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北京市地方标准

公共场所双语标识英文译法 实施指南 道路交通 2

2007-03 实施

北京市人民政府外事办公室

北京市民讲外语活动组委会办公室

北京市规范公共场所英语标识工作领导小组办公室

一、 警示提示信息

序号	中文名称	英文名称
1	当心碰头	Watch Your Head/Mind Your Head
2	禁止摆卖	No Vendors/Vendors Prohibited
3	禁止跳下	Stay Clear from Tracks
4	禁止入内/严禁入内	No Admittance/No Entry
5	严禁通行/禁止入洞	No Entry/No Admittance
6	当心触电	Danger! High Voltage
7	请勿乱扔废弃物	No Littering
8	请勿坐卧停留	No Loitering
9	严禁携带易燃易爆等危险品进站	Dangerous Articles Prohibited
10	暂停售票	Temporarily Closed
11	禁止翻越	No Crossing
12	请勿挤靠	Keep Clear of the Door
13	请勿登踏	Don't Step On
14	当心台阶	Mind the Step/Watch Your Step
15	当心碰撞	Beware of Collisions
16	紧急出口	Emergency Exit
17	入口	ENTRANCE/Entrance
18	出口/安全出口	EXIT/Exit
19	禁止吸烟	No Smoking
20	注意安全, 请勿靠近	Keep Away for Safety
21	请爱护公共设施	Please Protect Public Facilities
22	请爱护公共财产	Please Protect Public Property
23	服务区域	Service Area
24	办公区域	Administrative Area
25	当心踏空	Mind the Step/Watch Your Step
26	注意安全	CAUTION!/Caution!
27	注意安全、小心碰头	Watch Your Head/Mind Your Head
28	火警 119	Fire Call 119/Fire Alarm 119
29	小心地滑	Caution! Slippery/Caution! Wet Floor
30	当心夹手	Watch Your Hand
31	贵重物品, 随身携带	Please Don't Leave Valuables Unattended
32	电梯故障停运正在维修, 请原谅	Escalator under repair. Sorry for the inconvenience.
33	施工(检修)给您带来不便, 请原谅	Under construction (repair). Sorry for the inconvenience.
34	正在检修, 请绕行	Detour. Maintenance in Progress.
35	正在检修, 请您稍候	Wait. Maintenance in Progress.
36	电梯维修, 暂停使用	Escalator Out of Service.
37	靠右站立、左侧疾行	Stand on Right. Pass on Left.

38	请节约用水	Please Save Water/Don't Waste Water
39	临时关闭	Temporarily Closed
40	正在维修	Repairs in Progress
41	紧急时击碎玻璃	Break Glass in Emergency
42	请勿挤靠车门，以免发生危险	For your safety, please keep clear of the door.
43	请勿手扶	Keep Hands Off/ Don't Touch

二、基础设施信息

序号	中文名称	英文名称
1	灭火器	Fire Extinguisher
2	紧急呼救设施	Emergency Alarm
3	老幼病残孕专座	Seats reserved for seniors, children, pregnant women, the sick and the disabled.
4	(火灾)报警按钮	(Fire) Alarm Button
5	紧急报警器	Emergency Alarm
6	消火栓	Fire Hydrant
7	办公区域	Administrative Area
8	办公室	Office
9	咖啡厅	Café
10	咨询(台)/服务台	Information
11	服务监督电话	Service & Complaints Hotline
12	收款处	Cashier
13	商场/商店	Shop
14	邮局	Post Office
15	书报亭	Kiosk
16	ATM	ATM
17	饮水处	Drinking Water
18	商务中心	Business Center
19	厕所/洗手间	Toilet
20	男厕	Men/Gents
21	女厕	Women/Ladies
22	货梯	Cargo Lift
23	客梯/电梯	Elevator/Lift
24	扶梯	Escalator
25	楼梯	Stairs

三、 地铁英语标识需求

(一) 车站名称

序号	中文名称	英文名称
1	苹果园	PINGGUOYUAN
2	八角游乐园	BAJIAO Amusement Park
3	玉泉路	YUQUANLU
4	万寿路	WANSHOULU
5	军事博物馆	Military Museum
6	南礼士路	NANLISHILU
7	西 单	XIDAN
8	天安门东	TIAN'ANMEN East
9	东 单	DONGDAN
10	永安里	YONGANLI
11	大望路	DAWANGLU
12	四惠东	SIHUI East
13	传媒大学	Communication University of China
14	双 桥	SHUANGQIAO
15	八里桥	BALIQIAO
16	果 园	GUOYUAN
17	梨 园	LIYUAN
18	阜成门	FUCHENGMEN
19	车公庄	CHEGONGZHUANG
20	积水潭	JISHUITAN
21	安定门	ANDINGMEN
22	东四十条	DONGSI SHITIAO
23	建国门	JIANGUOMEN
24	崇文门	CHONGWENMEN
25	长椿街	CHANGCHUNJIE
26	宣武门	XUANWUMEN
27	知春路	ZHICHUNLU
28	上 地	SHANGDI
29	古 城	GUCHENG
30	八宝山	BABAOSHAN
31	五棵松	WUKESONG
32	公主坟	GONGZHUFEN
33	木樨地	MUXIDI
34	复兴门	FUXINGMEN
35	天安门西	TIAN'ANMEN West
36	王府井	WANGFUJING
37	建国门	JIANGUOMEN
38	国 贸	GUOMAO
39	四 惠	SIHUI

40	高碑店	GAOBEIDIAN
41	管庄	GUANZHUANG
42	通州北苑	TONGZHOU BEIYUAN
43	九棵树	JIUKESHU
44	临河里	LINHELI
45	土桥	TUQIAO
46	西直门	XIZHIMEN
47	鼓楼大街	GULOUDAJIE
48	东直门	DONGZHIMEN
49	雍和宫	YONGHEGONG Lama Temple
50	朝阳门	CHAOYANGMEN
51	北京站	BEIJING Railway Station
52	前门	QIANMEN
53	和平门	HEPINGMEN
54	大钟寺	DAZHONGSI
55	五道口	WUDAOKOU
56	西二旗	XI'ERQI
57	龙泽	LONGZE
58	霍营	HUOYING
59	北苑	BEIYUAN
60	芍药居	SHAOYAOJU
61	柳芳	LIUFANG
62	回龙观	HUILONGGUAN
63	立水桥	LISHUIQIAO
64	望京西	WANGJING West
65	光熙门	GUANGXIMEN

(二) 标志、标识及服务信息

序号	中文名称	英文名称
1	1 号线	Line 1
2	换乘站	Transfer Station/Transfer
3	八通线	BATONG Line
4	车站编号	Station XXX
5	往四惠东方向	To SIHUI East
6	往苹果园方向	To PINGGUOYUAN
7	本站首末车时间	First/Last Train from This Station
8	首车	First Train
9	末车	Last Train
10	下一站	Next Station
11	您在此	You Are Here
12	站长室	Station Master
13	XXX 站示意图	Map of XXX Station
14	XXX 站地面示意图	Map of XXX Area

15	北京地铁线路图	Beijing Subway Map
16	检票处	Ticket Check
17	(地铁)售票处	Ticket Office/Tickets
18	此口为地铁出入口, 不通广场	Subway Exit/Entrance. No Through Passage to the Square.
19	本线票价三元(1号线和2号线); 换乘八通线票价4元; 换乘13号线票价5元; 当日有效	Tickets: Line 1 & Line 2: 3 Yuan each; Transfer to BATONG Line: 4 Yuan each; Transfer to Line 13: 5 Yuan each; Ticket valid only on day of issue.
20	1号线、2号线换乘票票价五元	5 Yuan per transfer ticket for Line 1 & Line 2.
21	IC卡售卡充值	IC Card Vending and Recharging
22	IC卡售卡充值请走A口或B口	Exit A or B for IC Cards
23	请您当面点清票款	Please Check Your Change and Ticket
24	请您保管好小磁票, 出站验票收回	Please Keep Your Magnetic Ticket for Exit
25	售卡充值机故障, 请您去临站办理	Machine out of order. Please go to the nearest station to buy or recharge IC cards.
26	在此刷卡	Swipe Your Card Here
27	刷卡设备故障、请您使用其它设备	Machine out of order. Please use other ones.
28	列车运行时间	Train Schedule
29	地铁运力不足, 有急事者请选择其它交通工具	Subway capacity insufficient. Please use other vehicles for rush.
30	车站值班室	Duty Office
31	升降车严禁攀登, 平台下严禁站人	Don't climb on the lift truck. Stand clear of the platform.
32	机房重地, 乘客止步	Machine Room. No Admittance.
33	请您尽量往前站	Please Move Forward
34	专业设备, 请勿动	Special Equipment. Don't Touch.
35	残疾人牵引车(升降平台)	Wheelchair Lift
36	此口临时停止进站	Temporarily Closed
37	请到检票处换硬币	Coin Change at Ticket Check
38	硬币兑换处	Coin Change
39	自动售票机	Automatic Ticket Machine/Ticket Vending Machine
40	补票处	Fare Adjustment
41	IC卡查询业务	IC Card Inquiry Service
42	IC卡查询机	IC Card Analyzer
43	换票处	Ticket Changing

