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New York City Department of Consumer Affairs

License Application Checklist

SIGHTSEEING GUIDE (021)

NEW YORK CITY LICENSING CENTER

42 Broadway, 5th Floor

New York, NY 10004

Phone – 311

www.nyc.gov/consumer

A person must have a Sightseeing Guide license to guide or direct people to any place or point of public interest. Note: This description is only a general explanation of who needs to have a Sightseeing Guide license. For a copy of the actual law regarding this license category, call (212) 487-4436 or come in person to the NYC Licensing Center in Manhattan at the address above.

Below are the requirements for a Sightseeing Guide license. All requirements must be submitted when filing your application. **Applications must be filed in person at the New York City Licensing Center, 42 Broadway, 5th floor in Manhattan between 9:00 a.m. and 2:00 p.m. daily.** To speed processing, please submit documents in the order listed below.

- **Basic Individual License Application** (attached).
- **If you are not a US citizen**, you must submit proof of authorization to work in the U.S. (either an Alien Registration Card or I-94 Card with an authorization to work approval).
- Submit two (2) color passport size photographs or you may come in person with photo identification to the New York City Licensing Center at 42 Broadway, 5th floor to be **photographed**. Photographs are taken at no cost to you.
- **Photo ID of applicant.** Acceptable identification includes:
 - a driver's license or a non-driver's ID issued by a State Department of Motor Vehicles
 - a passport
 - an alien card/green card
 - a license or permit issued by a government agency
 - a food stamp or AFDC/welfare card
 - if applicant is a city, state or federal employee, a current employee identification card

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- Three (3) Affidavits Recommending an Applicant for a Sightseeing Guide License (attached). Affidavits must be completed by New York City residents who have known you for at least two years and are not related to the applicant.
- Notarized Child Support Certification form (attached).
- Exam. You must take a written exam to obtain this license. The exam fee of \$50 is in addition to the license fee. The exams are given daily between the hours of 9:00 am and 2:00 pm. The exam consists of 150 questions and to receive a passing grade you must answer 120 questions correctly. If you fail the exam twice, you will re required to pay another \$50 to retake the exam. This fee is payable by check or money order to NYC Department of Consumer Affairs.
- License Fee. Must be paid by check or money order payable to NYC Department of Consumer Affairs. The chart below lists the amount due depending upon when your license application is filed. Note: An odd year is any year ending in an odd digit, for example, 2001, 2003, etc. An even year is any year ending in an even digit, for example, 2000, 2002, etc.

SIGHTSEEING GUIDE LICENSE			
License Term	License Expiration Date	If you File Your Application Between These Dates	Your License Fee is:
2 years	March 31 st Even years	From April 1 st in an even year to September 30 th in an even year	\$50
		From October 1 st in an even year to March 31 st in an odd year	\$38
		From April 1 st in an odd year to September 30 th in an even year	\$25
		From October 1 st in an odd year to March 31 st in an even year	\$13

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NEW YORK CITY LICENSING CENTER
DEPARTMENT OF CONSUMER AFFAIRS
AFFIDAVIT RECOMMENDING AN APPLICANT
FOR A SIGHTSEEING GUIDE LICENCE

STATE OF NEW YORK)

ss:

County of _____)

I, _____, being duly sworn,

PRINT NAME HERE

hereby depose and say that : I am over 21 years of age, and I reside

at: _____ in the City of New York;

PRINT ADDRESS HERE

I have known the applicant for a Guide's license,

_____, for a least two years and I believe

PRINT APPLICANT'S NAME HERE

said applicant to be an honest and moral person of good character; said applicant is over the age of 19 years and is either a citizen of the United States or is authorized to work in the United States, and he/she resides

at _____,

PRINT APPLICANT'S ADDRESS HERE

I further affirm that I have not recommended more than one other person beside the aforementioned applicant for a Sightseeing Guide License.

PENALTY FOR FALSIFICATION: Falsification of any statement made herein, or submitted in any other form in connection with this affidavit, is an offense punishable by a fine or imprisonment or both (NYC Administration Code, Section 10-154).

