

FHV TRIP RECORD EXCEL SPREADSHEETS INSTRUCTIONS

This instruction manual is for FHV bases that are submitting their electronic trip records using the Excel spreadsheet provided by the TLC. **You must use the spreadsheet provided to submit your trip records.** The spreadsheet is designed to allow a dispatcher to record a trip as they are taking the call. You can use the spreadsheet to record, organize, and look up trips more easily than if you were to report trip records on paper. Please follow the instructions provided for you in this guide to familiarize yourself with the process for submitting your base's trip records.

Step 1: Download the main Trip Record Excel spreadsheet, at <http://www.nyc.gov/triprecords> and save it to your computer.

Step 2: Double click the main Trip Record Excel spreadsheet file that you just downloaded to open it. Your screen should now look like the image below. The Trip Record template has two parts, a header and a trip log. The header tells you what information you are supposed to enter in each column and the trip log is where you enter information about each trip that your base dispatched. You are only responsible for submitting records for trips that your base dispatched. You do not have to record trips that other bases dispatched to your affiliated vehicles or that you farm out to other bases.

Trips.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer PowerPivot

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K
	PICK UP DATE	PICK UP TIME	INTERNAL DRIVER #	INTERNAL VEHICLE #	TLC DRIVER LICENSE #	DISPATCHED VEHICLE LICENSE PLATE #	AFFILIATED BASE # OF DISPATCHED VEHICLE	PICK UP ADDRESS TYPE	PICK UP LOCATION	PICK UP BORO	DROP OF ADDRESS T (OPTIONA
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Header

Trip Log

Step 3: Click on the first cell in Column A under the “Pick Up Date” heading. Here you will enter the date that the customer was picked up. For reservations where the customer called in advance, this is the date the customer wanted to be picked up, not the date the customer called. Enter the date using the format: month number/ day number/year.

Example: If the pickup was requested on March 1, 2015, type 03/01/15. An example of what this looks like is shown in the spreadsheet below.

The screenshot shows an Excel spreadsheet titled "Trips.xls [Compatibility Mode] - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and PowerPivot. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The active cell is A2, containing the date 3/1/2015. The spreadsheet has the following columns: A (PICK UP DATE), B (PICK UP TIME), C (INTERNAL DRIVER #), D (INTERNAL VEHICLE #), E (TLC DRIVER LICENSE #), F (DISPATCHED VEHICLE LICENSE PLATE #), G (AFFILIATED BASE # OF DISPATCHED VEHICLE), H (PICK UP ADDRESS TYPE), I (PICK UP LOCATION), J (PICK UP BORO), and K (DROP OFF ADDRESS TYPE (OPTIONAL)).

	A	B	C	D	E	F	G	H	I	J	K
	PICK UP DATE	PICK UP TIME	INTERNAL DRIVER #	INTERNAL VEHICLE #	TLC DRIVER LICENSE #	DISPATCHED VEHICLE LICENSE PLATE #	AFFILIATED BASE # OF DISPATCHED VEHICLE	PICK UP ADDRESS TYPE	PICK UP LOCATION	PICK UP BORO	DROP OFF ADDRESS TYPE (OPTIONAL)
1											
2	03/01/15	1:15:30 PM	1	4			B00000	Exact Address	33 Beaver St. New York, NY 10004	Manhattan	Intersection
3	03/02/15	2:15:30 PM			7654321	T111111C	B11111	Intersection of	Beaver St. and Broad St.	Manhattan	Exact Address
4	03/03/15	3:15:30 PM			000000	T222222C	B22222	Airport	JFK	Queens	Airport
5	03/04/15	4:15:30 PM			1111111	T000000C	B11111	Airport	LGA	Queens	Airport
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Step 4: Enter the time of the trip in Column B under the “Pick Up Time” heading. Here you will enter the time that the customer was picked up. For reservations where the customer called in advance, this is the time the customer wanted to be picked up, not the time the customer called. Enter the time using the following format: hour:minutes:seconds followed by AM or PM. Do not use 24 hour time. If you do not know the pick-up time down to the seconds, you can enter just the hours and minutes.