44	自动查询机	Automatic Analyzer
45	自动充值机	Refilling Machine/Recharging Machine
46	自动报纸机	Newspaper-Vending Machine
47	站台	Platform
48	始发站	Departure Station
49	终点站	Terminus
50	公交换乘	Public Transport Transfer
51	出租车换乘	Taxi Transfer
52	火车换乘	Train Transfer
53	机场换乘	Flight Transit
54	暂停运营	Temporarily Closed
55	沙桶	Sand Bucket
56	防爆桶	Explosion-Proof Tank
57	设施服务时间	Service Hours
58	乘客乘梯须知	Instructions on Escalator Use
59	列车运行间隔	Train Interval
60	请顺序出站	Please Exit in Order
61	非常紧急手柄	Emergency Door Handle
62	逆时针方向扳动手柄 90 度	Turn Handle Counterclockwise 90 Degrees
63	手动开门	Open Door by Hand
64	通道禁止停留	Don't Block Access
65	本车今日已消毒	Train Disinfected
66	北京地铁**号线线路图	Route Map of Beijing Subway Line XX
67	为了行车安全，请勿打扰司机	Don't Distract the Driver
68	车内发生紧急情况时，请按按钮报警	Press Button in Emergency
69	按下红色按钮，绿灯亮时对准话筒报警	Press red button, wait for green light and speak into the microphone.
70	通话 话筒 报警	Speak Microphone Alarm
71	仅供紧急情况下使用	Emergency Use Only
72	八通线下行出站（土桥——广播学院）车厢显示信息： 本次列车开往四惠站方向，列车运行前方是****站。土桥站首班车时间 5: 20，四惠站首班车时间 6: 00。土桥站末班车时间 22: 05，四惠站末班车时间 22: 45。请自觉遵守《乘客须知》	This train is bound for SIHUI. The next station is XXX. The first train leaves TUQIAO Station at 5: 20 and the last train leaves at 22: 05. The first train leaves SIHUI Station at 6: 00 and the last train leaves at 22: 45. We are arriving at XXX.

	<p>，按线候车，先下后上，主动为老幼病残孕乘客让座，爱护站内、车内设施，保持清洁卫生，共创文明乘车环境。</p> <p>****站就要到了。</p> <p>（开门）****站到了。</p> <p>列车运行前方是****站。</p>	
73	<p>八通线上行出站（四惠——梨园）车厢显示信息：</p> <p>本次列车开往土桥站方向，列车运行前方是****站。土桥站首班车时间 5: 20，四惠站首班车时间 6: 00。土桥站末班车时间 22: 05，四惠站末班车时间 22: 45。列车运行前方是****站。</p> <p>请自觉遵守《乘客须知》，按线候车，先下后上，主动为老幼病残孕乘客让座，爱护站内、车内设施，保持清洁卫生，共创文明乘车环境。</p> <p>****站就要到了。</p> <p>（开门）****站到了。</p>	<p>This train is bound for TUQIAO. The next station is XXX. The first train leaves TUQIAO Station at 5: 20 and the last train leaves at 22: 05. The first train leaves SIHUI Station at 6: 00 and the last train leaves at 22: 45.</p> <p>We are arriving at XXX.</p>
74	<p>高碑店站下行出站车厢显示信息：</p> <p>列车运行前方是四惠东站，换乘地铁 1 号线请做好准备。</p> <p>（开门）四惠东站到了。</p>	<p>The next station is SIHUI East, the transfer station for line 1. Please get ready for your arrival.</p> <p>We are arriving at SIHUI East.</p>
75	<p>四惠东站下行出站车厢显示信息：</p> <p>列车运行前方是终点站四惠站，请带好随身物品准备下车。换乘地铁 1 号线请由换乘大厅进入 1 号线乘车。欢迎您再次乘坐地铁列车，再见。</p>	<p>The next station is SIHUI, the terminus of the line. Please get ready for your arrival and make sure you have all your belongings with you. Passengers transferring to Line 1 please go through the Transfer Hall. Welcome to take Beijing subway on your next trip. Have a nice day.</p>
76	<p>高碑店站下行出站车厢</p>	<p>The next station is SIHUI East, the transfer station</p>

	<p>显示信息： 列车运行前方是四惠东 站，换乘地铁 1 号线请 做好准备。 (开门)四惠东到了。</p>	<p>n for line 1. Please get ready for your arrival. We are arriving at SIHUI East.</p>
77	<p>临河里站上行出站车厢 显示信息 列车运行前方是终点站 土桥站，请带好随身物 品准备下车，欢迎您再 次乘坐地铁列车，再见。</p>	<p>The next station is TUQIAO, the terminus of the line. Please get ready for your arrival and make sure you have all your belongings with you. Welcome to take Beijing subway on your next trip. Have a nice day.</p>
78	<p>乘客您好，本次列车的 终点站古城到了，有去 往苹果园的乘客请您乘 坐下次列车，再见。</p>	<p>We are arriving at GUCHENG. Passengers to PINGGUOYUAN please take the next train.</p>
79	<p>乘客您好，本次列车的 终点站四惠到了，有去 往四惠东的乘客请您乘 坐下次列车，再见。</p>	<p>We are arriving at SIHUI. Passengers to SIHUI East please take the next train.</p>
80	<p>乘客您好，欢迎乘坐地 铁 13 号线列车，列车开 往望京西站、霍营站方 向，终点站是西直门站。 列车运行前方是柳芳 站，下车的乘客请提前 做好准备。各位乘客， 在乘车过程中请协助保 持环境卫生，爱护站内、 车内设施，遵守《乘客 须知》，共同抵制乞讨、 卖艺等行为，谢谢合作。 (开门)柳芳站到了。</p>	<p>Welcome to Subway Line 13. This train is bound for XIZHIMEN. The next station is LIUFANG. Please get ready for your arrival. We are arriving at LIUFANG.</p>
81	<p>列车运行前方是光熙门 站，下车的乘客请提前 做好准备。 (开门)光熙门站到了。</p>	<p>The next station is GUANGXIMEN. Please get ready for your arrival. We are arriving at GUANGXIMEN.</p>
82	<p>欢迎乘坐地铁 13 号线列 车。列车运行前方是芍 药居站，下车的乘客请 提前做好准备。远途的 乘客请往车厢中部走。 (开门)芍药居站到了。</p>	<p>Welcome to Subway Line 13. The next station is SHAOYAOJU. Please get ready for your arrival. We are arriving at SHAOYAOJU.</p>
83	<p>列车运行前方是望京西 站，下车的乘客请提前</p>	<p>The next station is WANGJING West. Please get ready for your arrival.</p>