SIGNATURE OF APPLICATANT

DATE

Subchapter 8
Sightseeing Guides

§ 20-242	Definition.
§ 20-243	License required.
§ 20-244	Applications.
§ 20-245	License fee; display.
§ 20-246	Fees charged.
§ 20-247	Regulations.

§ 20-242 Definition. Whenever used in this subchapter the term “guide” shall mean and include any person who engages in the business of guiding or directing people to any place or point of public interest or who, in connection with any sightseeing trip or tour, describes, explains or lectures concerning any place or point of public interest to any person within the city or obtains the patronage of any person for such trip. Nothing herein contained shall be construed to include any person or persons who describes, explains or lectures concerning any place or point of public interest while aboard a sightseeing boat or vessel regularly engaged in scheduled trips around Manhattan island on navigable waters.

§ 20-243 License required. It shall be unlawful for any person to act as a guide without a license thereof from the commissioner.

§ 20-244 Applications. a. Each applicant for such license shall be at least eighteen years of age.

b. Each applicant shall submit recommendations from at least three residents of the city who have known such applicant for at least two years.

c. Each applicant shall be accompanied by a certificate from the department of health certifying that the applicant is not suffering from any disease or infirmity which would render him or her unfit as a guide.

d. Each such applicant shall be required to pass an examination satisfactorily. Such examination shall be under the supervision of the commissioner and shall test the knowledge of the applicant concerning places or points of historic or public interest in and about the city. Any person who can present satisfactory proof to the commissioner that he or she has been engaged as a sightseeing guide in the city for a period of at least two years prior to August second, nineteen hundred thirty-seven shall be exempt from such examination.

e. The commissioner shall investigate each applicant as to character and fitness before such license shall be issued.

§ 20-245 License fee: display. a. The annual fee for such license shall be twenty-five dollars.

b. Each such license shall be displayed in a conspicuous place in the office or place of business of the licensee, or if a vehicle is used, in such vehicle, or if a guide has no office or uses no vehicle, he or she shall carry such license on his or her person at all times.

§ 20-246 Fees charges. a. In each bus of vehicle used for sightseeing purposes a schedule shall be permanently displayed showing the full cost per passenger for the trip to be taken,

b. It shall be unlawful for any license guide to charge a fee in excess of one dollar per hour per person.

§ 20-247 Regulations. a. The commissioner may prescribe such rules and regulations as he or she deems necessary to protect persons and property in the enforcement of this subchapter.

b. It shall be unlawful for the driver of any vehicle to explain, describe, or lecture while such vehicle is in motion, unless the seating capacity of such vehicle is seven passengers or fewer. Each driver who talks or lectures must be a licensed guide.

c. It shall be unlawful for any licensee to obstruct any street or public space, or to touch any person or to interfere with the free passage of the public along any street or public space for the purpose of soliciting employment as a guide.

d. It shall be unlawful for any such guide to wear a uniform or any part thereof and hold himself or herself forth as a guide unless such uniform or part thereof shall be approved by the commissioner.

e. Each licensee shall wear on the left breast of his or her outer garment a badge, while engaged in his or her occupation as a guide, bearing his or her number and the date of expiration of his or her license. Such badge shall be furnished by the commissioner. The color of such badge shall be changed each year.

f. It shall be unlawful for any licensee to guide or direct any person to a place of ill repute, house of ill fame or assignation, or to any house of place of amusement kept for immoral purposes, or to any place resorted to the purpose of prostitution or gambling. It shall be unlawful for any such licensee to impart any information as to the location or address of any such houses or places, or to solicit the patronage of any person or persons for any hotel, lodging house or boarding house of place of temporary or permanent abode, or for any place where refreshments are served or amusement of any type provided.

Subchapter H

Sightseeing Guides

§2-71	Documentation on Receipts
§2-72	Additional Charges Prohibited
§2-73	Tie-In Services Prohibited

§2-71 Documentation on Receipts. A receipt containing the following information must be issued to each consumer purchasing a ticket for a sightseeing tour: the name, address, telephone and license number of the sightseeing guide conducting the tour or the name, address, telephone and license numbers of the sightseeing guide conducting the tour or the name, address and telephone number of the sightseeing tour organization sponsoring or arranging the tour; the date the ticket was purchased; the specific tour it was purchased for; and the total price for the tour.

