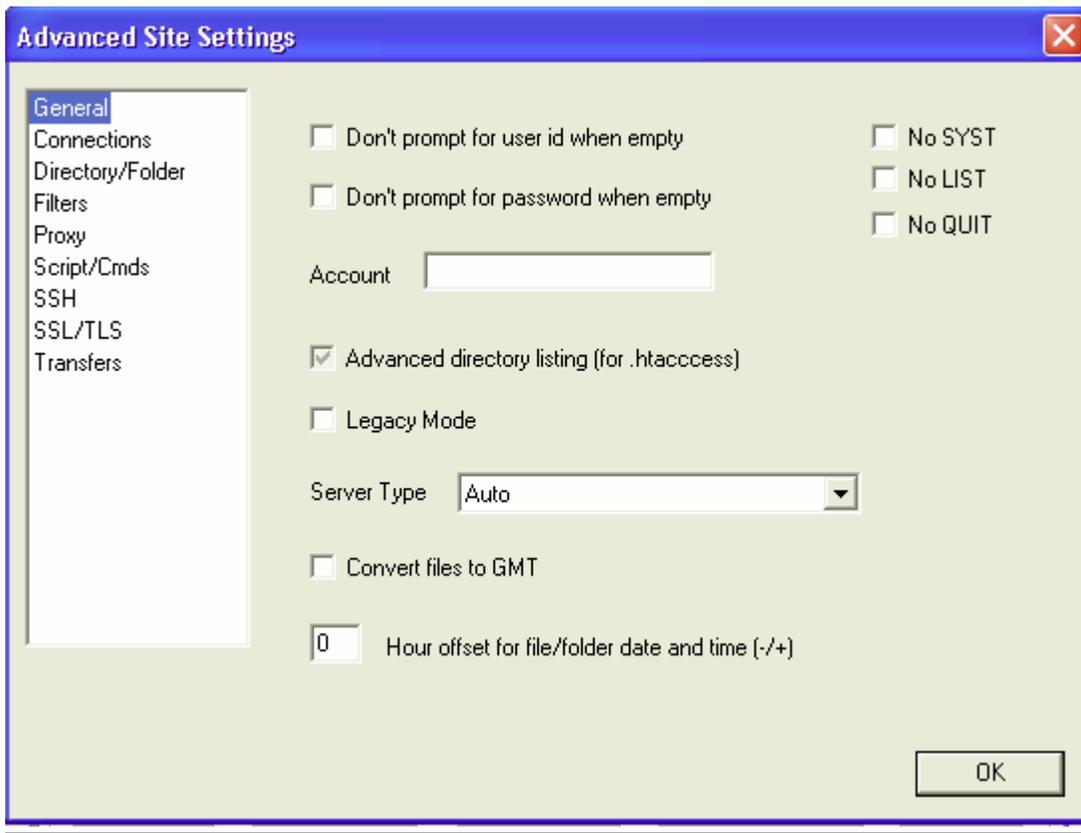
- On the screen after this one, you will see a screen with sample data in all the required areas, and the boxes that should be check marked.