	<p>做好准备。各位乘客，尊老爱幼是中华民族的传统美德，请把座位让给需要帮助的乘客，谢谢合作。</p> <p>（开门）望京西站到了。</p>	<p>We are arriving at WANGJING West.</p>
84	<p>欢迎乘坐地铁 13 号线列车。列车运行前方是北苑站，下车的乘客请提前做好准备。各位乘客，现在介绍地铁 13 号线首末车时间：霍营站首班车时间 5 点 25 分；西直门站首班车时间 6 点整；东直门站首班车时间 6 点整；西直门站开往东直门站方向末班车时间 22 点 42 分；西直门站至霍营站区间末班车时间 23 点 45 分；东直门站开往西直门站方向末班车时间 22 点 42 分；东直门站至回龙观站区间末班车时间 23 点 45 分。</p> <p>（开门）北苑站到了。</p>	<p>Welcome to Subway Line 13. The next station is BEIYUAN. Please get ready for your arrival. The first train leaves HUOYING Station at 5:25; the first train leaves XIZHIMEN Station at 6:00; the first train leaves DONGZHIMEN Station at 6:00; the last train leaves XIZHIMEN for DONGZHIMEN at 22:42; the last train leaves XIZHIMEN for HUOYING at 23:45; the last train leaves DONGZHIMEN for XIZHIMEN at 22:42; the last train leaves DONGZHIMEN for HUILONGGUAN at 23:45.</p> <p>We are arriving at BEIYUAN.</p>
85	<p>列车运行前方是立水桥站，下车的乘客请提前做好准备。远途的乘客请往车厢中部走。</p> <p>（开门）立水桥站到了。</p>	<p>The next station is LISHUIQIAO. Please get ready for your arrival.</p> <p>We are arriving at LISHUIQIAO.</p>
86	<p>欢迎乘坐地铁 13 号线列车。列车运行前方是霍营站，下车的乘客请提前做好准备。远途的乘客请往车厢中部走。</p> <p>（开门）霍营站到了。</p>	<p>Welcome to Subway Line 13. The next station is HUOYING. Please get ready for your arrival.</p> <p>We are arriving at HUOYING.</p>
87	<p>乘客您好，欢迎乘坐地铁 13 号线列车，本次列车开往西直门站方向。列车运行前方是回龙观站，下车的乘客请提前做好准备。各位乘客请注意，列车在回龙观站将要开启左侧车门，请</p>	<p>Welcome to Subway Line 13. This train is bound for XIZHIMEN. The next station is HUILONGGUAN. Please get ready for your arrival. The door on the left side will open. Please keep clear of the door.</p> <p>We are arriving at HUILONGGUAN.</p>

	不要倚靠或手扶车门，以免发生危险。 (开门)回龙观站到了。	
88	列车运行前方是龙泽站，下车的乘客请提前做好准备。远途的乘客请往车厢中部走。列车从龙泽站起，将要开启右侧车门，请不要倚靠或手扶车门，以免发生危险。 (开门)龙泽站到了。	The next station is LONGZE. Please get ready for your arrival. The door on the right side will open. Please keep clear of the door. We are arriving at LONGZE.
89	欢迎乘坐地铁 13 号线列车。列车运行前方是西二旗站，下车的乘客请提前做好准备。远途的乘客请往车厢中部走。 (开门)西二旗站到了。	Welcome to Subway Line 13. The next station is XI'ERQI. Please get ready for your arrival. We are arriving at XI'ERQI.
90	列车运行前方是上地站，下车的乘客请提前做好准备。各位乘客，为了您和他人的安全，请不要携带易燃易爆等危险品进站乘车，谢谢合作。 (开门)上地站到了。	The next station is SHANGDI. Please get ready for your arrival. For your safety and security, please don't carry inflammable and explosive articles on board. We are arriving at SHANGDI.
91	欢迎乘坐地铁 13 号线列车。列车运行前方是五道口站，下车的乘客请提前做好准备。远途的乘客请往车厢中部走。各位乘客，现在介绍地铁 13 号线首末车时间：霍营站首班车时间 5 点 25 分；西直门站首班车时间 6 点整；东直门站首班车时间 6 点整；西直门站开往东直门站方向末班车时间 22 点 42 分；西直门站至霍营站区间末班车时间 23 点 45 分；东直门站开往西直门站方向末班车时间 22 点 42 分；东直门站至	Welcome to Subway Line 13. The next station is WUDAOKOU. Please get ready for your arrival. The first train leaves HUOYING Station at 5:25; the first train leaves XIZHIMEN Station at 6:00; the first train leaves DONGZHIMEN Station at 6:00; the last train leaves XIZHIMEN for DONGZHIMEN at 22:42; the last train leaves XIZHIMEN for HUOYING at 23:45; the last train leaves DONGZHIMEN for XIZHIMEN at 22:42; the last train leaves DONGZHIMEN for HUILONGGUAN at 23:45. We are arriving at WUDAOKOU.

	回龙观站区间末班车时间 23 点 45 分。 (开门)五道口站到了。	
92	列车运行前方是知春路站，下车的乘客请提前做好准备。 (开门)知春路站到了。	The next station is ZHICHUNLU. Please get ready for your arrival. We are arriving at ZHICHUNLU.
93	欢迎乘坐地铁 13 号线列车。列车运行前方是大钟寺站，下车的乘客请提前做好准备。 (开门)大钟寺站到了。	Welcome to Subway Line 13. The next station is DAZHONGSI. Please get ready for your arrival. We are arriving at DAZHONGSI.
94	列车运行前方是终点站西直门站，请携带好随身物品准备下车。西直门站为换乘车站，换乘地铁 2 号线的乘客，请您出站后，进入 2 号线西直门站乘车。 终点站西直门站到了，请携带好随身物品顺序下车。感谢您选择北京地铁出行，欢迎再次乘坐地铁 13 号线列车，再见。	The next station is XIZHIMEN, the terminus of the line. Please get ready for your arrival and make sure you have all your belongings with you. Transfer passengers please exit the station and take Line 2. We are arriving at XIZHIMEN. Thank you for taking Beijing Subway. Welcome to take this line on your next trip. Have a nice day.
95	开往 XXX (站名) 方向的列车将要进站，请您站在安全线以内候车。	The train bound for XXX is arriving, please stand behind the yellow line.
96	本线首末车时间	Schedule for First/Last Train of This Line
97	列车行驶方向	This train is bound for XXX
98	阜成门站地面示意图	Map of FUCHENGMEN Area
99	票务服务	Tickets
100	阜内大街	FUCHENGMEN Inner Street
101	政协礼堂	CPPCC Auditorium
102	国土资源部	Ministry of Land and Resources
103	阜外大街	FUCHENGMEN Outer Street
104	月坛公园	Temple of Moon Park
105	万通新世界商品交易市场	Wantong New World Market
106	天意新商城	Tianyi New Market
107	华联商厦	Hualian Department Store
108	中复阜成门电讯商场	Zhongfu Telecommunication Store Fuchengmen Branch
109	阜外医院	FUWAI Hospital

110	阜昌典当行阜成门总店	Fuchang Pawnshop Fuchengmen Head Office
111	白塔寺	White Dagoba Temple
112	北京鲁迅博物馆	Beijing Lu Xun Museum
113	手递手接收点	Hand-to-Hand Free Ads Service
114	西北口	North-West Exit
115	东北口	North-East Exit
116	东南口	South-East Exit
117	西南口	South-West Exit
118	车站服务设施位置图	Map of Station Service Facilities
119	公交换乘信息	Bus Transfer Information
120	综合信息	Information
121	地铁列车时刻表	Schedule/Timetable
122	北京地铁（各条线路）运营时间	Service Hours
123	北京地铁服务热线	Beijing Subway Service Hotline
124	欢迎光临，请选择画面上的按钮！	Please Select the Button/Welcome! Please Select the Button on Screen
125	请投入现金，然后按下确认按钮！	Please Insert Cash and Push Button
126	请插入充值卡！	Please Insert Your Card/Please Insert Your Rechargeable Card
127	站员操作中，请稍候！	Please Wait!/Being processed, please wait.
128	该卡不能用，请到窗口处理！	This card is not valid. Please see staff for assistance. /The ticket is not valid. Please go to ticket office for help.
129	请您充值	Please Adjust Fare/Please Recharge the Value of Your Card
130	对不起，此票不能使用	Sorry, this ticket has expired. /Sorry, the ticket is not valid.
131	请您购票	Please Buy a Ticket
132	请您再刷一次卡	Please Swipe Your Card Again
133	不要同时使用多张卡	Please don't use more than one card at the same time.
134	请您刷卡	Please Swipe Your Card
135	请使用其它通道	Please Use Another Gate
136	请插入卡	Please Insert Your Ticket
137	请确认您的卡	Please Check Your Ticket
138	请您通知工作人员	Please See Staff for Assistance
139	请到售票处处理	Please Go to the Ticket Office for Help
140	余额不足	Sorry, your ticket has not enough value.
141	暂停服务，请稍候	Out of Service. Please Wait.
142	车票无效，请使用有效	The ticket is not valid. Please use a valid ticket.