Example: If the customer requested a pickup at 1:15:30 PM, type 1:15:30 PM. An example of what this looks like is shown in the spreadsheet below.

	A	B	C	D	E	F	G	H	I	J	K
	PICK UP DATE	PICK UP TIME	INTERNAL DRIVER #	INTERNAL VEHICLE #	TLC DRIVER LICENSE #	DISPATCHED VEHICLE LICENSE PLATE #	AFFILIATED BASE # OF DISPATCHED VEHICLE	PICK UP ADDRESS TYPE	PICK UP LOCATION	PICK UP BORO	DROP OF ADDRESS T (OPTIONA
1											
2	03/01/15	1:15:30 PM		4			B00000	Exact Address	33 Beaver St. New York, NY 10004	Manhattan	Intersection
3	03/02/15	2:15:30 PM			7654321	T111111C	B11111	Intersection of	Beaver St. and Broad St.	Manhattan	Exact Address
4	03/03/15	3:15:30 PM			0000000	T222222C	B22222	Airport	JFK	Queens	Airport
5	03/04/15	4:15:30 PM			1111111	T000000C	B11111	Airport	LGA	Queens	Airport
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NOW YOU WILL ENTER INFORMATION ABOUT THE DRIVER AND THE VEHICLE THAT YOU DISPATCHED THE TRIP TO.

YOU HAVE 2 OPTIONS:

- 1. YOU CAN USE YOUR BASE'S INTERNAL NUMBERS FOR THE DRIVERS AND VEHICLES, OR**
- 2. YOU CAN USE THE TLC DRIVER'S LICENSE NUMBER AND VEHICLE LICENSE PLATE NUMBERS.**

IF YOU WILL USE OPTION 1: GO TO STEP 5A.

YOU WILL HAVE TO SUBMIT THE VEHICLE CONVERTER SPREADSHEET AND DRIVER CONVERTER SPREADSHEET DESCRIBED ON PAGES 14-19.

IF YOU WILL USE OPTION 2: SKIP STEP 5A AND GO DIRECTLY TO STEP 5B.

YOU DO NOT HAVE TO SUBMIT THE VEHICLE CONVERTER SPREADSHEET AND DRIVER CONVERTER SPREADSHEET DESCRIBED ON PAGES 14-19.

Step 5A: Enter the number that your base uses to identify the driver who completed the trip in Column C under the “Internal Driver #” heading. Then, enter the number that your base uses to identify the vehicle that completed the trip in Column D under the “Internal Vehicle #” heading.

Example: If driver 1 and car 4 was dispatched on March 1, 2015 at 1:15PM, enter 1 and 4. An example of what this looks like is shown in the spreadsheet below. If your base uses a single number to identify both a driver and a vehicle, enter that number in both columns.

NOTE: If you complete Columns C and D, you MUST also submit to the TLC the Vehicle Converter Spreadsheet and Driver Converter Spreadsheet which can be downloaded at <http://www.nyc.gov/triprecords>. These Converter Spreadsheets will tell the TLC which TLC licensees correspond to your base’s internal driver and vehicle numbers. Please read steps 11-18 for more information.

	A	B	C	D	E	F	G	H	I	J	K
	PICK UP DATE	PICK UP TIME	INTERNAL DRIVER #	INTERNAL VEHICLE #	TLC DRIVER LICENSE #	DISPATCHED VEHICLE LICENSE PLATE #	AFFILIATED BASE # OF DISPATCHED VEHICLE	PICK UP ADDRESS TYPE	PICK UP LOCATION	PICK UP BORO	DROP OFF ADDRESS TYPE (OPTIONAL)
1											
2	03/01/15	1:15:00 PM	1	4			B00000	Exact Address	33 Beaver St. New York, NY 10004	Manhattan	Intersection
3	03/02/15	2:15:30 PM			7654321	T111111C	B11111	Intersection of	Beaver St. and Broad St.	Manhattan	Exact Address
4	03/03/15	3:15:30 PM			000000	T222222C	B22222	Airport	JFK	Queens	Airport
5	03/04/15	4:15:30 PM			1111111	T000000C	B11111	Airport	LGA	Queens	Airport
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SKIP STEP 5B. GO DIRECTLY TO STEP 6.

