

Inspection Checklist: Horse Drawn Cabs and Drivers

Do you operate a horse drawn cab?

Does your business own horse drawn cabs?

Use this checklist to learn what our inspectors look for and help avoid violations. All businesses also must comply with the General Retail Inspection Checklist, which is included at the end for easy reference.

| Requirement | | Do you meet this requirement? |
|-------------|---|-------------------------------|
| | License | |
| 1 | Horse drawn cab drivers must have a valid DCA <u>Horse Drawn Cab Driver</u> license. | <input type="checkbox"/> Yes |
| 2 | The DCA <u>Horse Drawn Cab Owner license plate</u> must be permanently affixed to the side of a cab. | <input type="checkbox"/> Yes |
| 3 | The license plate must be sealed to the cab by a DCA representative. | <input type="checkbox"/> Yes |
| 4 | The driver's DCA license and the DCA inspection card must be kept together in a card frame that is permanently affixed in the front of the passenger compartment facing the passengers' seats so passengers can easily see them. | <input type="checkbox"/> Yes |
| | Rates | |
| 5 | The approved rates must be posted on the cab. | <input type="checkbox"/> Yes |
| 6 | The rates must be listed on a sign that is at least 6 by 8 inches and posted or painted on each exterior side of the cab. | <input type="checkbox"/> Yes |
| 7 | The maximum rate can be no more than \$50 for the first 20 minutes or fraction thereof and \$20 for each additional 10 minutes thereafter. | <input type="checkbox"/> Yes |
| 8 | The rate sign must read exactly as follows: MAXIMUM RATE \$50.00 first twenty minutes or fraction thereof; \$20.00 for each additional ten minutes. Rates per trip - not per person. Licensed by New York City Department of Consumer Affairs 42 Broadway, New York, NY, 10004 CALL 311 | <input type="checkbox"/> Yes |
| 9 | MAXIMUM RATE and the dollar amounts must be written in characters at least ¾ inch in height. | <input type="checkbox"/> Yes |
| 10 | "Call 311" must be at least ½ inch in height. | <input type="checkbox"/> Yes |

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|----------------------------|--|-------------------------------|
| 11 | All other characters must be at least ¼ inch in height. | <input type="checkbox"/> Yes |
| 12 | The rate signs cannot be defaced, obscured, or concealed in any way. | <input type="checkbox"/> Yes |
| Vehicle Operation | | |
| 13 | The person operating the cab must be either a licensed driver, an apprentice supervised by a licensed driver, or hold a valid probationary DCA license. | <input type="checkbox"/> Yes |
| 14 | No passengers can ride in the driver's seat. | <input type="checkbox"/> Yes |
| 15 | The driver cannot solicit or recommend restaurants, nightclubs, cabarets, dance halls, hotels, or similar places to passengers. | <input type="checkbox"/> Yes |
| 16 | The driver cannot operate the cab while under the influence of drugs or alcohol. | <input type="checkbox"/> Yes |
| 17 | The driver cannot sell merchandise or literature to passengers. | <input type="checkbox"/> Yes |
| 18 | There cannot be more than four passengers in the cab. | <input type="checkbox"/> Yes |
| 19 | The cab must have an emergency brake system that is not affected by rain or wet street conditions. | <input type="checkbox"/> Yes |
| Nighttime Operation | | |
| 20 | <p>If a cab is operated any time between one half hour after sunset to one half hour before sunrise, and at any time when visibility is unclear for 350 feet ahead of the cab, each of the following applies:</p> <ul style="list-style-type: none"> ■ The cab must have two lighted lamps on the front, one on each side. ■ The lamps must be visible from the front for at least 350 feet in front of the cab. ■ The cab must have reflective material on the shafts of the vehicle or parts which are normally parallel to the body, head, or legs of the horse. ■ The cab must have at least one lighted lamp on the rear between the center and left side of the cab. ■ Lamplight must be either amber or red in color. ■ Lamplight must be visible from the back of the cab for a distance of at least 500 feet. ■ The cab must also have at least one lighted lamp on the rear axle near where the Horse Drawn Cab Owner license is affixed. | <input type="checkbox"/> Yes |

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| | Receipts and Logs | |
| 21 | Passengers must be given a receipt with the amount paid if they request one. | <input type="checkbox"/> Yes |
| 22 | The driver must maintain a daily log that contains each of the following: <ul style="list-style-type: none"> ■ Time each fare started ■ Route travelled ■ Number of passengers ■ Time each fare ended ■ Amount charged | <input type="checkbox"/> Yes |
| | Condition of Vehicle | |
| 23 | The cab must be kept clean. | <input type="checkbox"/> Yes |
| | Horse Hoof | |
| 24 | The horse must have a unique identifying number issued by the Permits Bureau of the Health Department. The number must be ¾ inch high and permanently branded onto the horse's left front hoof. | <input type="checkbox"/> Yes |



Inspection Checklist: General Retail

Does your business sell goods or services?