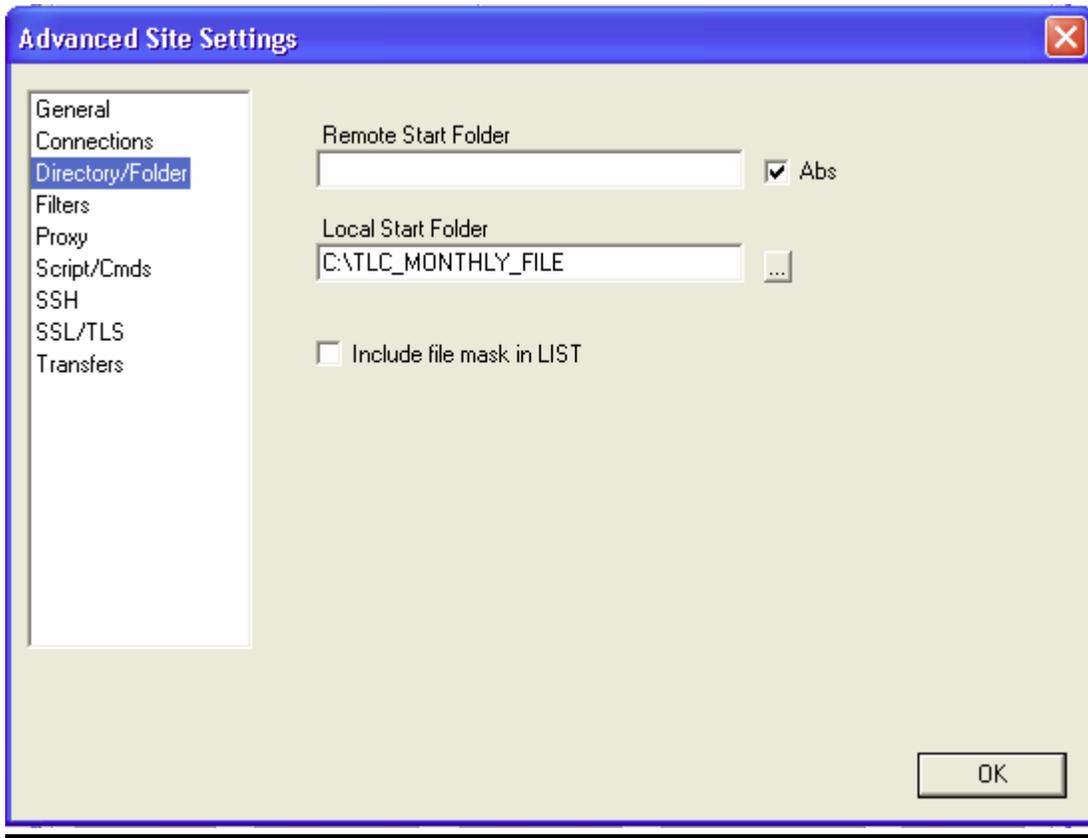
- After you have entered all the information that you have received from TLC, click 'Advanced'



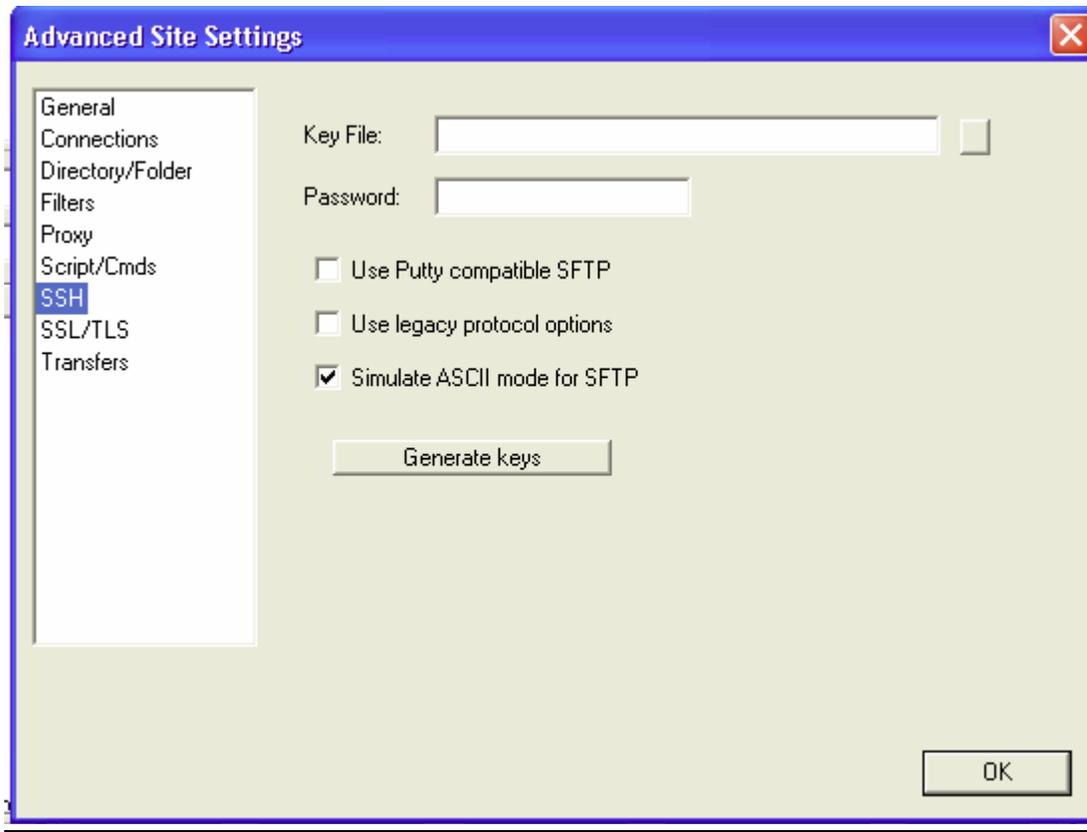
- This is the first screen you will see once you click 'Advanced'
- Click 'Directory/Folder'