§2-72 Additional Charges Prohibited. No sightseeing guide shall charge or attempt to charge a sum greater than the original charge for the trip whether in payment for unsolicited merchandise, meals, services or for any other reasons.

§2-73 Tie-In Services Prohibited. No sightseeing guide shall enter into any agreement to solicit the patronage of any consumer for any business, nor shall any sightseeing guide receive any commission, rebate or any money whatsoever directly or indirectly from any person or business in exchange for conduction or directing consumers to such person or business.

g. It shall be unlawful for any licensee to engage in business or do business with any unlicensed guide.

HISTORICAL NOTE: Formerly B32-75.0. Amended by Local Law 1979, No. 28, June 22.

HISTORICAL NOTE: Formerly B32-76.0. Amended by Local Law 1963, chapter 100.

HISTORICAL NOTE: Formerly B32-77.0. Subdivision a as amended by Local Law 1942, No. 10, May 1.

HISTORICAL NOTE: Formerly B32-78.0. Amended by Local Law 1970, No. 44, August 10.

HISTORICAL NOTE: Formerly B32-80.0. Subdivision g is amended by Law 1963, Chapter 100, 579. Sightseeing guides were licensed by Department of Licenses (since 1968, the Department of Consumer Affairs) beginning in 1937. In addition Subchapter 8 has been amended by the following local laws:

Local Law No. 20 for 1973, eff. June 5.

Local Law No. 74 for 1977, eff. Oct. 6.



The City of New York
Department of Consumer Affairs
42 Broadway, New York, New York 10004

Gretchen Dykstra
Commissioner
Tel: 212-487-4444

Tel: (212) 487-4174
www.nyc-gov/consumers

April 25, 2003

Dear Licensed Sightseeing Guide:

Many of you already know that DCA has recently amended Subchapter H of Chapter 2 of the Rules of New York City. We did so primarily to change the examinations that we administer to guides. The former test was outdated and inaccurate and certainly not reflective of your profession's professionalism.

Effective May 17, 2003, all currently licensed guides whose licenses will expire next March 31, 2004, will be required to take this test. If you choose to take it before March 31, 2004, DCA will not charge you to take the examination (or a retake, if necessary.) All new applicants will have to take the new test and pay \$50 test fee which includes a retake.

Some of you have asked why licensed guides need to be retested. There was no fair way to handle this question. DCA does not know who took which test when and how accurate or comprehensive the test. The new test captures the depth and breadth of New York's history and our contemporary culture. I took a Grayline Bus Tour the other day and my guide was superb. I am sure he will have no trouble passing the new test, but will, I believe, find it interesting and informative.

After March 31, 2004 all guides who renew their licenses will have to pay a \$50 examination fee, in addition to the license fee. After March 2004 guides will be required to take a new exam if and only if they do not renew their licenses on time or if DCA substantially revised the test. I do not expect that to happen during my tenure.

DCA will give the test Monday through Friday, 9:00 a.m. to 2:00 p.m. Please call (212) 487-4174 to schedule an appointment to take the test on the 5th floor of 42 Broadway.

We have enclosed more information about the new test, written by Justin Ferate, and a list of suggested study materials, if needed or desired. Thank you.

Sincerely,

Gretchen Dykstra

Alba Pico

Professional Licensing Examination: New York City Sightseeing Guide

The Professional Licensing Examination for New York City Sightseeing Guides consists of 150 questions addressing the following topics. (Notes are included with some possible resources for study purposes. Other materials may also be used.) There are different versions of the NYC Sightseeing Guide Licensing Examination and the questions vary in each examination. All examination questions are either Multiple-Choice or True/False and are written so that pertinent information and “clues” are often included within the actual examination to assist in your decision-making. Needless to say, the limited number of questions will address only a portion of the knowledge necessary to conduct professional tours of New York City. Your test will be to focus on overall general New York City knowledge (dominantly Manhattan), but please remember that the test will definitely include major aspects of all five boroughs. A score of 120 correct answer is required to pass this examination.