	车票	
143	请查看基准票价	Please Check Basic Ticket Fare
144	请查看销售策略	Please Check Sales Policy
145	请查看计次票价	Please Check Multi-Ride Fare
146	请查看超时扣款	Please Check Overtime Fee
147	请选择要查询的线路	Please Select Line/Please Select Line Button
148	请选择起始站	Please Select Departure Station
149	请选择终点站	Please Select Terminus

四、公交行业公共英语标识需求

(一) 基础设施

序号	中文名称	英文名称
1	×××公交站	××× Bus Station/××× Bus Stop
2	×××公交中心站	××× Central Bus Station
3	×××公交枢纽站	××× Public Transport Hub
4	乘梯须知	Instruction on Elevator Use / Instruction on Escalator Use
5	有电危险	Danger! High Voltage
6	强电竖井	Vertical Shaft for Heavy-Current
7	弱电竖井	Vertical Shaft for Light-Current
8	设备重地	Facilities Area
9	地下停车场收费处	Basement Parking Fare Collection
10	西外大街	XIZHIMEN Outer Street
11	写字楼	Office Building
12	男式服装	Men' s Wear
13	女式服装 (韩国城)	Ladies' Wear (Korean City)
14	换乘大厅	Transfer Hall/Transit Hall
15	枢纽西南大厅	Bus Hub Southwest Hall
16	枢纽东南大厅	Bus Hub Southeast Hall
17	地下停车场入口	Entrance to Basement Parking
18	通往.....	To...
19	自行车库	Bicycle Parking
20	南出口 (1)	South Exit 1
21	北 (1) 出口	North Exit 1
22	天文馆	Planetarium
23	十三陵	Ming Tombs
24	八达岭长城	Great Wall—BADALING
25	103 站台通道	Line for Bus 103
26	65 站台通道	Line for Bus 65
27	812 站台通道	Line for Bus 812
28	一楼南出口	F1 South Exit
29	西北厅出口	Exit of Northwest Hall

30	楼层索引	Building Directory
31	餐饮广场	Food Plaza/Food Court
32	裤装、鞋区	Pants & Shoes
33	车库	Garage
34	第一通道	Passage 1
35	枢纽西北大厅	Bus Hub Northwest Hall
36	枢纽东北大厅	Bus Hub Northeast Hall
37	西外南口	South T-Junction of XIZHIMEN Outer Street
38	南出口 (2)	South Exit 2
39	郝家湾街	HAOJIWAN Street
40	北 (2) 出口	North Exit 2
41	动物园	Zoo
42	居庸关长城	Great Wall—JUYONGGUAN
43	102 站台通道	Line for Bus 102
44	7 站台通道	Line for Bus 7
45	334 站台通道	Line for Bus 334
46	游 4 路站台通道	Line for Tour Bus 4
47	一楼北出口	F1 North Exit

(二) 标志、标识及服务用语

序号	中文名称	英文名称
1	请勿与司机闲谈	Don't Disturb the Driver
2	儿童购票标尺	Height Mark for Children Tickets
3	《乘务人员工作守则》	Rules for Crew
4	《乘客文明守则》	Rules for Passengers
5	《北京市公共汽车、电车车票使用办法》	Regulations on Beijing Bus/Trolley Tickets
6	请在前后门下车	Please Get Off at the Front or Rear Door
7	下车请刷卡	Please Swipe Your Card When Getting Off
8	上 (车门)	ON/On
9	下 (车门)	OFF/Off
10	公交市政交通一卡通售卡点	IC Card Vendor
11	月票有效	Monthly Ticket Valid
12	月票无效	Monthly Ticket Invalid
13	乘客您好! XX 路, 开往 XXX, 请按顺序上车。	Welcome to Bus XXX for XXX. Please board in order.
14	乘客您好! XX 路, 开往 XXX, 请先下后上。	Welcome to Bus XXX for XXX. Please let the departing passengers get off first.
15	下一站 XXX, 请准备下车, 没有票的乘客请买票。	The next stop is XXX. Please have your tickets ready to get off.
16	XXX 到了, 请下车。下车	We are arriving at XXX. Please have your tickets

	请出示车票（下车请刷卡）。	ready for inspection or swipe your card.
17	持 IC 卡乘客，请上车刷卡。	Passengers using IC cards please swipe your cards.
18	终点站就要到了，请出示车票，现在开始查验车票。	We are arriving at the terminus of this line. Please have your tickets ready for inspection.
19	各位乘客，终点站到了，请您携带好自己的随身物品准备下车，感谢您对我们工作的支持，下次乘车再见。	We are arriving at the terminus of this line. Please make sure you have all your belongings with you and get ready to get off. Thank you.
20	各位乘客：为了您和他人的乘车安全，请不要携带易燃、易爆、易碎和笨重物品乘车。	For your safety and security, please don't carry inflammable, explosive, fragile or heavy articles on board.
21	各位乘客：乘车时，请您保管好自己随身携带的物品，以防丢失。	Please keep your belongings with you all the time.
22	各位乘客：请您不要在车内吸烟、吐痰、乱扔废物，请您爱护车内设备。	Please don't smoke, spit or litter in the bus. Please protect the facilities in the bus.
23	各位乘客：当您乘坐公共汽车时，请您尽量将座位让给老、幼、病、残孕及抱小孩的乘客。谢谢您的合作！	Please offer your seats to the seniors, children, pregnant women, the sick and the disabled. Thank you.
24	各位乘客：请您下车后，不要从车前猛跑，注意来往车辆，要直行通过马路，不要斜穿猛跑。	Please beware of vehicles and use the zebra crossing.
25	各位乘客：请前方道路车多人多车辆行驶缓慢，延误了您的出行时间，请您谅解。	There is a traffic jam ahead. We are sorry for the delay.
26	各位乘客：为了您和他人的安全请自觉遵守乘车秩序，有序上车，共建文明乘车秩序，树立良好的道德风尚。	For your safety and security, please get on in order.
27	各位乘客：新北京、新奥运呼唤团结友善的社会新风尚。请路远的乘客尽量往里走，要下车的乘客提前换到车门口，谢谢合作。	Those with a long trip ahead please go to the center of the cabin. Those who are getting off please get ready and move towards the doors. Thank you.

28	各位乘客：新北京、新奥运呼唤整洁优美的城市环境。在您乘车时，请您和我们一起维护好车厢的清洁卫生，谢谢合作。	Please help keep the bus clean. Thank you.
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五、出租汽车行业公共英语标识需求

序号	中文名称	英文名称
1	出租汽车调度站	Taxi Service
2	出租汽车上下站	Taxi Stop
3	出租汽车停靠站	Taxi
4	营运证	Taxi License
5	欢迎使用市政交通一卡通卡	IC Card Accepted
6	北京市出租汽车驾驶员服务监督卡	Beijing Taxi Driver Service Supervision Card
7	北京市运输管理局核发	Issued by the Beijing Transportation Management Bureau
8	准驾证号	Driving Permit No.
9	单位	Company
10	北京市出租汽车驾驶员	Beijing Taxi Driver
11	的士之星	Taxi Star
12	北京市出租汽车调度中心	Beijing Taxi Service Center
13	2.00 元/公里	RMB 2.00/Km
14	敬告乘客	Dear Passengers:
15	请您监督驾驶员使用计价器收费	Make sure the driver charges according to the meter.
16	北京市出租汽车专用发票	Special Invoice for Beijing Taxi Service
17	发票联	Invoice

六、租赁行业英文标识需求



序号	中文名称	英文名称
1	汽车租赁营业门店	Rent-A-Car/Car Rental
2	交车处	Car Return
3	地图	Map
4	接待员	Receptionist
5	租赁合同	Car Rental Contract
6	租赁流程	Rental Procedure
7	服务公约	Service Convention
8	租赁汽车须知	Car Rental Notice

9	租用告之	Car Rental Notice
10	保险条款	Insurance Clauses

七、旅游客运行业公共英语标识需求

序号	中文	英文
1	行驶中请勿站立	Please Be Seated When the Bus Is Moving
2	紧急逃生出口	Emergency Exit
3	紧急逃生工具	Emergency Use Only
4	售票厅	Ticket Office/ Tickets
5	候车厅	Waiting Hall/Waiting Lounge
6	旅游商品	Souvenirs
7	严禁非本部门人员入内	Staff Only