Step 5B: Enter the TLC driver’s license number of the driver who completed the trip in Column E under the “TLC Driver License #” heading. Then, enter the vehicle license plate number in Column F under the “Dispatched Vehicle License Plate #” heading.

Example: If the driver with the TLC License number 7654321 and the vehicle with the license plate T11111C was dispatched on March 2, 2015 at 2:15PM, enter 0123456 and T00000C. An example of what this looks like is shown in the spreadsheet below

Note: If you complete Columns E and F of the trip sheet, you do not need to complete Columns C and D. Please leave Columns C and D blank.

	A	B	C	D	E	F	G	H	I	J	K
	PICK UP DATE	PICK UP TIME	INTERNAL DRIVER #	INTERNAL VEHICLE #	TLC DRIVER LICENSE #	DISPATCHED VEHICLE LICENSE PLATE #	AFFILIATED BASE # OF DISPATCHED VEHICLE	PICK UP ADDRESS TYPE	PICK UP LOCATION	PICK UP BORO	DROP OFF ADDRESS TYPE (OPTIONAL)
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2	03/01/15	1:15:30 PM	1	4	7654321	T11111C	B00000	Exact Address	33 Beaver St. New York, NY 10004	Manhattan	Intersection
3	03/02/15	2:15:30 PM			000000	T222222C	B11111	Intersection of	Beaver St. and Broad St.	Manhattan	Exact Address
4	03/03/15	3:15:30 PM			000000	T222222C	B22222	Airport	JFK	Queens	Airport
5	03/04/15	4:15:30 PM			1111111	T000000C	B11111	Airport	LGA	Queens	Airport
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Step 6: Enter the license number of the base that the dispatched vehicle is affiliated to in Column G under “Affiliated Base # of Dispatched Vehicle”. If the vehicle is affiliated with your base, you will enter your own base number. If the vehicle is affiliated with a different base, you will enter that base’s license number here.

Example: If the vehicle your base dispatched was affiliated to a different base, Base B00000, enter B00000. An example of what this looks like is shown in the spreadsheet below.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
	PICK UP DATE	PICK UP TIME	INTERNAL DRIVER #	INTERNAL VEHICLE #	TLC DRIVER LICENSE #	DISPATCHED VEHICLE LICENSE PLATE #	AFFILIATED BASE # OF DISPATCHED VEHICLE	PICK UP ADDRESS TYPE	PICK UP LOCATION	PICK UP BORO	DROP OFF ADDRESS TYPE (OPTIONAL)
1											
2	03/01/15	1:15:30 PM	1	4			B00000	Exact Address	33 Beaver St. New York, NY 10004	Manhattan	Intersection
3	03/02/15	2:15:30 PM			7654321	T111111C	B11111	Intersection of	Beaver St. and Broad St.	Manhattan	Exact Address
4	03/03/15	3:15:30 PM			000000	T222222C	B22222	Airport	JFK	Queens	Airport
5	03/04/15	4:15:30 PM			1111111	T000000C	B11111	Airport	LGA	Queens	Airport
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Step 7: Choose the type of pick-up address you have for this trip in Column H under the “Pick Up Address Type” heading. When you click on the cell in Column H, you will notice a small arrow icon. Click on the arrow and a menu of options will appear. The options you will find are: “Exact Address”, “Intersection of”, or “Airport”. Choose the option that best represents the type of address where the passenger requested the pickup. An example of what this looks like is shown in the spreadsheet below.

