



Dear Motor Carrier,

Your operations may be exempt from the NYSDOT Bus Inspection Program if you are not transporting passengers for compensation or conducting school-related transportation. You may also be exempt if you are transporting passengers for compensation, but only doing so in such a manner that meets any of the exemptions listed in Section 151 of the New York State Transportation Law.

To request an exemption letter, please submit the following information by e-mail to NYSDOTExemptionRequest@dot.ny.gov or by fax to (518) 485-0257:

1. A statement **clearly specifying** what you use the vehicle for and whether compensation is provided, either directly or indirectly, for this transportation.
2. Your full name.
3. The legal business name of the organization operating the vehicle, if applicable.
4. A statement that you have the authority to act on behalf of the organization, if applicable.
5. A state-issued document (title, prior registration, etc.) showing the vehicle's information.
6. Vehicle Information:
 - a. Vehicle Identification Number (VIN)
 - b. Year
 - c. Make
 - d. Model
 - e. Color
 - f. Adult seating capacity as specified on final manufacturer's label or tire rating label.
 - i. Typically found in the driver-side door jamb.
 - ii. Includes the driver's seat.
7. **For Stretch Limousines**
 - a. Pictures of the vehicle's exterior.
 - b. Pictures of the vehicle's interior showing all fitted seats.
 - c. Pictures of the vehicle's final manufacturer's label and tire rating label.
 - i. Typically found in the driver-side door jamb.

Warning -- This exemption letter only applies to the NYSDOT Bus Inspection Program and does not exempt you from FMCSA requirements, if applicable. This includes registering for a USDOT Number as well as CDL requirements for drivers.

You can learn more about these requirements and whether they apply to you by visiting www.fmcsa.dot.gov.