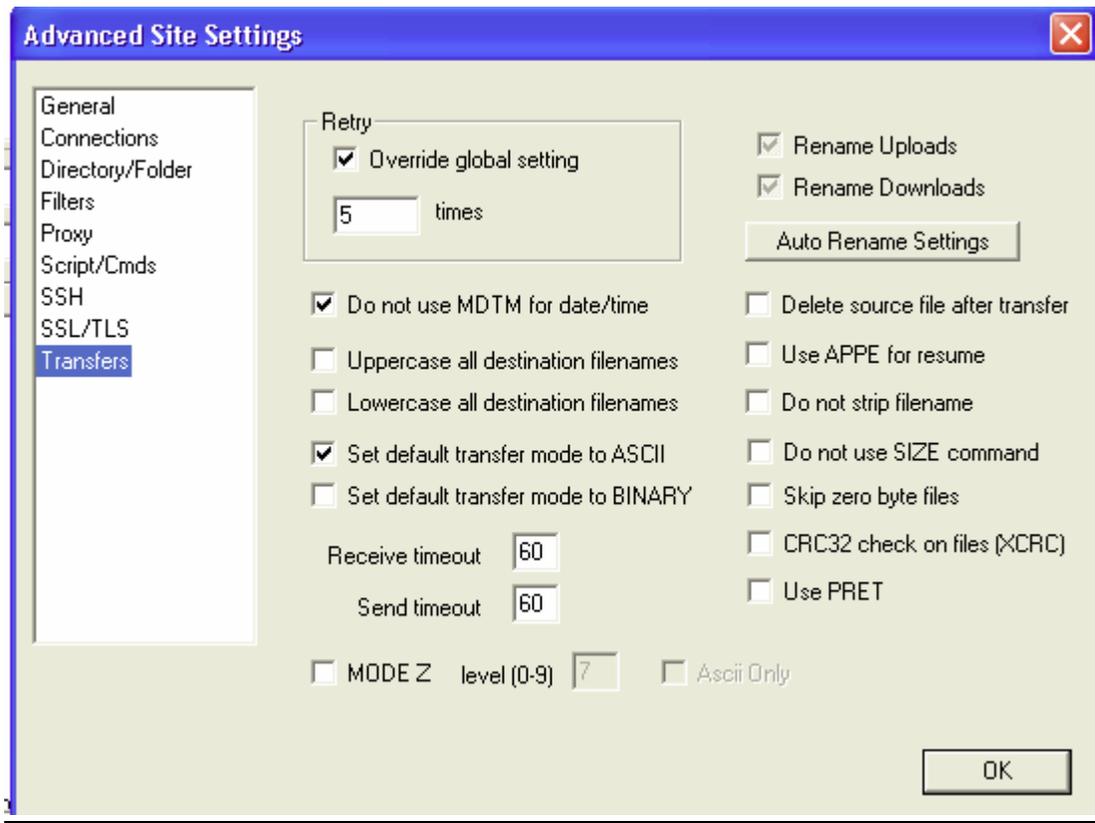
- You will be mailed the information to put into Remote Start Folder
- Click on the box with the “...” To the right of the Local Start Folder
- You should browse until you find and select the folder that you created in your C Drive named ‘TLC_MONTHLY_FILE’
- Once you’ve filled in the two fields Click ‘SSH’



- Once you're on the SSH screen check 'Simulate ASCII mode for SFTP'
- Then click 'Transfers'