	A	B	C	D	E	F	G	H	I	J	K
	PICK UP DATE	PICK UP TIME	INTERNAL DRIVER #	INTERNAL VEHICLE #	TLC DRIVER LICENSE #	DISPATCHED VEHICLE LICENSE PLATE #	AFFILIATED BASE # OF DISPATCHED VEHICLE	PICK UP ADDRESS TYPE	PICK UP LOCATION	PICK UP BORO	DROP OFF ADDRESS TYPE (OPTIONAL)
1											
2	03/01/15	1:15:30 PM	1	4			B00000	Exact Address	Beaver Falls, New York, NY 12004	Manhattan	Intersection of
3	03/02/15	2:15:30 PM			7654321	T111111C	B11111	Exact Address	Manhattan	Manhattan	Exact Address
4	03/03/15	3:15:30 PM			000000	T222222C	B22222	Intersection of		Queens	Airport
5	03/04/15	4:15:30 PM			1111111	T000000C	B11111	Airport	LGA	Queens	Airport
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Step 8: Enter the location where the passenger requested to be picked up in Column I under the “Pick Up Location” heading.

If you selected “Exact Address” in Column H, enter the exact address of the passenger pick-up request in Column I.

If you selected “Intersection Of” in Column H, enter the cross streets of the passenger pick-up request in Column I.

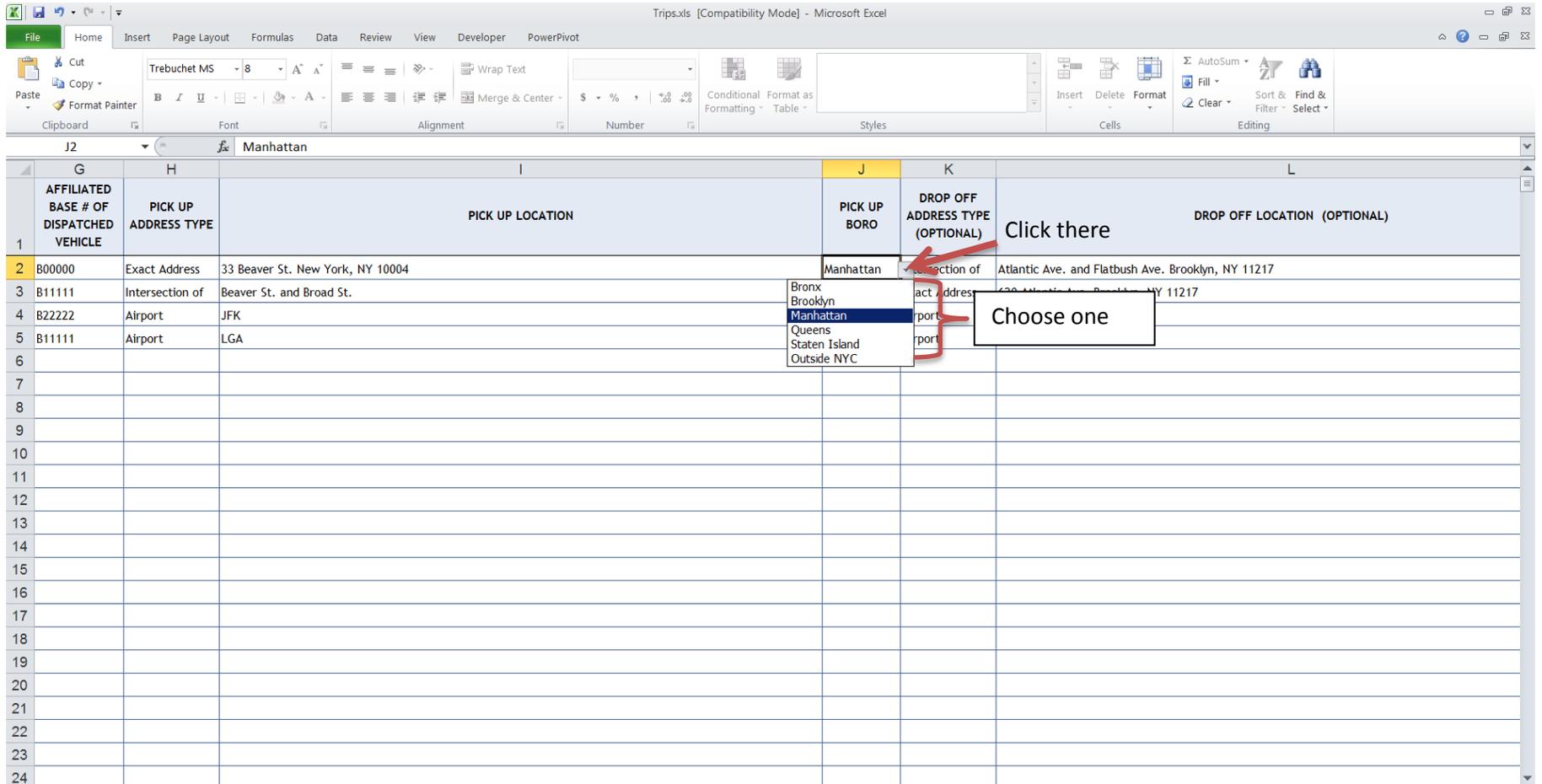
If you selected “Airport” in Column H, enter the abbreviated airport name of the passenger pick-up request in Column I. For John F. Kennedy Airport use “JFK” and for LaGuardia Airport use “LGA”.

