

Inspection Checklist: Pedicab Businesses and Drivers

Does your business own pedicabs?

Do you drive a pedicab?

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?
	Licenses	
1	Pedicabs must have a current registration plate (sticker).	<input type="checkbox"/> Yes
2	Pedicab drivers must have a valid DCA <u>Pedicab Driver license</u> .	<input type="checkbox"/> Yes
3	While operating a pedicab, pedicab drivers are required to wear their DCA Pedicab Driver license so it is visible to passengers and enforcement officers (e.g., Police officers, Parks Department officers, and DCA inspectors).	<input type="checkbox"/> Yes
4	Pedicab drivers must have a valid motor vehicle driver's license.	<input type="checkbox"/> Yes
	Pedicab and Equipment	
5	A valid Pedicab Identifying Number (PID) must be permanently marked on the pedicab's unibody frame. The PID should match the PID listed on the Roster of Pedicabs submitted to DCA.	<input type="checkbox"/> Yes
6	Pedicabs are not electrically powered or use motor-operated mechanisms.	<input type="checkbox"/> Yes
7	Pedicabs must have three (3) or more wheels.	<input type="checkbox"/> Yes
8	Pedicabs have a unibody frame for the entire vehicle that is a maximum width of 55 inches and a maximum length of 10 feet.	<input type="checkbox"/> Yes
9	Pedicabs must have each of the following: <ul style="list-style-type: none"> ■ One seatbelt for all passengers or individual seatbelts for each passenger ■ Reflectors on the spokes of every wheel and on the wheel covers, if used ■ Operational battery-powered headlights, battery-powered taillights, and turn lights ■ An audible signaling device such as a horn or a bell ■ An operational hydraulic, mechanical disc, or drum brake system ■ An operational secondary or emergency brake system 	<input type="checkbox"/> Yes

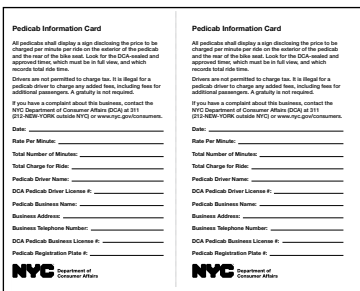
Inspection Checklist: Pedicab Businesses and Drivers

Requirement		Do you meet this requirement?
10	<p>The pedicab must have a timer with an inspection seal, and the timer must be visible to all passengers during the ride.</p> <p>Tip: You cannot use a cell phone as a timer.</p>	<input type="checkbox"/> Yes
	Rates	
11	The rates for rides can be per minute per ride only.	<input type="checkbox"/> Yes
12	Pedicab drivers can start the timer only after passengers are seated in the pedicab and the ride starts, and they can stop the timer when the ride has reached its destination and the pedicab is fully stopped.	<input type="checkbox"/> Yes
13	<p>Pedicab drivers cannot charge passengers:</p> <ul style="list-style-type: none"> ■ Taxes ■ Additional fees ■ Additional fees for additional passengers ■ More than the rates posted on the pedicab ■ Different rates per minute 	<input type="checkbox"/> Yes
	Rate Signs	
14	<p>Rate signs must be clearly posted on both sides of the exterior of the pedicab so passengers can see the signs before entering the pedicab. The sign must:</p> <ul style="list-style-type: none"> ■ State the dollar amount charged per minute per ride in letters and numbers at least 2 inches high in bold type ■ State in letters and numbers at least ½ inch high in bold type: <ul style="list-style-type: none"> ■ No additional fees may be charged ■ Driver must give passengers a Pedicab Information Card ■ Be laminated or protected by clear plastic so they are weatherproof <p>Tip: Download the editable template (shown below) from nyc.gov/BusinessToolbox.</p> <div data-bbox="245 1575 669 1837" data-label="Image"> </div> <p><i>(sign for both sides of the exterior of the pedicab)</i></p>	<input type="checkbox"/> Yes

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	Requirement	Do you meet this requirement?
15	<p>A rate sign must be attached to the rear of the bicycle seat. The sign must:</p> <ul style="list-style-type: none"> ■ Be visible at all times to passengers seated in the pedicab ■ Not be blocked in any way ■ Be laminated or protected by plastic so it is weatherproof ■ State the charge per minute per ride in letters and numbers at least 2 inches high <p>Tip: Download the editable template (shown below) from nyc.gov/BusinessToolbox.</p> <div data-bbox="240 793 571 1050" data-label="Image"> </div> <p><i>(sign for rear of bicycle seat)</i></p>	<input type="checkbox"/> Yes
	<p>Interior Signs</p>	
16	<p>A clearly visible sign must be posted in the interior of the pedicab containing the information listed below with all words at least ½ inch high in bold type:</p> <ul style="list-style-type: none"> ■ Pedicab business name ■ Pedicab business telephone number ■ Pedicab registration number ■ DCA complaint contact information <p>Tip: Download the editable template (shown below) from nyc.gov/BusinessToolbox.</p> <div data-bbox="240 1528 604 1810" data-label="Image"> </div>	<input type="checkbox"/> Yes
17	<p>A copy of the Pedicab Driver license must be posted in the interior of the pedicab and visible to passengers during the ride.</p>	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
	Pedicab Information Card	
18	Pedicab drivers must hand a Pedicab Information Card to each passenger before the passenger enters the pedicab. Tip: The Pedicab Information Card cannot be sent by email, text, or other electronic means.	<input type="checkbox"/> Yes
19	Pedicab drivers must use the official Pedicab Information Card created by DCA. Tip: Download the Pedicab Information Card (shown below) from nyc.gov/BusinessToolbox . 	<input type="checkbox"/> Yes
20	Pedicab drivers must ensure that each Pedicab Information Card provided to a paying passenger is complete, accurate, and legible.	<input type="checkbox"/> Yes
21	Pedicab drivers must have sufficient copies of the Pedicab Information Card to give to passengers, and must show copies to enforcement officers (e.g., Police officers, Parks Department officers, and DCA inspectors) upon request.	<input type="checkbox"/> Yes
	Advertisements	
22	Advertisements cannot be posted on the panel of the pedicab where a rate sign is also posted.	<input type="checkbox"/> Yes
23	Advertisements cannot be reflective, illuminated, or animated, and they cannot extend beyond the panel of the pedicab on which they are posted.	<input type="checkbox"/> Yes

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Requirement		Do you meet this requirement?
	Driving Violations	
24	No more than three passengers can ride in a pedicab at once.	<input type="checkbox"/> Yes
25	Passengers cannot stand in a pedicab while it is moving.	<input type="checkbox"/> Yes
26	Pedicab drivers cannot operate on bridges, tunnels, in bicycle lanes, or in pedestrian plazas.	<input type="checkbox"/> Yes



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**Department of
Consumer Affairs**

Julie Menin
Commissioner

Visit nyc.gov and
search "Business
Toolbox"

Contact 311
(212) NEW-YORK
(Outside NYC)

New York City businesses must comply with all relevant federal, State, and City laws and rules, which are available in DCA's Business Toolbox. Businesses are responsible for knowing and complying with current regulations that affect their business.



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

Inspection Checklist: General Retail

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

Inspection Checklist: General Retail

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

Inspection Checklist: General Retail

Requirement		Do you meet this requirement?
	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