



New York Pedicab Services

NEW YORK CITY PEDICAB DRIVER TRAINING MANUAL

THE STEPS TO BECOMING A PEDICAB DRIVER

- 1- Remember riding a pedicab is different than riding a bicycle. Pedicabs do not bank into turns; consequently, a pedicab may feel very awkward at first. It just takes some time getting used to it.
- 2- Getting on the pedicab the first time: Hold onto both brake levers, put one foot in the pedal and swing the other leg over the rear of the seat. Once seated on the bicycle, get accustomed to just sitting there. There is no need to take your feet out of the pedals to keep your balance! Many people are so used to riding a bicycle that they think that they have to have their feet on the pavement when stopped. The pedicab will not tip over; keep your feet on the pedals. There is so much mass in a pedicab compared with a bicycle, that you will never slow it down or stop it by putting your feet down. The safest place for your feet is in the pedals.
- 3- Next, pedal forward slowly and test the brakes, make sure they bring the pedicab to a stop. Both front and rear brakes should be used together, never should you apply just one. The front brake stops the pedicab very effectively on its own; however, doing so repeatedly can weaken the fork. Never try to lock up the wheels and leave some rubber. It is very hard on the pedicab (Imagine slamming the brakes on in your car every time you wanted to stop!). Practice braking until you are comfortable stopping without feeling the urge to put your feet on the pavement.
- 4- Very Important! The pedicab goes where you point the front wheel. In many cases, you can steer a bicycle by banking the bicycle and turning the front wheel slightly. Pedicabs don't bank. Practice turning the front wheel to almost 90 degrees with respect to the frame. Practice going in as tight of circle as you can. Pedicabs are very maneuverable, and have a much smaller turning radius than a bicycle. Become very comfortable with the feeling of shifting your weight during turns. This will compensate for the fact that pedicabs do not bank.
- 5- When riding down a street that is slanted to one side, the pedicab will try to pull you over to that side. This is normal, and again due to the fact that the pedicab does not bank, but is always perpendicular to the road surface. This can be compensated for by steering the pedicab slightly in the opposite (uphill) direction. The fact that a pedicab does not bank is what makes it feel different than a bicycle when steering.

GENERAL RULES

- 1- Always remember that safety comes first.
- 2- Avoid sudden or unexpected maneuvers.
- 3- Obey the traffic rules at all times.
- 4- Signal before turning or changing lanes.
- 5- Give your passengers a full fare quote before the ride starts.
- 6- Always be alert --- watch out for potholes, parked cars, sewer grates and anything else that will get in your way.
- 7- Drive your pedicab in a straight line.
- 8- Check your back before you switch lane or pass another vehicle.

- 9- Yield to pedestrians.
- 10- Always stay at the very left or right lane when you are operating a pedicab. Try to avoid the middle lane.
- 11- Stay at the opposite side of the bus lane.
- 12- Avoid clogging in front of Broadway Shows or any other Midtown Manhattan attraction such as Apple Store & American Girl Place. Avoid standing at locations where there are 5 or more pedicabs standing there already.
- 13- Have at least one hand at handlebars at all times.
- 14- Have both of your feet on pedals at all times.
- 15- Turn your headlights and tail-lights on half an hour before the sunset.

GENERAL RESTRICTIONS

- 1- Do not let your passengers possess an alcoholic beverage with the intent of drinking it.
- 2- Do not operate, stop or park your pedicab on the sidewalk.
- 3- Do not operate, stop or park your pedicab on the crosswalk.
- 4- Do not double-park.
- 5- Do not ring your bell unnecessarily.
- 6- Do not pass a red light.
- 7- Do not make a U-turn upon any street.
- 8- Do not operate your pedicab side by side with another pedicab.
- 9- Do not operate your pedicab against the traffic. If you want to go against the traffic, you should walk your pedicab.
- 10- Do not get into frequent or abrupt lane changes.
- 11- Do not follow too closely. Do no tailgate.
- 12- Do not wear more than one earphone attached to a radio, tape player or other audio device while operating your pedicab.
- 13- Do not use mobile phone while operating your pedicab.