An example of what this looks like is shown in the spreadsheet below.

	A	B	C	D	E	F	G	H	I	J	K
	PICK UP DATE	PICK UP TIME	INTERNAL DRIVER #	INTERNAL VEHICLE #	TLC DRIVER LICENSE #	DISPATCHED VEHICLE LICENSE PLATE #	AFFILIATED BASE # OF DISPATCHED VEHICLE	PICK UP ADDRESS TYPE	PICK UP LOCATION	PICK UP BORO	DROP OFF ADDRESS T (OPTIONA
1											
2	03/01/15	1:15:30 PM	1	4			B00000	Exact Address	33 Beaver St. New York, NY 10004	Manhattan	Intersection
3	03/02/15	2:15:30 PM			7654321	T111111C	B11111	Intersection of	Beaver St. and Broad St.	Manhattan	Exact Adres
4	03/03/15	3:15:30 PM			000000	T222222C	B22222	Airport	JFK	Queens	Airport
5	03/04/15	4:15:30 PM			1111111	T000000C	B11111	Airport	LGA	Queens	Airport
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Step 9: Choose the borough of the pick-up location in Column J, under the “Pick Up Boro” heading. When you click on the cell, you will notice a small arrow icon. Click on the arrow and a menu of options will appear. The options you will find are: Brooklyn, Bronx, Manhattan, Queens, Staten Island, and Outside NYC. Choose the borough where the passenger was picked up. An example of what this looks like is shown in the spreadsheet below.

NOTE: You do **not** have to submit records for trips with pick-up locations outside New York City. The TLC has included “Outside NYC” here to allow you to record all of your trips easily for your own purposes. You may include pickups outside NYC in the trip record file when you submit, or you may remove them.



Step 10: THIS STEP IS OPTIONAL, YOU DO NOT HAVE TO SUBMIT DROP-OFF INFORMATION. If you want to fill in the drop-off information for each trip, you can do so in Columns K, L, and M, under the respective headings “Drop Off Address Type”, “Drop Off Location”, “Drop Off Boro”. If you would like to complete these columns, enter the information in the same way you entered pick-up information in Steps 7, 8, and 9. You may choose to fill out Columns K through L if you want to keep track of this information in the same place for your base’s own records, but the TLC does not require this drop-off information.

An example is shown in the spreadsheet below.

Repeat Steps 3 through 10 for every trip that your base serviced. Each trip should go on its own row. For example, the first trip will go in row 2, the second trip in row 3, and so on.

The screenshot shows a Microsoft Excel spreadsheet titled "Trips.xls [Compatibility Mode] - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and PowerPivot. The spreadsheet has columns labeled I through N and rows 1 through 18. The data is organized as follows:

	I	J	K	L	M	N
	PICK UP LOCATION	PICK UP BORO	DROP OFF ADDRESS TYPE (OPTIONAL)	DROP OFF LOCATION (OPTIONAL)	DROP OFF BORO (OPTIONAL)	
1						
2	33 Beaver St. New York, NY 10004	Manhattan	Intersection of	Atlantic Ave. and Flatbush Ave. Brooklyn, NY 11217	Brooklyn	
3	Beaver St. and Broad St.	Manhattan	Exact Address	620 Atlantic Ave. Brooklyn, NY 11217	Brooklyn	
4	JFK	Queens	Airport	JFK	Queens	
5	LGA	Queens	Airport	LGA	Queens	
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THE FOLLOWING SECTION WILL EXPLAIN HOW TO FILL OUT THE DRIVER AND VEHICLE CONVERTER SPREADSHEETS.