八、停车行业公共场所双语标识需求

序号	中文名称	英文名称
1	机动车	Motor Vehicle
2	非机动车	Non-Motor Vehicle
3	分道行驶	Use Correct Lane
4	停车收费标准	Parking Rate
5	白天	Day
6	夜间	Night
7	大型车	Large Vehicle
8	小型车	Car
9	元/小时	Yuan/Hour
10	元/半小时	Yuan/Half-Hour
11	限制宽度	Max. Clearance <u> </u> M 
12	限制高度	Max. Clearance <u> </u> M 
13	禁止驶入	No Entry
14	行人绕行	No Through Route for Pedestrians/Pedestrians Detour
15	长下坡慢行	Steep Slope-Slow Down
16	方向引导	Direction Sign
17	转弯慢行	Turn Ahead-Slow Down
18	雨雪天气请慢行	Drive Slowly in Rain or Snow
19	注意行人	Watch Out for Pedestrians
20	保持车距	Maintain Safe Distance
21	减速慢行，避让行人	Slow Down. Give Way to Pedestrians.
22	消防通道，禁止停车	Fire Engine Access. No Parking.
23	安全通道	EXIT/Exit
24	地上（下）二层	F2/B2
25	地上（下）三层	F3/B3
26	值班岗亭	Sentry Box

27	出口请慢行	Slow Down at Exit
28	全日（昼夜）停车场	24-Hour Parking
29	（员工）内部停车场	Staff Parking
30	（私人）内部停车场	Private Parking
31	公共停车场	Public Parking
32	收费停车场	Pay Parking
33	免费停车场	Free Parking
34	地下停车场	Basement Parking
35	路侧停车	Roadside Parking
36	计时停车	Meter Parking
37	临时停车	Temporary Parking
38	停车费	Parking Rate
39	禁止停车	No Parking
40	停车车位	Parking Stall
41	停车时间	Parking Duration
42	停车时限	Parking Time Limit
43	咪表	Parking Meter
44	停车锁车器	Parking Lock
45	停车自动收费系统	Auto Fare Collection (AFC) Parking System
46	车位已满	Full
47	外部车辆请勿进入	Registered Vehicles Only
48	停车场须知	Parking Notice
49	停车领卡	Stop for Ticket
50	专用车位	Reserved Parking
51	请停车入位	Park in Bays Only

九、省际客运站标志标识及问候语需求

序号	中文名称	英文名称
1	服务台	Reception
2	售票厅	Ticket Hall
3	公交车站台	Platform
4	出租车调度站	Taxi Service
5	汇合点	Conjunction
6	出站	Departure
7	进站	Arrival
8	检票口	Ticket Check
9	问讯处	Information
10	由此上楼	Upstairs
11	由此下楼	Downstairs
12	公用电话（IC卡）	Telephone (IC Card)
13	时刻表	Schedule/Timetable
14	价目表	Fare List
15	运营线路	Lines in Operation

16	乘车须知	Passenger Notice
17	无障碍电梯	Wheelchair Accessible
18	无障碍卫生间	Wheelchair Accessible
19	员工专用通道	Staff Only
20	大客车专用入口	Entrance for Buses
21	大客车专用出口	Exit for Buses
22	步行出站	Pedestrian Only
23	步行进站	Pedestrian Only
24	小型车专用入口	Entrance for Small Vehicles
25	小型车专用出口	Exit for Small Vehicles
26	社会车辆入口	Entrance for Public Vehicles
27	社会车辆出口	Exit for Public Vehicles
28	出租车待客区	Taxi Stand
29	候车室	Waiting Room
30	吸烟室	Smoking Room
31	紧急通道	Emergency Access
32	疫情检查站	Quarantine Office
33	旅客止步	Staff Only
34	收费处	Fare Collection
35	旅客进站口	Passenger Entrance
36	旅客出站口	Passenger Exit
37	意见箱/意见簿	Suggestions & Complaints
38	公告栏	Notice Board
39	留言板	Message Board
40	自行车停放处	Bicycle Parking
41	小型车停车场	Car Parking
42	行包安全检查	Baggage Safety Check
43	广播室	Broadcasting Room
44	失物招领处	Lost & Found
45	补票处	Fare Adjustment
46	退票处	Ticket Refund
47	地铁站	Subway Station
48	机场巴士	Shuttle Bus
49	旅游巴士	Tour Bus
50	行包托运处	Baggage Check/Luggage Check
51	货物提取	Cargo Claim
52	货物受理处	Cargo Reception
53	行李车	Baggage Cart/Baggage Trolley
54	小件寄存处	Left Luggage/Luggage Deposit
55	检斤处	Baggage Weighing
56	行包托运须知	Notice on Baggage Check
57	禁运物品	Prohibited Articles
58	省际道路旅客运输站	Inter-Provincial Passenger Transport Station

59	客运主枢纽	Public Transport Hub
60	运营部	Operation Department
61	安全稽查部	Safety Inspection Department
62	行包托运部	Luggage Freight Department
63	总经理室	General Manager Office
64	治安室（派出所）	Police Office/Police Station
65	值班站长室	Duty Office
66	暂停售票	Temporarily Closed
67	请您稍候	Please Wait
68	祝您旅途愉快	Have a Good Trip
69	欢迎您再来	We are always here to serve you!
70	请您自觉接受行包安检	Please Have Your Baggage Checked
71	请您注意交通安全	Drive Safely
72	慢行	Slow Down
73	司机同志请您按规定停放车辆	Park in Bays Only
74	暂停服务请谅解	Temporarily closed. Sorry for the inconvenience.
75	设备维修暂停使用	Equipment under Repair. Temporarily Out of Service.

十、货运运输行业英文标识需求

序号	中文名称	英文名称
1	监控室	Monitoring Room
2	货物托运	Freight Transport/Cargo Transport
3	检查口	Inspection Gate
4	公共仓库	Public Warehouse
5	零担货运	LTL (Less-Than-Truckload) Freight
6	浴室	Shower Room
7	2008 北京奥运会专用运输货车	Van for Beijing 2008 Olympics
8	货运枢纽	Cargo Terminal
9	综合货运站	Comprehensive Cargo Services
10	零担货运站	LTL (Less-Than-Truckload) Cargo Services
11	集装箱中转站	Container Transfer Station
12	集装箱堆场	Container Yard
13	物流中心	Logistics Center
14	配送中心	Distribution Center
15	分拨中心	Allocating Center
16	物流园区	Logistics Park
17	配货区	Distribution Area
18	货运堆场	Freight Yard
19	仓库	Warehouse
20	称重区	Weighing Area

21	停车场	Parking
22	车辆通道	Vehicle Lane
23	进站口	ENTRANCE/Entrance
24	出站口	EXIT/Exit
25	托运	Consignment
26	受理	Acceptance
27	结算	Settlement
28	加油站	Gas Station
29	维修站	Service Station
30	餐厅	Cafeteria
31	住宿区	Living Area
32	办公区	Administrative Area
33	禁止明火	No Open Flame
34	禁止存储危险货物	Dangerous Cargos Prohibited/ No Dangerous Cargos
35	禁止通行	No Entry /No Admittance
36	禁止停放车辆	No Parking

十一、汽车维修行业公共英语标识需求

序号	中文名称	英文名称
1	汽车整车维修企业	Motor Vehicle Maintenance and Repairs Services
2	汽车专项维修业户	Motor Vehicle Maintenance and Repairs Services of Special Items

十二、其他

《北京市地下铁道列车车票使用办法》

第一条 为加强本市地下铁道列车车票的使用管理,维护乘车秩序,根据国家和本市有关规定,制定本办法。

第二条 乘坐地下铁道列车的乘客(以下简称乘客),须照章购票,接受验票,凭票乘车。禁止不购票或用废票、假票乘车。

(一)普通单张票,在购票站当日乘车有效。

(二)乘客带领一个身高不满 1.2 米的儿童乘车,儿童免票;带领两个以上身高不满 1.2 米的儿童乘车,一个儿童免票。

(三)持有免费乘车证的伤残军人、盲人,可免费乘车。免费乘车证只限持证者本人使用,但一名盲人可有一名陪同人员免票。

(四)乘客使用各站通用的本票乘车时,须由站务员验票和撕票。乘客自行从本票上撕下的车票,视为废票。

(五)已使用过的车票为废票,不得再次使用。车票售出,不予退票。

第三条 使用月票的乘客，须遵守下列规定：

- (一) 月票限当月按照规定的次数使用。
- (二) 购有月票但未随身携带的，乘车时应照章购票。
- (三) 禁止使用过期的月票乘车，禁止冒用、涂改或伪造月票。

第四条 不按规定购票、用票的乘客，须按下列规定补交票款：

- (一) 使用过期月票的，自票面标明月份次月第一日起至发现日止，每日按普通单张票票价 4 倍的金额补交票款，但补交票款的总额不超过 300 元。
- (二) 冒用、涂改、伪造月票的，没收其月票，并补交票款 100 元。
- (三) 使用假票、废票的，或不接受验票，无票通过验票口的，按普通单张票票价的 10 倍的金额补交票款。

乘客补交票款后，由站务员出具补票凭证。

第五条 乘客不按规定购票、用票，且拒绝补票或验票，扰乱公共交通秩序的，移送公安机关依法处理。

第六条 本办法经市人民政府批准，自市市政管理委员会发布之日起施行。

Regulations on Beijing Subway Tickets

Article 1

These regulations are formulated in accordance with national and municipal regulations to ensure the proper use of subway tickets.