- 1. “Getting There”** – Basic travel information about Subways, City Buses, and Staten Island Ferry.
- 2. How to Maneuver the City** – Legal routing and passenger pick-up/drop-off locations for Tour Buses; the *Midtown Thru Streets Program*. ***This is very important!***
- 3. Mechanics of Tourguiding** – Working with groups; using a microphone; billing and tax issues; *Travel and Tourism* terms, etc.
- 4. General New York City Knowledge** – Basic information oriented towards first-time visitors to New York.
- 5. New York City History** – Basic history from Native Americans to the Present Day.
- 6. New York City Neighborhoods** – (Mostly Manhattan): Location, History, and Transformations over time.
- 7. Major New York City Landmarks** – general information and location
- 8. Ethnic Studies and Immigration Patterns, Past and Present**
- 9. Museums, Art, and Culture** – Basic knowledge of major cultural institutions throughout New York City.
- 10. Music, Theater, and Dance** – Basic knowledge – suitable for visitor orientation purposes
- 11. New York City Literature** – A few questions will be included about the New York writing of prominent authors: E.B. White, Langston Hughes, Edith Wharton, Washington Irving, Paul Marshall, Jack Finney, Walt Whitman, O’Henry, and F. Scott Fitzgerald. [A very general recognition of the writings of each of these authors will be

sufficient for examination purposes. A few hours in a library or bookstore should suffice.

- 12. Religion** – General knowledge about religious orientation of major ethnic groups and basic religious traditions.
- 13. Architecture and basic New York City Planning** – Identification of prominent architectural styles and comprehension of “grid plan”
- 14. Parks and Parkways, plus Green-Wood and Woodlawn Cemeteries** – General knowledge of major parks and garden cemeteries
- 15. Ethnic Foods** – Basic identification of popular ethnic foods. Personal experience helps! **Public Sculptures of Noted People** – Identification and sites, dominantly in Manhattan
- 16. Residences of Noted People Celebrity “Walks of Fame” in the City**
- 17. “Walks of Fame”** includes Seventh Avenue’s “Fashion Walk,” Brooklyn Botanic Garden’s “Celebrity Walk.” the former Theater 80 “Film Star Walk,” Second Avenue Deli’s “Yiddish Theater Walk,” and others

A Professional New York City Sightseeing Tour Guide must have an extensive if not an almost encyclopedic base of knowledge. Even for well-versed New Yorkers, a cursory reading of the suggested texts is highly recommended.

Please pay special attention to the New York City Department of Transportation (DOT) bus regulations. All Tour Guides are legally obliged to strictly adhere to these regulations when directing bus drivers.

A prospective Professional Sightseeing Tour Guide would be wise to also prepare for this examination by meeting and talking with Licensed New York City Sightseeing Guides. Join commercial tours and participate in the various walking tours offered throughout New York City organizations such as the:

- **Municipal Art Society** <http://www.mas.org/> for art
- **Nosh Walks** <http://www.noshnews.com/> - for food
- **Guides Association of New York** – <http://www.ganyc.com/> - range of tours
- **Manhattan Business Improvement Districts** – free B.I.D. tours, Times Square B.I.D., the Grand Central Partnership, 34th Street Partnership, the Union Square B.I.D., the Lower East Side B.I.D., Alliance for Downtown, and the Greenwich Village Alliance (Check NewYork Magazine, Time Out New York, and Club FreeTime Magazine for further information) An excellent range of tours is listed on the website for the Guides Association of New York City.

IMPORTANT:

There is no penalty for failing the *New York City Professional Sightseeing Guide Licensing Examination*.

Should you do so, you may return to take another version of the examination by March 31, 2004. All licensed guides can take the examination before March 31, 2004 without paying the \$50.00 examination fee.

There are numerous texts that might be useful for study purposes. For the sake of simplicity, the suggested list is limited to the following texts. For those who do not have access to the Internet, please use a computer at local library or a "cyber-café" or have a friend print out the Internet text for you.