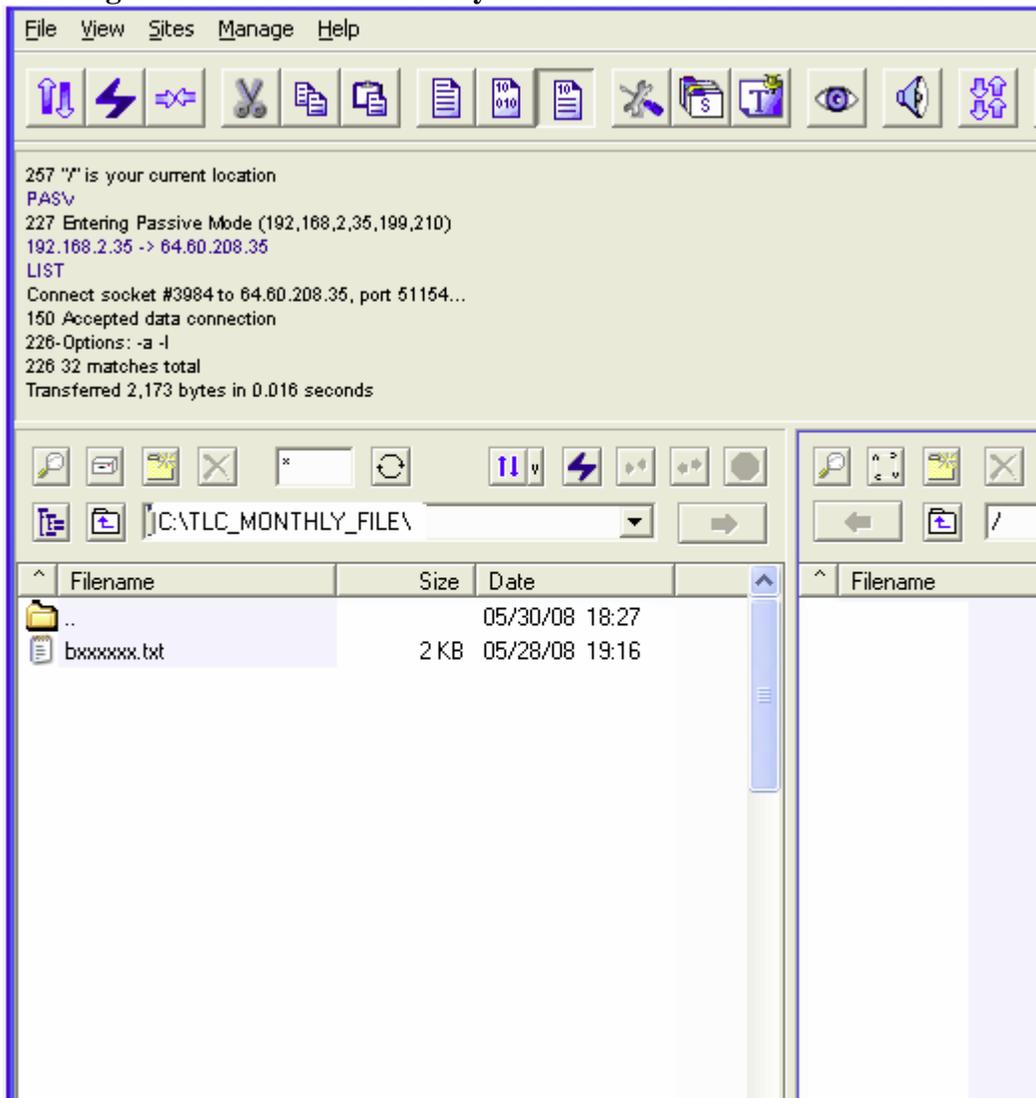
- Once on the Transfers screen check only the fields that are checked for the options below.
- Then click 'OK'