Article 2

Passengers shall purchase tickets to ride on the subway. Those without tickets or those who use invalid or counterfeit tickets may not board the subway.

(1) Single tickets are only valid on the date of issue.

(2) One passenger may take one child below 1.2 m free of charge; should two or more such children be taken, only one child may enjoy a free trip.

(3) Disabled servicemen and blind persons who hold a Free Boarding Card may take the subway free of charge. The card is valid only for the cardholder, but an accompanying person may take a free trip.

(4) Passengers with a General Ticket-pad shall have the ticket checked and torn off at the ticket check. Any torn-off by the passenger himself/herself will render the ticket void.

(5) Expired ticket will be considered null and void. Tickets are not refundable once sold.

Article 3

Passengers using monthly tickets shall abide by the following rules:

(1) The monthly ticket shall only be valid within the month. Its use shall be frequency-limited.

(2) A regular ticket shall be purchased by holders of a monthly ticket if the monthly ticket is not carried on the holder.

(3) No expired, altered or counterfeit monthly ticket shall be used.

Article 4

Passengers that fail to purchase or use tickets as required shall be liable to the following surcharges:

(1) Users of an expired ticket shall pay four times the daily charge for an ordinary single ticket for each day counted from the first day of the month as indicated on the monthly ticket until the day when the offence is discovered. No surcharge, however, shall exceed 300 yuan.

(2) Users of an altered or counterfeit monthly ticket shall have the ticket confiscated and pay a surcharge of 100 yuan.

(3) Persons who use a counterfeit or expired ticket, or enter the station without a ticket, shall pay a surcharge 10 times of a single ticket.

Article 5

Passengers who fail to purchase or use tickets as required and refuse to undergo ticket inspection or pay surcharges shall be handed over to the police if the case is serious enough to disrupt public order.

Article 6

These regulations have been approved by the People's Government of Beijing Municipality and shall enter into force when promulgated by the Beijing Municipal Administration Commission.

《北京市公共汽车电车车票使用办法》

第一条 为加强本市公共汽车、电车车票的使用管理，维护乘车秩序，根据国家有关规定，制定本办法。

第二条 本市公共汽车、电车的乘务员，应当对乘客主动售票，认真验票；对不照章购买和使用车票的乘客，按本办法处理。

第三条 乘坐本市公共汽车、电车的乘客，均须照章购买和使用车票，并接受乘务员验票。

第四条 乘客乘车必须按下列规定购买车票，凭票乘车：

(一)按所乘路程的票价购票。禁止不购票或者使用废票乘车，禁止超过票价有效路程乘车。

(二)乘客带领一个身高不满 1.2 米的儿童乘车，儿童免票；带领两个以上身高不满 1.2 米的儿童乘车，一个儿童免票。

(三)携带行李、物品超过一个座位面积的，应当加购一张车票。

(四)车票限当次乘车有效，因特殊情况，由乘务员安排换乘的，所购未过站车票有效。

(五)车票售出，不予退票。

第五条 乘客乘车使用月票，必须遵守下列规定：

(一)月票限当月按照规定的次数使用。

(二)严格按照月票的有效期限和种类使用月票，不持月票乘车的，照章购买车票。禁止使用过期月票和涂改、伪造的月票。

第六条 乘客下车前不购车票的，视为无票乘车。无票乘车或者不按本办法购票和使用月票的乘客，须按下列规定补交票款：

(一)超过票价有效路程乘车的，按超过的路程票价补票。

(二)不购票或者使用废票乘车的，市区线路补交票款 5 元，郊区线路补交票款 10 元。

(三)使用过期月票的，从票面月份的次月 1 日起至发现日止，每日补交票款 2 元，但补交票款的总额不超过 300 元。

(四)使用其他证件冒充月票以及冒用他人月票的，补交票款 150 元。

(五)使用涂改、伪造的月票的，补交票款 300 元。

第七条 不按规定购买车票或者使用月票的乘客补交票款后，乘务员须按所补票款额出具补票凭证。

第八条 不按规定购买车票或者使用月票的乘客，拒绝补票或者拒绝乘务员验票，扰乱公共交通秩序的，移送公安机关依法处理。

第九条 本办法自发布之日起施行。市人民政府 1990 年 12 月 26 日批准，市公共交通总公司 1991 年 1 月 1 日公布的《北京市公共汽车、电车车票使用办法》同时废止。

Regulations on Beijing Bus/ Trolley Bus Tickets

Article 1

These regulations are formulated in accordance with national and municipal regulations to ensure the proper use of bus/ trolley bus tickets.

Article 2

All bus conductors shall actively pursue his/her duties in selling and checking tickets. Passengers who do not purchase or properly use their tickets shall be dealt with according to relevant provisions of the Regulations.

Article 3

All passengers shall purchase and properly use the tickets according to the Regulations and have their tickets checked by the conductors.

Article 4

Passengers shall purchase tickets to ride on the bus/trolley according to the following rules.

(1) Passengers shall purchase the tickets according to the metered fare. Those without tickets or those who use invalid or counterfeit tickets may not board the bus. No ride farther than the metered fare distance is allowed

(2) One passenger may take one child below 1.2 m free of charge; should two or more such children be taken, only one child may enjoy a free trip.

(3) Luggage or other articles that occupy an area of a passenger seat need an additional ticket

(4) A ticket is only valid for the bus on which it is sold. When a transfer is arranged by the conductor for special reasons, those tickets that have not exceeded their validated distance shall continue to be valid

(5) Tickets are not refundable once sold.

Article 5

Passengers using monthly tickets shall abide by the following rules:

(1) The monthly ticket shall only be valid within the month. Its use shall be frequency-limited.

(2) A regular ticket shall be purchased by holders of a monthly ticket if the monthly ticket is not carried on the holder. No expired, altered or counterfeit monthly ticket shall be used.

Article 6

Passengers that fail to purchase or use tickets as required shall be liable to the following surcharges:

- (1) Those who travel farther than the metered fare distance shall pay for the fare of extra distance.

(2) Those who fail to buy a ticket before getting off or use an invalid ticket shall pay 5 yuan as bus fare for urban lines or 10 yuan for suburban lines.

(3) Users of an expired monthly ticket shall pay 2 yuan for each day counted from the first day of the month as indicated on the monthly ticket until the day when the offence is discovered. No surcharge, however, shall exceed 300 yuan.

(4) Users of other kinds of certificates which duplicate monthly tickets or those who use monthly tickets of other people shall pay a surcharge of 150 yuan.

(5) Users of an altered or counterfeit monthly ticket shall pay a surcharge of 300 yuan.

Article 7

A voucher shall be provided by the bus conductor after the surcharged is paid.

Article 8

Passengers who fail to purchase or use tickets as required and refuse to undergo ticket inspection or pay surcharges shall be handed over to the police if the case is serious enough to disrupt public order.

Article 9

The Regulations shall come into force on the date of promulgation, whereas the former *Regulations on Beijing Bus/Trolley Bus Tickets* approved by the People's Government of Beijing Municipality on December 26, 1990 and promulgated by Beijing Public Transport Holdings, Ltd. on January 1, 1991 shall be abolished and nullified.