Use this checklist to learn what our inspectors look for and help avoid violations:

| Requirement | | Do you meet this requirement? |
|-------------|---|-------------------------------|
| | Price Lists for Services | |
| 1 | A price list with the types of services and the prices of those services must be displayed. | <input type="checkbox"/> Yes |
| 2 | The price list must be clearly posted or clearly displayed near the cash register and/or at the place(s) where orders are placed. | <input type="checkbox"/> Yes |
| 3 | If the price list states a minimum charge (e.g., "from \$. . .") or states a price "and up," it must state the reason for the different prices and include the range of prices. | <input type="checkbox"/> Yes |
| 4 | If there is a sale or promotion, the pre-sale prices must also be posted for comparison. | <input type="checkbox"/> Yes |
| 5 | <p>Prices for services cannot be based on gender.</p> <p>Tip: Words like "men's," "women's," and "ladies'" cannot be used to describe the price; the difference must be described in a gender neutral way. (Example: Above the shoulder hair = \$15; Below the shoulder hair = \$30)</p> <p>Tip: Instead of listing prices for shirts and blouses, the price must be described based on physical differences between the shirts. (Example: sequins, ruffles, fancy buttons)</p> | <input type="checkbox"/> Yes |
| | Pricing for Goods | |
| 6 | All items offered for sale must have a clearly visible price. | <input type="checkbox"/> Yes |
| 7 | For most items, the price must be attached to the item or on a sign where the item is displayed. | <input type="checkbox"/> Yes |
| 8 | If your store's annual revenue is more than \$2 million or you are a chain store, you must individually price most food products, as well as paper products, detergents, soaps, nonprescription drugs, and health and beauty aids. | <input type="checkbox"/> Yes |
| 9 | Milk; eggs; fresh produce; snack foods that are less than 5 ounces; frozen foods; jars of baby food; and items that are less than 3 cubic inches, under 3 ounces and under \$1 do not have to be individually priced, but must have shelf prices. | <input type="checkbox"/> Yes |

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| Requirement | | Do you meet this requirement? |
|-------------|---|-------------------------------|
| | Signs | |
| 10 | <p>Sale signs that advertise a percent discount—example: 20-50% off—must state the minimum percent discount.</p> <p>Tip: Both the minimum and maximum numbers must be of equal size.</p> <div>   </div> | <input type="checkbox"/> Yes |
| 11 | <p>Sale signs cannot contain any of the following phrases:</p> <ul style="list-style-type: none"> ■ “Our list price” ■ Below “manufacturer’s wholesale cost” ■ “Manufacturer’s cost” | <input type="checkbox"/> Yes |
| 12 | <p>Businesses that sell goods and services must post a refund policy.</p> <p>Tip: A refund policy must be posted at each register, point of sale, or at each entrance.</p> <p>Tip: Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”</p> | <input type="checkbox"/> Yes |
| 13 | <p>The refund policy must state any and all conditions or limitations to getting a refund. For example:</p> <ul style="list-style-type: none"> ■ Businesses must disclose any fees charged for refunds, such as “restocking fees.” ■ If a business will not provide refunds for “as is” items, it must disclose that. ■ Businesses must also disclose whether the refund will be in cash, credit, or store credit only. ■ If proof of purchase is required for a refund, the sign must say so. ■ A business that chooses not to offer refunds must post a sign that states, “No Refund,” or words to that effect. ■ The sign must state that a written copy of the store’s refund policy is available on request. | <input type="checkbox"/> Yes |

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| Requirement | | Do you meet this requirement? |
|-------------|--|-------------------------------|
| 14 | If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted near the register and the entrance. | <input type="checkbox"/> Yes |
| | Receipts | |
| 15 | Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20. Tip: This does not apply to food and drink that is meant to be consumed on the premises. | <input type="checkbox"/> Yes |
| 16 | The receipt must include each of the following: <ul style="list-style-type: none"> ■ Date of purchase ■ Amount paid for each item ■ Total amount paid ■ Separate statement of tax ■ Name and address of store | <input type="checkbox"/> Yes |
| 17 | Receipts for electronics that cost more than \$100 must also include the make and model number of the item. | <input type="checkbox"/> Yes |
| | Price Accuracy | |
| 18 | When items are scanned, the price must match the lowest item price, shelf price, sale price, or advertised price. | <input type="checkbox"/> Yes |
| 19 | If no scanners are used, the price at checkout must still match the lowest item price, shelf price, sale price, or advertised price. | <input type="checkbox"/> Yes |
| 20 | Tax cannot be charged on tax-exempt items. Tip: Check with the <u>New York State Department of Taxation and Finance</u> for a complete list of which items are exempt. | <input type="checkbox"/> Yes |

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|-------------|---|-------------------------------|
| | Layaway Plans | |
| 21 | <p>If layaway is offered, each of the following written disclosures must be provided to consumers prior to accepting any payments over \$50 in 4 installments or more:</p> <ul style="list-style-type: none"> ■ Description of the item, including name, brand, color, and model number ■ Total cost of the item including tax ■ Charge to use layaway and any cancellation fee ■ Duration of the layaway plan ■ Payment schedule and any consequences of missed payments ■ Refund policy ■ Notice of whether or not the item won't be removed from inventory until a certain number of payments have been made <p><i>Example 1:</i> NOTICE: NO MERCHANDISE WILL BE REMOVED FROM INVENTORY UNTIL X% OF THE PURCHASE PRICE HAS BEEN PAID.</p> <p><i>Example 2:</i> ATTENTION: YOUR SELECTION OF MERCHANDISE WILL NOT BE ORDERED UNTIL YOU HAVE MADE YOUR NEXT TO FINAL PAYMENT.</p> | <input type="checkbox"/> Yes |
| | Expired Over-the-counter Medication | |
| 22 | It is illegal to sell over-the-counter medication after the expiration date on the label. | <input type="checkbox"/> Yes |