For Study Purposes for the Examination, the following texts are STRONGLY suggested:

Websites

- <http://www.nycvisit.com> – **NYC and Company Official NYC Guide**
Obtainable at no cost from NYC & Company, 810 Seventh Avenue
- <http://www.nyc.dot/home/html> (**NYC Department of Transportation website**: Charter Buses
- <http://www.mta.nyc.ny.us> **NYC Metropolitan Transportation Authority** – Bus and Subway information , Obtainable at no cost at the NY Transit Museum shop in Grand Central Terminal
- <http://www.mtabt.org/mta/aft/index.html> **MTA Arts for Transit** – art and music in subways program

Books

- **Blue Guide New York**- von Pressetin Wright/W.W.Norton/2002 – General
- A possible **Blue Guide** alternative: **New York**/Metzger/2000 –General
- **New York: A Guide to the Metropolis**- Wolfe/ McGraw-Hill/1994
(Walking tours of New York City
Please note: The 2003 version is now named **New York: 15 Walking Tours**. for the purposes of the examination, these texts are interchangeable
- **Start and Run a Profitable Tour Guiding Business** / Braidwood, Boyce & Cropp/Self-Counsel Press/2000 (OR a comparable book).
The examination will ask some questions about common Travel Industry terminology. This information may often be readily obtained in discussions with Licensed Tour Professionals.

For Study Purposes, additional information may be obtained from this OPTIONAL list of texts:

- **AIA Guide to NYC** – Willensky & White/Harcourt Brace Jovanovich/2000
- **Ethnic New York** – Leeds/Passort/1996 – Out of print, but is available in lending libraries and at online used book sources.
- **Manhattan, Block by Block: A Street Atlas** – Tauranac/Tauranca Maps/2000 – Tour routing
- **The Food Lover's Guide to the Real New York** – Alperson and Clifford/Prentice Hall/1987
- **Guide to Manhattan's Outdoor Sculptures** – Gayle & Cohen/Prentice Hall/1988 – Out of print, but is available in lending libraries and at online used book sources
- **The Street Book – Moscow/Fordham/1990** –Origin of Manhattan street names

[Non-scannable form]

New York City Licensing Center Department of Consumer Affairs
BASIC INDIVIDUAL LICENSE APPLICATION

[Required Information]

Part 1

Name

Address

Home Telephone

Federal Employer Identification Number (EIN) of Social Security Number

Date of Birth

Are you U.S. Citizen? "If no, you must submit proof of authorization to work in the U.S. (either an Alien Registration Card or I-94 with an authorization to work approval)

Part 2

Are you self-employed? Yes. No.

Are you currently or about to be employed in the trade for which you are now seeking a license? Yes. No. If "Yes", complete the section below.

Name of Employer

Employer's Department of Consumer Affairs license number, if any.

Address (Number and Street)

City and State Zip Code

Business Telephone Number

Part 3

If you answer "Yes" to any of the questions below, submit a signed explanation and attach all court dispositions

1. Have you ever or do you now

- a. Hold a Department of Consumer Affairs license financially connected with any individual or entity currently or previously licensed or been a relative (by blood or marriage) of any individual who is or was currently or previously licensed or who is or was an officer shareholder or partner of any entity licensed by the Department of Consumer Affairs?
- b. ever had any type of Department of Consumer Affairs license denied, suspended or revoked?
- c. ever been convicted of a crime, offense or violation against the law? You must include convictions following an arrest even if you paid a fine or served community service or probation. You may omit offenses, however which resulted in a finding of juvenile delinquency, youthful offender, wayward minor or person in need of supervision
- c2. have any charges of any type currently pending against you?
- d. received a Department of Consumer Affairs notice of violation, notice of hearing, summons or padlock or other which is currently pending or which resulted in a fine, penalty or closing order that is still pending?

Yes No

Yes No

Note: A conviction will not necessarily prevent you from being granted a license; factors such as type of severity of offense, amount of time that has passed since the conviction and your age at the time of conviction will be considered. However, failure to reveal a conviction can itself constitute grounds for denial of your application.

Yes No

Yes No

2a. Has anyone obtained a court judgment against you for activities for which a license is required?

Yes No

- b. have any of these been outstanding for thirty (30) or more days and are not yet paid in full?

Yes No

Part 4 ACKNOWLEDGEMENT – PLEASE READ AND SIGN BELOW

I acknowledge receipt of a copy of the laws and regulations relating to the license for which this application is being made. In consideration of being granted the license I am applying for, I agree to comply with the rules and regulations of the Department of Consumer Affairs that are now in force or that may in the future be promulgated.