《乘客卡的发行办理与使用规定》

1、乘客卡的种类与使用范围

乘客卡是在北京公共交通领域乘车消费使用的一种 IC 卡，即（一卡通卡）。该卡由北京市政一卡通公司负责制作、发行、充值、结算清分、退换、回收管理。

乘客卡种类分为普通卡和月票卡。其中，普通卡分为记名卡和非记名卡；月票卡分为：成人月票卡、学生月票卡、地铁专用月票卡、公交地铁联合月票卡。

乘客卡的使用范围为：北京公共交通控股（集团）有限公司（以下简称“公交集团”）、北京巴士股份有限公司（以下简称“巴士公司”）、北京八方达客运有限公司（以下简称“八方达公司”）、北京祥龙公交客运有限公司（以下简称“祥龙公司”）、北京畅达通客运股份有限公司（以下简称“畅达通公司”）所属全部

运营线路车辆，北京地铁 1 号线、2 号线、八通线、13 号线以及安装有一卡通读卡计价器并张贴“欢迎使用一卡通卡”标志的出租汽车。

2、乘客卡的发行办理与使用

乘客卡有普通卡和月票卡。

I 普通卡的发行使用

普通卡为储值卡，具有储值 and 消费功能，可重复储值使用。

(1) 在一卡通公司授权的发卡/充值网点申办。

(2) 申办时须缴纳 20 元卡押金，无需任何证件，且申办的张数不限。

(3) 申办人在完成必要手续后可在发卡/充值网点当场取得普通卡，发卡/充值网点为持卡人出具押金收据。

(4) 首次充值金额不低于 20 元，每次充值额需为 10 元或 10 元的整倍数。卡内余额不超过 1000 元。

(5) 发卡/充值网点为持卡人出具充值凭证。

(6) 如有透支情况，持卡人充值时应先偿还透支款。

(7) 普通卡持卡人持卡乘坐公共电汽车（地铁）时，如卡内余额不足以支付当次乘车费用，但高于 0.1 元的，持卡人可以持卡透支乘坐本次车。透支金额在充值或者退卡时偿还。

(8) 乘坐出租车时，不可透支消费。

(9) 持卡人刷卡乘坐公共电汽车月票无效线路，可享受 8 折优惠。持卡人刷卡乘坐公共电汽车月票有效线路和地铁线路时，按票价执行，不享受折扣优惠。

(10) 持卡人乘坐单一票制线路车辆，只需在上车时刷卡一次，从卡内扣除应收票款。

(11) 持卡人乘坐分段计价线路车辆，需要在上车时和下车时各刷卡一次，上车刷卡打标记，下车刷卡扣除应收票款。

(12) 不允许一卡多人同时使用。

(13) 乘坐地铁

①1 号线、2 号线、八通线：持卡人进站刷卡形成交易记录，扣除应收票款。

②13 号线：持卡人入闸刷卡进行打标记，出闸刷卡形成交易记录，扣除应收票款。

(14) 乘坐出租汽车

①持卡人下车时刷卡一次，扣除乘车款。

②当卡内余额不足以支付本次乘车款时，差额部分可用现金支付或使用另外一张卡支付。

(15) 退卡、退资、移资业务在一卡通公司指定网点办理。

(16) 普通卡退卡时回收卡片，退还押金。

(17) 好卡不能换卡。坏卡换卡时，回收卡片，原卡的余额全部转移到新卡中。

(18) 人为损坏的卡片办理退换时，收取 20 元成本费。

(19) 退资是将一卡通卡内的资金退还给持卡人，但不收卡，不退押金。

(20) 如存在不完整交易，持卡人必须先处理完不完整交易后，方可办理退换、退资、移资业务。

(21) 已透支的普通卡办理退换、退资业务时，须先偿还透支金额。

(22) 办理卡内余额退还时，退资手续费按卡内余额的 10% 计算，以元为单位取整收取。卡内余额小于 100 元时，以及质量原因造成的坏卡不收退资手续费。

(23) 移资时须将原卡的余额全部转移到新卡中。移资不收取手续费。

II 月票卡的发行使用

(1) 月票卡具有计次和储值双重功能，可重复充次、储值使用。储值区的充值、使用同于普通卡；月票卡的月票区按月付费充次，计次、限次、限月使用。当月使用次数未用完，下月不累计。月票卡付费充次后，不办理月票区的退次、退费手续。

(2) 月票卡限本人使用，不记名，不挂失。其种类、收费标准、限定乘次、发行范围为：

月票卡种类	收费标准	每月限定使用次数	发行范围
学生月票卡	20 元/月	140 次/月	原月票发售范围
成人月票卡	45 元/月	140 次/月	原月票发售范围
地铁专用月票卡	60 元/月	140 次/月	原地铁专用和公交地铁联合月票发售范围
公交地铁联合月票卡	90 元/月	140 次/月	

(3) 月票卡的使用范围：学生月票卡、成人月票卡和公交地铁联合月票卡可在公共电汽车月票有效线路车辆上计次使用；地铁专用月票卡和公交地铁联合月票卡可在地铁 1 号线、2 号线计次使用。

(4) 月票卡申办：

① 学生月票卡

已领取市教委统一颁发的“北京市中小学学生卡”的中小學生，持“北京市中小学学生卡”直接到公交集团指定的发卡/充值点，交纳月票款，办理充次、充值。充次、充值后的“北京市中小学学生卡”可作为学生月票卡使用。

未领取“北京市中小学学生卡”的小学生，持本人近期一寸证件照一张，到公交集团指定的发卡/充值点，交纳 20 元卡押金和月票款，办理领卡和充次、充值。

其他学校学生到所在学校领取学生月票证件卡，贴上本人近期一寸证件照并填写学校名称、本人姓名、性别及有效期，经学校审核确认加盖公章后，学生本人持此证件卡到公交集团指定的发卡/充值点，交纳 20 元卡押金和月票款，办理领卡和充次、充值。

②成人月票卡

凡持有现行纸质月票底版的乘客，本人持原月票底版、近期一寸证件照一张到公交集团指定的发卡/充值点，交纳 20 元卡押金和月票款，办理充次、充值；

新办理月票卡的乘客，由本人持近期一寸证件照一张及相关证件，到公交集团指定的发卡/充值点，交纳 20 元卡押金和月票款，办理充次、充值。

③地铁专用月票卡和公交地铁联合月票卡

本人持原纸质月票底版、近期一寸证件照一张，到北京市地铁运营有限公司（以下简称“地铁运营公司”）指定的发卡/充值点，交纳 20 元卡押金和月票款，办理充次、充值。

（5）月票卡的充次、充值：

①持卡人须在公交集团、地铁运营公司指定发卡/充值点办理充次、充值。在当月 1—25 日营业时间内进行当月月票卡付费充次，为了减少乘客月票卡集中充次、充值等候时间，也可在当月任一天营业时间内提前进行次月月票卡付费充次。

②持卡人对月票卡进行充次时，可同时对月票卡储值区充值，以便乘坐月票无效线路车辆时或在当月月票卡次数用完后乘坐月票有效线路时刷卡付费乘车。

③月票卡每月限定使用次数的有效期按自然月计算，为当月一日至月末最后一日。

（6）月票卡的使用

①月票卡在各自的月票有效线路乘车使用时，使用卡内月票区交易，每交易一次计为一次。

A. 持卡乘坐公共电汽车单一票制线路车辆时，须在上车时刷卡一次，从卡内扣除乘车次数 1 次。

B. 持卡乘坐公共电汽车分段计价线路车辆时，须在上车和下车时各刷卡一次，上车刷卡打标记，下车刷卡扣除乘车次数 1 次。

C. 持卡乘坐地铁 1 号线、2 号线时，进站刷卡一次形成交易记录，从卡内扣除乘车次数 1 次。

②使用月票卡，在已超出限乘次数，或未充当月乘次时，其同于普通卡（在月票有效线路乘车使用时，使用卡内储值区交易，不打折）。

③月票卡在公共电汽车月票无效线路乘车使用时，使用卡内储值区交易，享受 8 折优惠。

④月票卡在地铁月票无效线路乘车使用时，使用卡内储值区交易，不打折。

(7) 月票卡的退换、退资、移资

①月票卡退卡、卡内储值区的退资和移资手续须到一卡通公司指定网点，按普通卡的相关规定办理。

②月票卡不办理月票区的退次、退费、移次手续。

③月票卡坏卡换卡时，在公交集团、地铁运营公司指定网点办理，卡内月票区次数按当日系统后台统计的剩余次数补足。

④人为损坏的卡片办理退换时，退还押金，收取 20 元成本费，原卡收回；质量原因造成的坏卡，退还押金，免收 20 元成本费。

⑤特殊情况，持卡人可到一卡通公司客户服务中心咨询和办理。

(8) 持卡人办理地铁专用月票卡和公交地铁联合月票卡的过户时，按相关规定到地铁运营公司指定网点办理。

Regulations on the Issuance and Use of Passenger Cards

1. Categories and Scope of Use of Passenger Cards

A passenger card is an IC card (an all-in-one card) used in the field of public transport in Beijing municipality. The card is made and issued by the Beijing Municipal IC Card Corporation, which is also responsible for IC card value-recharging, clearance, replacement and recall.