PEDICAB LAW REQUIREMENTS

EQUIPMENT

Pedicab driver has to make sure the following equipment is on the pedicab before leaving the garage:

- 1- Passenger Seat Belts
- 2- Reflectors on each wheel
- 3- Pedicab Complaint Sign (visible to passengers)
- 4- Copy of Pedicab Driver License (visible to passengers)

- 5- Rate Signs on both sides of the pedicab (typed in at least 2” tall)
- 6- Rate Sign behind the driver seat (visible to passengers, typed in at least 2” tall)
- 7- Pedicab Information Card

Pedicab driver has to make sure the following equipment is operational before leaving the garage:

- 1- Back Wheel Brake
- 2- Front Wheel Brake
- 3- Head-Light
- 4- Tail-Lights
- 5- Turn Signals
- 6- Bell or Horn
- 7- Timer with DCA inspection sticker (visible to passengers)

RULES

- 1- Pedicab driver has to wear his pedicab driver license while operating the pedicab.
- 2- Pedicab driver has to report an accident to the pedicab owner immediately.
- 3- Pedicab driver has to submit to DCA, on a form provided for such purpose by DCA, a written report of every accident relating to a pedicab within twenty-four hours after the occurrence of such accident. Such completed form shall be signed by the pedicab business owner or his or her agent and by the pedicab driver involved in the accident.
- 4- Pedicab driver has to notify DCA in writing whenever the motor vehicle driver’s license that qualified the driver to be issued a pedicab driver license is no longer valid for any reason, including, but not limited to, that it was suspended or revoked by the issuing jurisdiction, it expired and was not renewed, there is a change in the issuing jurisdiction, or there is a change in the name of the person to whom the license is issued. Pedicab driver has to give such notice within five business days after the driver knows of such change in the status of the motor vehicle driver’s license that qualified the driver to be issued a pedicab driver license, and shall within such time present to the Department a currently valid motor vehicle driver license.
- 5- Pedicab driver has to comply with the directions of a police officer or a park ranger such as heavy pedestrian or vehicular traffic, existence of any obstructions in the public space, an accident, fire or other emergency, a parade, demonstration or other such event at or near such location.
- 6- Pedicab driver has to provide passengers with a receipt listing the amount of the charge for the use of the pedicab, the license number of the pedicab business and a telephone number of such business to which complaints by consumers shall be directed, the pedicab driver’s license number and the telephone number at the department where complaints by consumers can be reported.
- 7- A pedicab driver who is arrested, or who receives a criminal court ticket, a traffic ticket, a DCA ticket or an Environmental Control Board ticket, while operating a pedicab has to provide a copy of the record of such arrest or a copy of his ticket to the pedicab business to which such pedicab is registered within five business days of such driver’s receipt of such tickets. A pedicab driver also has to provide a copy of the

disposition of such arrest or ticket to such pedicab business within five days of receipt of such disposition.

- 8- Pedicab driver has to comply with parking, standing and stopping regulations of New York City.

RESTRICTIONS

- 1- Pedicab driver can not operate his pedicab if his driver license or pedicab driver license is not valid.
- 2- Pedicab driver can not operate his pedicab if his driver license is suspended in New York State.
- 3- Pedicab driver can not transport more than 3 passengers including children.
- 4- Pedicab driver can not operate on any bridge.
- 5- Pedicab driver can not operate in any tunnel.
- 6- Pedicab driver can not operate in any bicycle lane.
- 7- Pedicab driver can not operate in any pedestrian plaza.
- 8- Pedicab driver can not operate a pedicab in motion while a passenger is standing in such pedicab.
- 9- Pedicab driver can not permit a pedicab to be operated simultaneously by anyone in addition to himself.
- 10- Pedicab driver can not operate a pedicab designed or constructed to permit propulsion by more than one individual at any one time.
- 11- Pedicab driver can not operate a pedicab while such pedicab driver's ability to operate such pedicab is impaired by the consumption of alcohol.
- 12- Pedicab driver can not operate a pedicab while such pedicab driver's ability to operate such pedicab is impaired by the use of any drug.
- 13- Pedicab driver can not charge a passenger more than per minute rate displayed on the pedicab.