PENALTY FOR FALSIFICATION: Falsification of any statement made herein or submitted in any other form in connection with this application, is an offense punishable by a fine or imprisonment (NYC Administrative Code Section 10-154).

Signature

Child Support Certification Form

(p) Engine idling

(1) Idling of vehicle engines prohibited. Except as provided for buses in paragraph (p)(2) hereof, no person shall cause or permit the engine of any vehicle, other than a legally authorized emergency motor vehicle to idle for longer than three minutes while parking, standing or stopping unless the engine is being used to operate a loading, unloading or processing device.

(2) Idling of bus engines prohibited. No person shall cause or permit the engine of any bus to idle at a layover or terminal location, whether or not enclosed, when ambient temperature is in excess of forty (4) degrees Fahrenheit. When the ambient temperature is forty (40) degrees Fahrenheit or less, no person shall cause or permit any bus to idle for longer than three minutes at any layover or terminal location. For the purpose of this rule, at a layover or terminal location a bus engine shall not be deemed to be idling if the operator is running the engine in order to raise the air pressure to as to release the air brakes, provided however, that this shall not exceed a period of three minutes.

Section 4-10

BUSES

(a) Franchise regulations

(1) Franchise required. No person shall operate or cause to be operated on any street a bus for the operation of which a franchise, consent, or certificate of convenience and necessity, order, or other authorization of any municipal, state or federal authority is required, unless such franchise, consent, certificate of convenience and necessity, order or other authorization shall have been obtained. No person shall operate or move or cause to be operated or moved on any street a bus operating pursuant to a certificate of convenience and necessity order or other written authorization of any state or federal authority for which operation a franchise or consent of the Department of Transportation of the City of New York is not required, unless there shall be filed with the Commissioner, not later than two weeks after issuance, duly authenticated copies of such certificates, orders, authorizations and amendments thereto.

(2) Franchise not required. Every person applying to any governmental authority other than the City of New York for authorization to operate a bus into or through the City of New York, for which operation a franchise or consent of the Department of Transportation of the City of New York is not required, shall within ten days after the date of submitting such application to such governmental authority, file a duly authenticated copy thereof with the Commissioner, and attach thereto a statement setting forth the address, by street and number, of any proposed off-street terminal or terminals to be used within the City of New York.

(b) Designated routes. No person shall operate or cause to be operated on any street a bus operating pursuant to a franchise or consent of the Department of Transportation of the City of new York which designates the route to be followed, except on the route so designated. No person shall operate or cause to be operated on any street any other bus, other than a charter bus, except over a route designated by the Commissioner in writing.

(c) Pickup and discharge of passengers an layovers.

(1) Pickup and discharge of passengers at designated bus stops. Except as provided in paragraph (2) below, no operator of a bus shall pick up or discharge passengers on a street except at a bus stop designed by the Commissioner in writing. Only buses designed by Commissioner in writing may stop at such locations. A charter bus may stop on the highway at points of origin and destination for the purpose of expeditiously receiving or discharging passengers, except where prohibited by sign or by the Commissioner. While engaging in the picking up or discharging of passengers, buses must be within twelve inches of the curb and parallel thereto, except where a bus stop is physically obstructed.

(2) Pickup and discharge of passengers at locations other than designated bus stops.

(i)(A) At times and along those portions of bus routes designed by the Commissioner, the operator of a bus authorized to operate in the City of New York that provides local or express service along a bus route may discharge a passenger, on such passenger's request at a curbside location other than a bus stop as described in paragraph (1) above, provided that such location affords the alighting passenger a safe point of departure from the bus and provided further that complying with such request will not interfere with the flow of traffic.

(B) Prospective passengers shall be picked up only at a bus stop as provided in paragraph (1) above.

(C) The provisions of this subparagraph (i) shall be clearly posted, in a format approved by the Commissioner, in all buses authorized to discharge passengers between designated stops.

(ii) A charter bus may stop on the highway at the points of origin and destination of each trip for the purpose of expeditiously receiving or discharging passengers, except where prohibited by sign or by the Commissioner.

