

# 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 <http://www.nyc.gov/triprecords> to submit trip records to the TLC.

### General Notes

- CSV files use commas as field delimiters.
- Use double quotation marks (“”) as escape characters in cases where a comma is part of the data.
- 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.
- Until July 31, 2015, you may 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.
  - If you submit your in-house numbers, you must also submit additional CSV files linking the in-house numbers you submitted in your trip record file to their associated license numbers on file with the TLC. These converter files must be submitted with each trip record submission that uses internal IDs, reflecting any updates as in-house numbers are re-assigned to new drivers and/or vehicles.
  - All bases will be required to submit trip records with the TLC driver’s license number and the vehicle license plate by July 31, 2015. If you choose to submit the driver and vehicle license numbers before July 31, 2015, you may do so. However, once you switch from using internal numbers to using license numbers, you must do so for all records contained in the file.
- The naming conventions are as follows:
  - Main trip record file: baselicense\_yyyymmdd-yyymmdd.csv
    - Example: B00000\_20150301-20150331.csv
  - Driver converter file: baselicense\_drivers\_yyyymmdd-yyymmdd.csv
    - Example: B00000\_drivers\_20150301-20150331.csv
  - Vehicle converter file: baselicense\_vehicles\_yyyymmdd-yyymmdd.csv
    - Example: B00000\_vehicles\_20150301-20150331.csv

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## Field Specific Notes

**Main Trip Record File** – This is the main file that includes all of the trip records

**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\_datetime:** The date/time of the scheduled pickup 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.

**internal\_driver\_number:** The base's internal number used to identify the driver of the vehicle dispatched by the base. This is a temporary field that may be used only until July 31, 2015 or until a base provides the TLC Driver's License Number (see *TLC\_drivers\_license\_number* below), whichever is earlier. If the base does not provide the TLC driver's license number, it must provide this internal driver number and must submit a second file linking the internal driver number to the TLC driver's license number. This field must be left blank if the base provides the TLC driver's license number.

**internal\_vehicle\_number:** The base's internal number used to identify the vehicle dispatched by the base. This is a temporary field that may be used only until July 31, 2015 or until the base provides the vehicle license plate (see *license\_plate* below), whichever is earlier. If the base does not provide the vehicle license plate number, it must provide this internal vehicle number and must submit a second file linking the internal vehicle number to the license plate. This field must be left blank if the base provides the license plate.

**TLC\_drivers\_license\_number:** The TLC driver's license number of the driver that serviced the trip. Bases have until July 31, 2015 to provide this information. If the base does not provide this TLC driver's license number, it must provide the internal driver number (see *internal\_driver\_number* above) and must submit a second file linking the internal driver number to the TLC Driver's License number.

**license\_plate:** The license plate of the vehicle that serviced the trip. Bases have until July 31, 2015 to provide this information. If the base does not provide this vehicle license plate, it must provide the internal vehicle number (see *internal\_vehicle\_number* above) and must submit a second file linking the internal vehicle number to the license plate.

**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.

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**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, 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) or the GPS coordinates of the pickup but are not required to provide both.

**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) or the GPS coordinates of the pickup but are not required to provide both.

**dropoff\_location\_name:** **This field is optional and may be left blank.** This is the street address where the dropoff occurred. This is the location the customer gave the dispatcher when making the reservation. This field includes the building number, street name, city, state abbreviation, and zip code. Example: 33 Beaver St. New York, NY 10004.

**dropoff\_longitude:** **This field is optional and may be left blank.** 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.

**dropoff\_latitude:** **This field is optional and may be left blank** This is the latitude where the dropoff occurred using the WGS 1984 coordinate system with a minimum of 5 decimal places. This is the the location the customer gave the dispatcher when making the reservation. Example: 40.70515.

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**Driver Converter File** – This is a secondary file that links a base’s internal driver ID to the TLC driver’s license number. Do not submit this file if you included the TLC driver’s license numbers in the main trip record file.

**base\_number:** The TLC base license number of the base linking its internal driver ID to the TLC driver’s license number.

**internal\_driver\_number:** The base’s internal ID used to identify a driver.

**TLC\_drivers\_license\_number:** The TLC license number of the driver associated with that internal driver ID.

**Vehicle Converter File**– This is a secondary file that links a base’s internal vehicle ID to the vehicle license plate. Do not submit this file if the you included the license plate numbers in the main trip record file.

**base\_number:** The TLC base license number of the base linking its internal vehicle ID to the vehicle license plate number.

**internal\_vehicle\_number:** The base’s internal ID used to identify a vehicle.

**license\_plate:** The license plate of the vehicle associated with the internal vehicle ID.