IF YOU COMPLETED STEP 5A ON PAGE 6, YOU MUST COMPLETE THE DRIVER AND VEHICLE CONVERTER SPREADSHEETS. PLEASE KEEP READING TO LEARN HOW TO FILL THEM OUT.

IF YOU COMPLETED STEP 5B ON PAGE 7, DO NOT CONTINUE. MAKE SURE YOU HAVE INCLUDED EVERY TRIP IN THE MAIN TRIP RECORD SPREADSHEET AND SUBMIT IT TO THE TLC.

Step 13: Click on the first cell in Column A under the “Internal Driver Number” heading. In Column A, enter the numbers that your base uses to identify its drivers. These can be in any format your base uses such as letters, numbers or a combination of both. For example if a driver that you identify as driver number 1 completed a trip that you included in the main trip record, enter “1” in Column A.

An example of what this looks like is shown in the spreadsheet below.

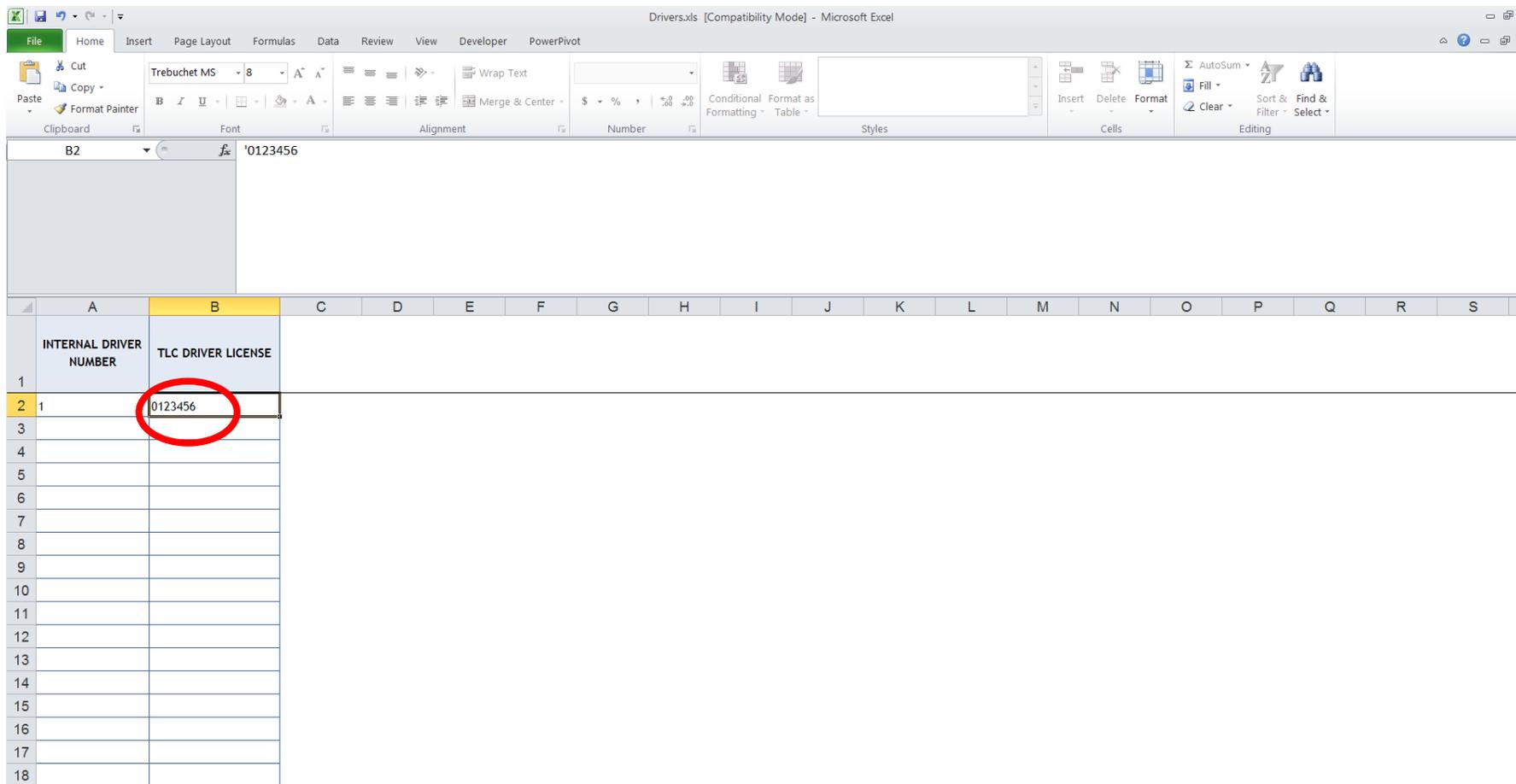
The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	INTERNAL DRIVER NUMBER	TLC DRIVER LICENSE																	
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Step 14: Enter the TLC Driver’s License Number that corresponds to the internal driver number you just entered in Column B under the “TLC Driver License Number” heading. You may need to look up this information in your base records or ask the driver. Make sure you have the correct TLC Driver’s License Numbers. For example, if the driver you identify as driver number 1 has the TLC driver license number 0123456, enter 0123456 in Column B.