(3) Layovers. No operator of a bus shall make a bus layover, except in locations designated by sign of by the Commissioner in writing. For the purposes of this rule, layover is defined as follows: for a bus without passengers a layover consists of waiting at a curb of other street location; for a bus with passengers a layover consists of waiting at a curb or other street locations for more than five minutes. The Commissioner may define the terms, including duration and authorized companies, for use of layover areas.

(d) Approved bus terminals. No person shall operate or cause to be operated on any street any intrastate or interstate bus unless such intrastate or interstate bus operates from an off-street terminal or terminals duly approved by the proper authorities of the City of New York.

(e) Routes

(1) Operators of empty buses and buses with "charter," "special," "contract carriage" or similar non-route specific authority given by the City of New York, the Department of Transportation, the interstate Commerce Commission, or other legally authorized body, must adhere to the Truck Routes as described in Section 4-13 of these rules, or other additional bus routes, except that an operator may operate on a street not designated as a truck route or bus route for the purpose of arriving at his/her destination. This shall be accomplished by leaving a designated truck route or bus route at the intersection that is nearest to his/her destination, proceeding by the most direct route, and then returning to the nearest designed truck route or bus route by the most direct route. If the operator has additional destinations in the same general area and there is no designed truck or bus route that can be taken to the next destination, the operator may proceed to his/her next destination without returning to a designated truck route or bus route. The operator shall have in his/her possessions throughout each trip a route slip, or similar document showing the points of origin and destination of the trip. Upon the request of a law enforcement officer, or other authorized person, the bus operator shall present for inspection the above state document or documents.

(2) Notwithstanding the provision of Section 4-10 paragraph (3)(1) above, no operator of a bus as described in paragraph (1) shall operate his/her vehicle upon any of the streets within the area served by the Limited Local Truck Route network in Staten Island as described in Section 4-13(c) of these rules, except for the purpose of arriving at a destination within the area served by the network. This shall be accomplished by using a designated truck route or bus route to the closest Limited Local Truck Route to the destination, using this Limited Local Truck Route to the intersection that is nearest to the destination. The operator shall then continue via the most direct route to the closest designated Limited Local Truck Route and then to the closest designed truck route or bus route. If the operator has additional destinations in the same general area, and there is no designed truck route, Limited Truck Route, or bus route that can be taken to the next destination, he/she may proceed to his/her next destination without returning to a designated Limited Local Truck Route.

(f) Required inspection of buses. No person shall operate or cause to be operated on any street any bus required by law, ordinance, resolution, or rule of any municipal, state, or federal authority to display a certificate, disc, sticker, poster, or other insignia

evidencing that such bus has been inspected and is mechanically fit or has been bonded or insured, or that prescribed fees have been paid, unless such a certificate, disc, sticker, poster or other insignia, currently valid, shall be displayed in the lower right hand corner of the interior surface of the windshield of such bus. In the event, it is required that any writing be placed on any such certificate, disc, sticker, poster, or other insignia by someone other than a public official, no person shall operate or move or cause to be operated or moved on any street any such bus unless such writing shall have been placed on such certificate, disc, sticker, poster, or other insignia in black ink and in letters or numbers no less than one inch in height and three-fourths of an inch in width.

(g) Leased and rented buses. No person shall operate or cause to be operated a bus leased, rented, or borrowed from another person unless there is marked on the side of the bus in letters at least three inches in height the words "Chartered by" followed by the name of the person operating such leased, rented, or borrowed bus.

Notwithstanding the foregoing, buses leased, rented or borrowed from the City of New York shall not be required to have such markings.

(h) Limitation on backing buses. No person shall back any bus from or into any street or across or along any sidewalk.

(i) Bus parking on streets prohibited. No person shall park a bus at any time on any street within the City, unless authorized by signs, except that a charter bus may park where parking is otherwise permitted at point of destination.

Section 4-14

PARKWAYS AND PARKS

(a) **Parkways.** The following provisions shall govern the use of all parkways:

(1) **Peddlers, vendors, hawkers and hucksters.** No peddler, vendor, hawker or huckster shall stop or remain on any part of the right of way or service roads or entrances.

(2) **Use of parkways restricted.** Commercial vehicles, pedestrians, horses, limited use vehicles and bicycles are prohibited on parkways.