TIMER LAW RULES

- 1- Pedicab has to have a timer with a DCA sticker on it.
- 2- The timer has to be within clear view of passengers.
- 3- Pedicab has to have rate card signs on both side panels indicating in letters and numbers at least two inches high the dollar amount to be charged [for the use of the pedicab or the basis for calculating such amount.] per minute per ride, and in letters and numbers at least one half of an inch high that: (i) no additional fees may be charged and (ii) drivers must give passengers a pedicab information card.
- 4- Pedicab has to have a rate card sign affixed to the rear of the bicycle seat of the pedicab indicating in letters and numbers at least two inches high the dollar amount to be charged per minute per ride.
- 5- Pedicab driver can only charge per minute per ride.
- 6- Pedicab driver has to activate the timer when all passengers are seated and the pedicab ride commences, and shall stop the timer when the pedicab has reached its destination and the pedicab is at a full stop.
- 7- Pedicab driver has to charge each minute at the same rate.
- 8- Pedicab driver has to have the Pedicab Information Card created by DCA, filled out with the following:
 - a. Rate Per Minute
 - b. Pedicab Driver Name
 - c. Pedicab Driver License Number

- d. Pedicab Business Name
- e. Pedicab Business Address
- f. Pedicab Business Telephone Number
- g. Pedicab Business License Number
- h. Pedicab Registration Plate Number

9- Pedicab driver has to give the Pedicab Information Card created by DCA, to passengers before the ride starts.

10- Pedicab driver has to fill out the following on Pedicab Information when the ride ends:

- a. Date
- b. Total Number of Minutes
- c. Total Charge for Ride

11- All the signs on the pedicab have to be laminated or protected by a clear plastic sheeting or other suitable material so that the text will not be destroyed, soiled, distorted or rendered illegible by water, snow or other weather condition.

12- Pedicab driver should have at least 10 pedicab information cards with him at all times.

TIMER LAW RESTRICTIONS

- 1- Pedicab driver can not charge any added fee, including fees for additional passengers.
- 2- Pedicab driver can not charge tax.
- 3- Pedicab driver can not charge per person, per block, per avenue or initial fare.
- 4- Pedicab driver can not charge a passenger a higher rate than the [more than the amount or] rate displayed on the pedicab.
- 5- Rate signs' visibility can not be obstructed by the driver, the driver's clothing, or other parts of the pedicab.
- 6- The size of the Pedicab Information Card can not be less than than five and one half (5 ½) inches by eight (8) inches in height and width.

CENTRAL PARK RULES

- 1- Pedicab driver can only operate on park roads.
- 2- Pedicab driver has to yield the right of way to pedestrians, bicyclists, in-line skaters, and horse drawn carriages.
- 3- Pedicab driver has to remain in the far right lane, except when passing another pedicab, bicycle, or vehicle, in which case the pedicab may use the next lane to the left to pass.
- 4- Pedicab driver has to ride in the direction of traffic and obey all traffic lights and road signs.

CENTRAL PARK RESTRICTIONS

- 1- Pedicab driver can not operate in vegetated areas or on any bridle path, pedestrian way, park path, sitting or play area, playground, or in any other area so designated.
- 2- Pedicab driver can not operate in any recreation lane.
- 3- Pedicab driver can not operate in any bike path.
- 4- Pedicab driver can not ride adjacent to another pedicab, bicycle or vehicle, except when using the left lane to pass another pedicab, bicycle or motor vehicle.

- 5- Pedicab driver can not operate a pedicab with a commercial advertising, unless he is on a park road during a time when private motor vehicles are allowed to operate on such park road.
- 6- Pedicab driver can not solicit, pick up or release passengers except at pedicab standing zones.
- 7- Pedicab driver can not occupy an area reserved solely for buses, taxicabs, horse drawn carriages or other vehicles or motor vehicles with his pedicab.

MIDTOWN MANHATTAN

Midtown Manhattan, or simply Midtown, is an area of Manhattan, New York City home to world famous commercial zones such as Rockefeller Center, Broadway, and Times Square. Midtown Manhattan is the largest central business district in the United States and is home to the city's tallest and most famous buildings such as the Empire State Building and Chrysler Building.

- Midtown Manhattan is usually considered the area between 59th Street and 34th Street.
- 5th Avenue is the dividing line between East and West.
- Madison Avenue → Park Avenue → Lexington Avenue → 3rd Avenue → 2nd Avenue 1st Avenue → York Avenue are on the east side.
- 12th Avenue ← 11th Avenue ← 10th Avenue ← 9th Avenue ← 8th Avenue ← 7th Avenue ← Broadway ← 6th Avenue are on the west side.
- The number difference between each avenue on the streets in Midtown Manhattan is 100 when you need to find an address on the West Side. For example; 81 West 50th Street is between 5th Avenue & 6th Avenue and it is closer to 6th Avenue.
- When the street numbers go down, you are going south. When the street numbers go up, you are going north.
- Odd street numbers will take you to the west side. Even street numbers will take you to the east side.