An example of what this looks like is shown in the spreadsheet below.

Repeat Steps 13 and 14 for every driver you entered in the main Trip Record Spreadsheet. Each driver should go on its own row. For example, the first driver will go in row 2, the second trip in row 3, and so on.



VEHICLE CONVERTER SPREADSHEET: You are required to submit the Vehicle Converter Spreadsheet along with the main Trip Record spreadsheet if you followed Step 5A. The Driver Converter Spreadsheet will tell the TLC which TLC licensees correspond with your base’s internal vehicle numbers.

Step 15: Download the Vehicle Converter Spreadsheet at <http://www.nyc.gov/triprecords> and save it to your computer.

Step 16: Double click the Vehicle Converter Spreadsheet file that you just downloaded to open it. Your screen should now look like the image below. The Vehicle Converter Spreadsheet has two parts, a header and a vehicle log. The header tells you what information you are supposed to enter in each column and the vehicle log is where you enter information for each vehicle that you dispatched trips to.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
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Header

Vehicle Log

Step 17: Click on the first cell in Column A under the “Internal Vehicle Number” heading. In Column A, enter the numbers that your base uses to identify vehicles. These can be in any format your base uses such as letters, numbers or a combination of both. For example, if a vehicle that you identify as vehicle number 1 completed a trip that you included in the main trip record, enter “1” in Column A.

An example of what this looks like is shown in the spreadsheet below.