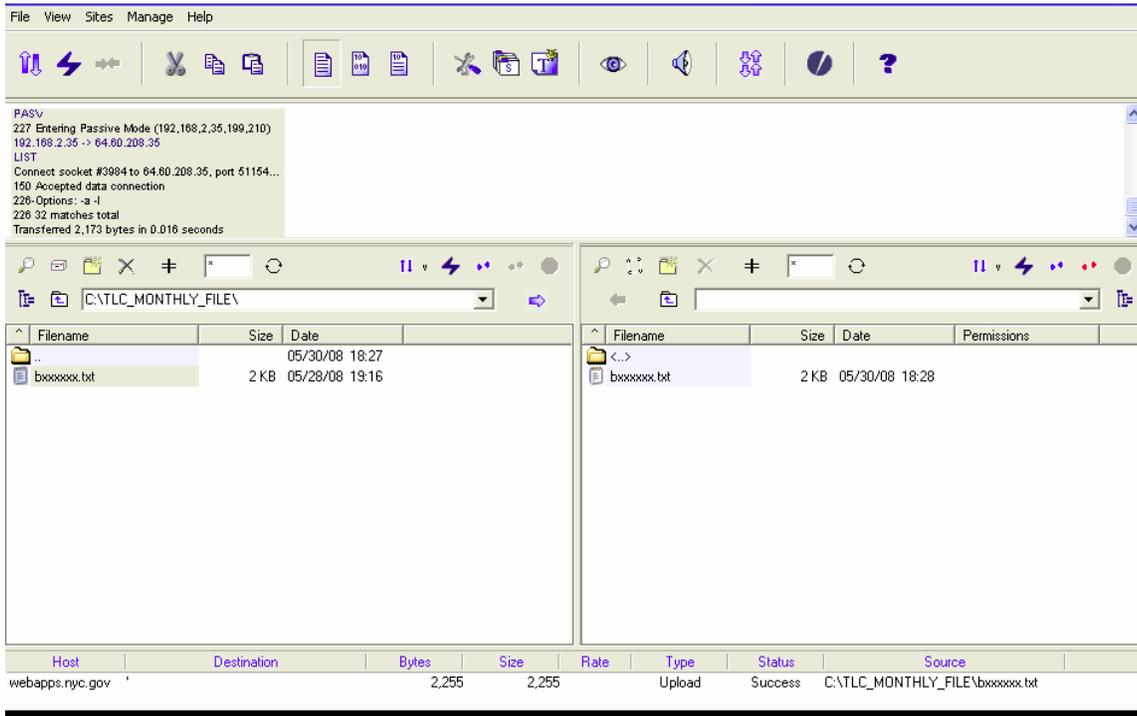
- The first time you try to connect, you will see the following Certificate Information screen.
- Click the 'Always Accept' button at the bottom.
- After that, you will not see this screen on future connects



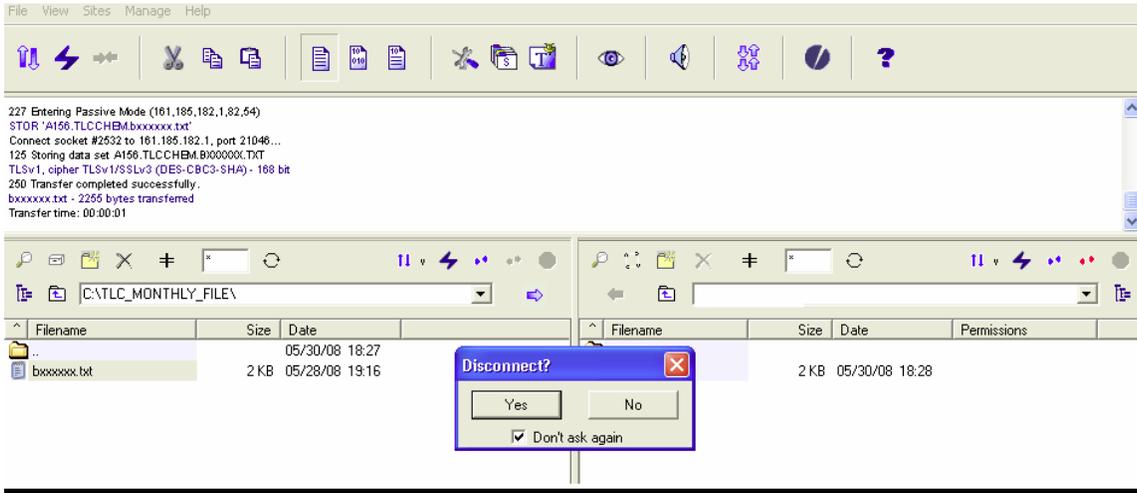
- The left side shows the Directory folders and files on your local PC hard drive
- The right side shows the Directory folders and files on the FTP server for TLC



- The right side shows the Directory folder on the FTP server for TLC
- On the left side, 'right click' on your file and drag it over to the right side
- The file will then upload, at the bottom of the screen, you will see the upload progress
- You will see the uploaded file added to the bottom of the listed files on the right.



- You will see a Disconnect box
- First check 'Don't ask again'; you will not see that box again.
- Click on 'Yes'



- Go to the top to click 'File' and then 'Exit'.
- You are done.