(3) **Flat tires.** No operator shall stop his/her vehicle on the improved or paved roadway of a park or parkway for the purpose of removing or replacing a flat tire. No person shall remove or replace a flat tire unless the vehicle is completely off the improved or paved roadway so that no portion of the vehicle or the person is exposed to passing vehicles.

(b) **Restrictions on vehicles.**

(1) **Commercial vehicles.** Commercial vehicles are prohibited from using any park except under permit where necessary to make deliveries in such park. Wherever service roads adjoin the main roadway to a park such vehicles are required to use the service roads set apart from such use. In all cases such vehicles must enter the park from the nearest street intersection or entrance, in the direction of traffic, and leave by the nearest intersection or entrance, in the direction of traffic, and leave by the nearest intersecting street or exit in the direction of traffic.

(2) **Business or advertising purposes.** Vehicles having any name, insignia, or sign painted or displayed thereon for business or advertising purposes are prohibited in parks or parkways except as provided in Paragraph (b)(1), above.

(3) **Carriers of offensive material shall be carried through any park.** When such refuse is to be removed from premises fronting on any park or improved or paved roadway in a park, the vehicle collecting it must leave the park or improved or paved roadway as soon as the collection has been accomplished, and within the time prescribed by the Commissioner of Parks.

(4) **Buses.** No persons shall, except under a permit, drive or operate a bus within any park or on a parkway. Charter business will be permitted to operate between the shortest possible routes from outside a park to deliver or to pick up their passengers from a picnic, bathing or other recreation area only if a permit to enter the park has been issued to the person sponsoring the outing, picnic, etc. Buses must proceed over the route and to the parking space designated in the permit. parking in the designated parking space will be limited to the time prescribed in the permit.

(5) **Hearses.** No hearse or other vehicles carrying or used for carrying the body of a dead person shall enter or be allow in any park except by permit.

(c) **Restricted areas of parks.** No person shall in any park, drive or operate a vehicle within or upon a safety zone, walk, bridle path or any part of any park designed or customarily used for such purposes. No person shall ride a bicycle, limited use vehicle, or scooter in any park, except in places designed for such riding; but persons may push such machines in single file to and from such places, except on beaches and boardwalks. No person shall ride a limited use vehicle upon any bicycle, pedestrian or bridle path or upon any street or walkway that has been set aside for bicycling while such designation is in effect. No wheelchairs shall be operated in any part of any park unless licensed by the Commissioner of parks, except that invalid's wheelchairs may be pushed along the boardwalk and pedestrian walks. No person shall ride or lead a horse or other beast of burden in a park, except on a bridle path or along routes customarily used for access to and from bridle paths.

(d) Projecting arches. No person shall operate or drive in any park or parkway a vehicle containing any person or object projecting or hanging outside or on the top thereof; except that outdoor sports and recreation equipment such as skis, ski poles, fishing rods, beach chairs, beach umbrellas, tent poles, toboggans, and sleds may be carried on the rear of such vehicles or on a rack designated for the purpose and attached to the top thereof, provided that in all cases fastenings shall be secure and substantial, and provided that such equipment so carried shall in no case project more than 12 inches above the top or to the rear of such vehicle.

(e) Driving off pavement.

(1) No vehicle shall be operated or driven off the improved or paved roadways or any park or parkway unless it is disabled.

(2) All stalled or disabled vehicles must be removed from paved roadways in parks and parkways so as to prevent obstruction of traffic. If not so removed by the owners then they may be removed by Department of Transportation forces or licensed tow operators at the expense of the owners and in such event, neither the city nor such licensed tow operators shall be liable for damages caused to such vehicles during removal.

(f) Parking. No person shall, in any park area designated as a parking space,

(1) fail to comply with any order of a law enforcement officer or any park employee or disobey or disregard the notices, prohibitions, instructions or directions on any park sign or parking meter including the Rules of Museums or Zoological or Botanical Gardens, posted on the grounds or buildings of said institutions.

(2) between one-half hour after sunset and one-half hour before sunrise, stop or park in a vehicle, except at places designated or maintained therefor.

New York State Voter Registration Form