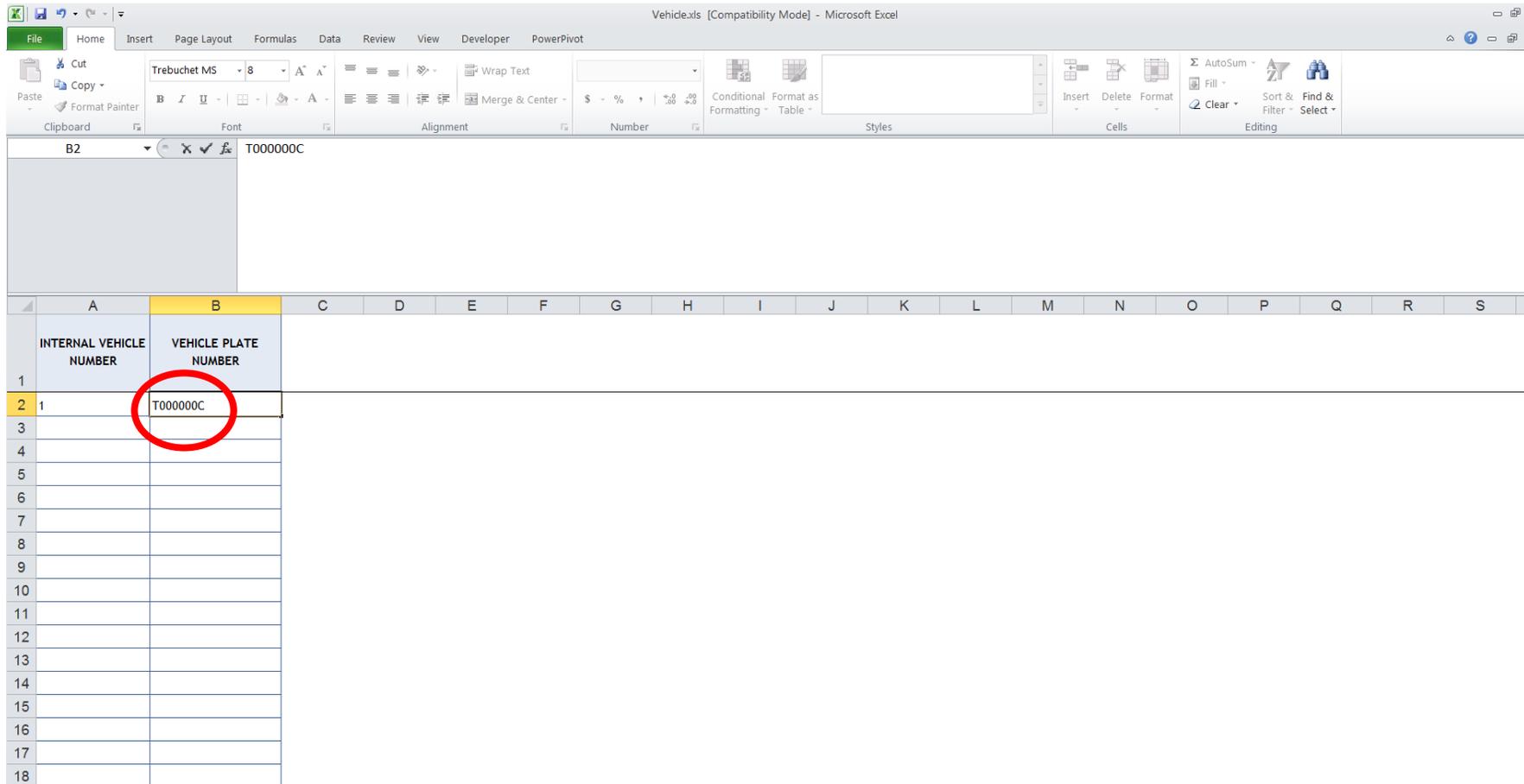
The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	INTERNAL VEHICLE NUMBER	VEHICLE PLATE NUMBER																	
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Step 18: Enter the vehicle license plate number that corresponds to the internal vehicle number you just entered in Column B under the “Vehicle Plate Number” heading. You may need to look up this information in your base records or ask the driver. Make sure you have the correct vehicle license plate number. For example, if the vehicle you identify as vehicle number 1 has the license plate number T000000C, enter T000000C in Column B.

An example of what this looks like is shown in the spreadsheet below.

Repeat Steps 17 and 18 for every vehicle you entered in the main Trip Record Spreadsheet. Each vehicle should go on its own row. For example, the first vehicle will go in row 2, the second trip in row 3, and so on.



The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	INTERNAL VEHICLE NUMBER	VEHICLE PLATE NUMBER																	
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YOU HAVE REACHED THE END OF THE EXCEL INSTRUCTION GUIDE.

DOUBLE CHECK THAT YOU HAVE ENTERED ALL REQUIRED INFORMATION.

WHEN YOU ARE FINISHED FILLING OUT YOUR TRIP RECORDS, SUBMIT THEM TO THE TLC.