



To: Director of Transportation

The letter that follows from the New York State Department of Motor Vehicles-Bus Driver Unit provides information on how you can enroll in **The Department of Motor Vehicles Article 19-A Computer System**. We strongly encourage you to look into participating in this program. If you contract your student transportation, we suggest that you share this with your contractor and ask that they look into participating in the program. If the Utica National Insurance Group can be of any assistance to you please contact Mark Aquino, Regional Manager - Risk Management Department, direct:(315) 639-2348, toll free (800) 765-1914 (ext. 2348), e-mail: [mark.aquino@uticanational.com](mailto:mark.aquino@uticanational.com) or contact your local Utica Risk Management Representative.

**NEW YORK STATE  
DEPARTMENT OF MOTOR VEHICLES  
BUS DRIVER UNIT  
6 EMPIRE STATE PLAZA – ROOM 220C  
ALBANY, NEW YORK 12228**

## DMV Web-based Computer System

The Department of Motor Vehicles Article 19-A computer system has been enhanced. The new web-based system allows carriers who choose to participate to perform certain functions electronically (via computer), rather than by mailing paper documents. The system has been designed to reduce the use of paper and to expedite the flow of information between carriers and the Bus Driver Unit (BDU). Among other things the new web-based 19-A system enables motor carriers to:

- Access their own 19-A record through a password-protected website
- Add certain drivers to their roster
- Remove their own drivers from their roster
- Receive e-mail alerts whether or not they have new notifications to view
- View and print notifications issued to the carrier
- View and print a “real-time” roster of their drivers
- Review and print a weekly bus driver add/drop report
- Electronically file their Article 19-A Annual Affidavit of Compliance
- Search for freelance Certified Examiners by County

In order to participate, the carrier must have a valid e-mail address and a computer with Internet access that uses one of the following web browsers: Internet Explorer, Netscape, or Firefox.

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If you are interested in participating, e-mail us the following information at [busdriverunit@dmv.ny.gov](mailto:busdriverunit@dmv.ny.gov):

- **The name of your liaison. (At this stage there can be only one.)**
- **The e-mail address of your liaison.**
- **The name of your company.**
- **The address of your company.**
- **Your company's phone number, including any extension.**
- **Your 5 digit 19-A Business ID Number.**

**NOTE:** The liaison is the person who will be responsible for managing your carrier user account. The liaison can be a manager who does not necessarily perform the day-to-day operations of adding and dropping drivers or an assistant who does manage the day-to-day operation. **The liaison should be familiar with using a computer.** The liaison will be able to set up individual user accounts which will allow others authorized by the liaison to add and drop drivers, view and print rosters, add/drop reports, and notifications. The liaison can also set up another individual to be a liaison.

We will contact you with more information about accessing the system and how training will be provided once you have e-mailed us the required information. Be aware that due to the large number of carriers requesting access, it may be several weeks before we actually grant you access to the system.

If you have any questions you may contact the Bus Driver Unit at (518) 473-9455 or via e-mail at the address given above.

The Bus Driver Unit

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