FAMOUS ATTRACTIONS IN MIDTOWN MANHATTAN

Times Square: The area between Broadway & 7th Avenue from 47th Street to 42nd Street

Central Park: The Park between 5th Avenue and Central Park West from 59th Street to 110th Street

Herald Square: West 34th Street at Broadway & 6th Avenue

Theater District: The area between 6th Avenue & 9th Avenue from between 54th Street to 40th Street

Garment District: The area between 5th Avenue and 9th Avenue, from 42nd Street to 34th Street

Columbus Circle: The area between 8th Avenue and Broadway from 60th Street to 58th Street

Rockefeller Center: The area between 5th Avenue & 6th Avenue from 51st Street to 50th Street

Lincoln Center: Broadway between 66th Street and 64th Street

Empire State Building: 350 5th Avenue (between 34th Street and 33rd Street)

Diamond District: 47th Street between 6th Avenue and 5th Avenue

High Line: 519 West 23rd Street (between 11th Avenue and 10th Avenue)

Metropolitan Museum of Art: 1000 5th Avenue (at 82nd Street)

Guggenheim Museum: 1071 5th Avenue (at 89th Street)

Museum of Modern Art (MOMA): 11 West 53rd Street (between 5th Avenue and 6th Avenue)

American Museum of Natural History: 200 Central Park West (at 79th Street)

International Center of Photography Museum: 1133 6th Avenue (at 43rd Street)

Saint Patrick's Cathedral: 5th Avenue between 50th Street and 51st Street

Grand Central Terminal: East 42nd Street between Park Avenue and Lexington Avenue

New York Public Library: 476 5th Avenue (between 42nd Street and 41st Street)

Chrysler Building: 405 Lexington Avenue (at 42nd Street)

Time Warner Center: 59th Street at Broadway & 8th Avenue

United Nations Headquarters: 1st Avenue between 42nd Street & 46th Street

Carnegie Hall: 881 7th Avenue (at 57th Street)

Madison Square Garden: 7th Avenue between 33rd Street & 31st Street

Pennsylvania Station: 7th Avenue between 33rd Street & 31st Street

Plaza Hotel: 768 5th Avenue (at 59th Street)

Bryant Park: 6th Avenue between 42nd Street & 40th Street

Trump Tower: 725 5th Avenue (between 57th Street & 56th Street)

The Morgan Library & Museum: 225 Madison Avenue (between 37th Street and 36th Street)

Roosevelt Island Aerial Tram: 59th Street and 2nd Avenue

Flatiron Building: 23rd Street and 5th Avenue

Mount Vernon Hotel Museum & Garden: 421 East 61st Street (between 1st Avenue and York Avenue)

Intrepid Sea, Air & Space Museum: 46th Street and 12th Avenue

Theodore Roosevelt Birthplace: 28 East 20th Street (between Broadway and Park Avenue South)

Good Morning America Studios: 1500 Broadway (at 44th Street)

FAMOUS STORES IN MIDTOWN MANHATTAN

Saks Fifth Avenue: 611 5th Avenue (between 50th Street and 49th Street)

American Girl Place: 609 5th Avenue (at 49th Street)

Tiffany & Co.: 727 5th Avenue (between 57th Street and 56th Street)

FAO Schwarz: 767 5th Avenue (at 58th Street)

TKTS: 47th Street and 7th Avenue

Toys 'R' Us: 1514 Broadway (at 44th Street)

Lord and Taylor: 424 5th Avenue (between 39th Street and 38th Street)

Macy's: 151 West 34th Street (between 7th Avenue and 6th Avenue)

Dylan's Candy Bar: 1011 3rd Avenue (at 60th Street)

M&M's World: 1600 Broadway (between 49th Street and 48th Street)

Bloomingdale's: 59th Street and Lexington Avenue

Disney Store: 1540 Broadway (between 46th Street and 45th Street)

Yankees Clubhouse: 245 West 42nd Street (between 7th Avenue and 8th Avenue)

Nike Town: 6 East 57th Street (between 5th Avenue and Madison Avenue)

Bergdorf Goodman: 754 5th Avenue (between 58th Street and 57th Street)

Henri Bendel: 712 5th Avenue (between 56th Street and 55th Street)

Mets Clubhouse Shop: 11 West 42nd Street (between 5th Avenue and 6th Avenue)

Nat Sherman: 12 East 42nd Street (between Madison Avenue and 5th Avenue)

Hershey's: 1593 Broadway (between 49th Street and 48th Street)

NBA Store: 590 5th Avenue (between 48th Street and 47th Street)