TRIP RECORD SUBMISSION CSV INSTRUCTION MANUAL

CSV Instruction Manual

This instruction manual is for bases that are submitting their trip records using a comma-separated value (CSV) file. If you use commercially available electronic dispatching software and need help creating a CSV file in the format outlined in this instruction manual, please contact your software company. If you and/or your software company cannot create this file, please use the Excel template that can be found at the following link to submit trip records to the TLC:
https://www1.nyc.gov/assets/tlc/downloads/csv/csv_spec_template.CSV

General Notes

- Use a comma as the field delimiter. Note: A field delimiter is a character used to specify the boundary between data points.
- Use double quotation marks (") as escape characters in cases where a comma is part of the data. The only instances where this might be the necessary are in the *pickup_location_name* and *dropoff_location_name* fields, where the addresses might contain a comma in the field that should not be interpreted as a delimiter. Note: An escape character is a character used to separate data files that may include delimiters within the data itself.
- Leave fields blank if no information is provided. Do not write in "NULL" or populate a zero.
- All field headers must be included in each submission, even if that field is not populated.
- Effective immediately, you may NOT submit your in-house driver and vehicle IDs instead of the TLC driver's license number and vehicle license plate number in your trip record files.
- The naming convention is as follows:
  - Main trip record file: baselicense_yyyymmdd-yyyymmdd.csv
    - Example: B00000_20150301-20150331.csv

Field Specific Notes - Existing Data Requirements

dispatching_base_number: The TLC license number of the base that dispatched the vehicle. Bases are only responsible for submitting records for trips that they dispatched, ie. trips for which they contacted the driver that serviced the trip. This must be provided for all trip records submitted to the TLC, even though the dispatching base may be the same for every record in the file.

pickup_date: The date when the passenger entered the vehicle. The date should be formatted as follows: MM-DD-YYYY.

pickup_time: The time when the passenger entered the vehicle, in 24-hour Eastern Daylight Time.

TLC_drivers_license_number: The TLC driver's license number of the driver that serviced the trip. Bases are now required to provide this information.

license_plate: The license plate of the vehicle that serviced the trip.

affiliated_base_number: The TLC license number of the base that is affiliated with the vehicle that serviced the trip. In many cases this will be the same base number as the dispatching base, however if your base dispatches vehicles that are not affiliated to your base, this number will be different. If the affiliated base license number is the same as the dispatching base license number, the base must still provide the affiliated base license number here.

pickup_location_type: The type of pickup address. Enter "Exact Address" if the address is a full street address, enter "Intersection of" if the address is an intersection, and enter "Airport" if the address is an airport.

pickup_location_name: The street address where the pickup occurred. This is the location the customer gave the dispatcher when making the reservation. This field should include the building number, street name, city, state abbreviation, and ZIP code. Example: 33 Beaver St, New York, NY 10004. Bases must provide either the street address of the pickup in this field, the intersection, airport name, or the GPS coordinates of the pickup (see *pickup_longitude* and *pickup_latitude* below), but are not required to provide both.

pickup_longitude: The longitude where the pickup occurred using the WGS 1984 coordinate system with a minimum of 5 decimal places. This is the location the customer gave the dispatcher when making the reservation. Example: -74.01207. Bases must provide either the street address of the pickup (see *pickup_location_name* above), the intersection, the airport name, or the GPS coordinates of the pickup but are not required to provide both. Longitude may be entered for the exact pickup location, the intersection, or the airport.

pickup_latitude: The latitude where the pickup occurred using the WGS 1984 coordinate system with a minimum of 5 decimal places. This is the location the customer gave the dispatcher when making the reservation. Example: 40.70515. Bases must provide either the street address of the pickup (see pickup_location_name above), the intersection, the airport name, or the GPS coordinates of the pickup but are not required to provide both. Latitude may be entered for the exact pickup location, the intersection, or the airport.

dropoff_date: The date of the scheduled dropoff. This is the date of the scheduled reservation. The date should be formatted as follows: MM-DD-YYYY.

dropoff_time: The time of the scheduled dropoff in 24-hour Eastern Daylight Time.

dropoff_location_type: The type of dropoff address. Enter "Exact Address" if the address is a full street address, enter "Intersection of" if the address is an intersection, and enter "Airport" if the address is an airport.

dropoff_location_name: This is the street address where the dropoff occurred. This field should include the building number, street name, city, state abbreviation, and ZIP code. Example: 33 Beaver St, New York, NY 10004. Bases must provide either the street address of the dropoff in this field, the intersection, airport name, or the GPS coordinates of the pickup (see *dropoff_longitude* and *dropoff_latitude* below), but are not required to provide both.

dropoff_longitude: This is the longitude where the dropoff occurred using the WGS 1984 coordinate system with a minimum of 5 decimal places. This is the location the customer gave the dispatcher when making the reservation. Example: -74.01207. Bases must provide either the street address of the dropoff (see dropoff_location_name above), intersection, the airport name, or the GPS coordinates of the dropoff, but are not required to provide both. Longitude may be entered for the exact pickup location, the intersection, or the airport.

dropoff_latitude: This is the latitude where the dropoff occurred using the WGS 1984 coordinate system with a minimum of 5 decimal places. This is the location the customer gave the dispatcher when making the reservation. Example: 40.70515. Bases must provide either the street address of the dropoff (see dropoff_location_name above), intersection, the airport name, or the GPS coordinates of the dropoff, but are not required to provide both. Latitude may be entered for the exact pickup location, the intersection, or the airport.

Field Specific Notes – New Data Requirements For All Bases

congestion_zone_flag: (**OPTIONAL)** Did the trip start, end, or travel through the area of Manhattan south of 96th Street? (Y or N)

shared_request_flag: Did the passenger agree to a shared/pooled ride, **regardless of whether they were matched**? (Y or N)

shared_match_flag: Did the passenger share the vehicle with another passenger who booked separately at any point during the trip? (Y or N)

access_a_ride_flag: (**OPTIONAL)** Was the trip administered on behalf of the Metropolitan Transportation Authority? (MTA) (Y or N)

Field Specific Notes – New Data Requirements For Bases Working with Accessible Vehicle Dispatchers and Accessible Vehicle Dispatchers

WAV_request_flag: Did the passenger request a wheelchair-accessible vehicle for this trip? (Y or N)

request_date: The date when the passenger requested to be picked up. If the passenger requested to be picked up immediately, use the date when they called. The date should be formatted as follows: MM-DD-YYYY.

request_time: The time when the passenger requested to be picked up, in 24-hour Eastern Daylight Time. This is the time of the scheduled reservation. If the customer requested a car immediately, this is the time of the phone call.

Field Specific Notes – New Data Requirements For Accessible Vehicle Dispatchers Only

originating_base_number: The base number of the base that received the original trip request.

on_scene_date: The date when the driver arrived at the pick-up location. The date should be formatted as follows: MM-DD-YYYY.

on_scene_time: The time when the driver arrived at the pick-up location, in 24-hour Eastern Daylight Time.