Passenger cards can be divided into two categories: ordinary cards and monthly cards.

Ordinary cards are classified into named cards and unnamed cards, while monthly cards are categorized into adult monthly cards, student monthly cards, subway monthly cards and subway-bus monthly cards.

The scope of use of passenger cards extends to all bus lines managed by Beijing Public Transport Holdings, Ltd.(hereafter “Public Transport Group”), Beijing Bus Co., Ltd. (hereafter “Bus Company”), Beijing Bafangda Passenger Transport Co., Ltd.(hereafter “Bafangda Company”), Beijing Xianglong Passenger Transport Co., Ltd.(hereafter “Xianglong Company”) and Beijing Changdatong Passenger Transport Co., Ltd (hereafter “Changdatong Company”); Beijing Subway Line 1, Line 2, Line13 and Batong Line, and all taxis equipped with an IC card reader for fare collection and marked with the phrase “Capable of Using IC Cards.”

2. Issuance and Use of Passenger Cards

Passenger cards take the form of an ordinary card or a monthly card.

I . Issuance and Use of Ordinary Cards

Ordinary cards are stored value cards which can be used repeatedly.

- (1) Ordinary cards can be applied for at all the card-issuing/value-recharging centers of the Beijing Municipal IC Card Corporation.
- (2) 20 yuan shall be paid as a deposit for each card with no identification certificate needed. There is no limit to the number of cards for which applications can be made.
- (3) The applicant shall complete necessary formalities before obtaining the card from the card-issuing/value-recharging center, and the latter shall draw a deposit receipt for the cardholder.
- (4) The amount charged the first time shall not be less than 20 yuan. The value recharged each time shall be 10 yuan or multiples of 10 yuan. The amount of balance on each card shall not be more than 1,000 yuan.
- (5) The card-issuing/value-recharging center shall draw an invoice for the cardholder for the value recharged.
- (6) If there is an overdraft, the cardholder shall pay for it when he/she recharges the card.
- (7) In case the balance of an ordinary card is insufficient to pay for a bus (subway) trip but is more than 0.1 yuan, the card holder may still take the trip by overdraft, but the amount overdrawn shall be repaid when he/she recharges or returns the card.
- (8) To overdraw his/her card when taking a taxi is not accepted.
- (9) Cardholders enjoy a 20% fare discount when taking a bus for which monthly tickets are invalid. But they do not enjoy any discount when taking the subway or buses for which monthly tickets are valid.
- (10) Card holders who take buses or subway trains that adopt the flat fare system only need to swipe their card once when getting on with the due amount deducted from the card
- (11) Card holders taking buses or subway trains whose fares depend on the distance traveled shall swipe their cards both when getting on and when getting off.
- (12) One card shall not be used simultaneously by more than one person.
- (13) For those taking the subway:
 - ① Line 1, Line 2 and Batong Line: cardholders shall swipe their cards before getting onto the platform to get the transaction recorded and corresponding value deducted.

- ② Line 13: Cardholders shall swipe their cards at the turnstile of the departure station to get the card marked and swipe it again before checking out at the arrival station to get the transaction recorded and corresponding value deducted.
- (14) For those taking taxis:
- ① Cardholders shall swipe their cards when getting off with the corresponding value deducted.
- ② When the balance of the card is not enough to pay for the ride, the deficient amount shall be paid with cash or with another card.
- (15) Card-return, value-return or value-transfer shall be handled at the card-issuing/value-recharging centers designated by Beijing Municipal IC Card Corporation.
- (16) When an ordinary card is returned, the card itself shall be reclaimed with the deposit refunded.
- (17) When a damaged card is returned for replacement, it shall be reclaimed and its balance shall be totally transferred to the new card.
- (18) If a card is damaged due to human factors such as improper use, a 20-yuan replacement cost shall be paid.
- (19) Value-return means that the balance of the card is returned to the cardholder without the reclaiming of the card and refunding of the deposit.
- (20) If there exist imperfect transactions, the cardholder shall have them settled before handling card replacement, value-return or value-transfer.
- (21) For an overdrawn ordinary card, the overdrawn amount shall be paid before the card is replaced or its balance is returned.
- (22) When the balance of a card is returned, a handling charge of 10% of the balance shall be paid, the amount of which shall be rounded to yuan. No handling charge is required if the balance is less than 100 yuan or if the card is unusable due to inferior quality.
- (23) For value-transfer, the balance of the old card shall be transferred to the new one free of charge.

II . Issuance and Use of Monthly Cards

- (1) A monthly card has two functions. One is for recording the number of times it has been used; the other is for value-recharging. The recharging and use of its value storage section are the same as with an ordinary card, while its monthly ticket section shall be recharged with a specified number of permitted monthly uses, where the number of trips are recorded and restricted. It shall be recharged monthly and used within the month. If the specified number of monthly uses is not used up, they do not pass into

the next month. Once a monthly card has been recharged with the specified value and number of uses, the stored value cannot be returned to the card holder.

- (2) A monthly card shall be used by the holder himself/herself only. It does not bear the name of the holder and the holder cannot report its loss. The categories, price standards, issuing scope and specified number of uses of all kinds of monthly cards are shown in the following table.

Category	Price Standard	Specified Monthly Number of Uses	Issuing Scope
Student Monthly Card	20 yuan/month	140 times/month	The same as that of the former student monthly card
Adult Monthly Card	45 yuan/month	140 times/month	The same as that of the former adult monthly card
Subway Monthly Card	60 yuan/month	140 times/month	The same as that of the former subway
Subway-bus Monthly Card	90 yuan/month	140 times/month	monthly card and subway-bus monthly card

- (3) The scope of use of monthly cards: student monthly cards, adult monthly cards and subway-bus monthly cards can be used on buses for which they are valid, with the number of times used; subway monthly cards and subway-bus monthly cards can be used on Subway Line 1 and Line 2 with the number of times used recorded.

- (4) Application for Monthly Cards

① Student Monthly Card

Those who have a “Primary and Secondary School Student Card of Beijing Municipality”(hereafter “Student Card”)issued by Beijing Municipal Commission of Education, may go to any of the card-issuing/value-recharging centers designated by Public Transport Group to have their Student Card charged with value and the specified number of times of use. The charged Student Card can be use as a student monthly card. Primary school students who do not have a Student Card, may go to any of the card-issuing/value-recharging centers designated by Public Transport Group with a recent 1 " photo of himself/herself, pay the price of a student monthly card and an additional 20

yuan as deposit and then receive the card and have it charged with value and specified monthly number of times of use.

Students of other types shall first get an application certificate from their school with a 1" photo stuck on, which indicates his/her name and sex, the name of the school and the validity of the certificate. The applicant may then go to any of the card-issuing/value-recharging centers designated by Public Transport Group with the certificate bearing the official seal of his/her school after it is validated by the school, pay the price of a student monthly card and an additional 20 yuan as deposit and then receive the card and have it charged with value and the specified monthly number of times of use.

② Adult Monthly Card

Those who hold the existing paper-made monthly card may go to any of the card-issuing/value-recharging centers designated by Public Transport Group with a recent one-inch photo and the paper card, pay the price of an adult monthly card and an additional 20 yuan as deposit and then receive the card and have it charged with value and specified monthly number of times of use.

Passengers who do not have the existing paper-made monthly card may go to any of the card-issuing/value-recharging centers designated by Public Transport Group with a recent 1" photo and related certificates, pay the price of an adult monthly card and an additional 20 yuan as deposit and then receive the card and have it charged with value and specified monthly number of times of use.

③ Subway Monthly Card and Subway-bus Monthly Card

The applicant may go to any of the card-issuing/value-recharging centers designated by Beijing Subway Operation Co., Ltd.(hereafter "Subway Operation Corp."), pay the price of the monthly card and an additional 20 yuan as deposit and then receive the card and have it charged with value and specified monthly number of times of use.

(5) Times and Value Recharging of Monthly Cards

① Card holders shall have their card times-recharged and value-recharged at any of the card-issuing/value-recharging centers designated by the Public Transport Group or the Subway Operation Corp. within their business hours on any day from the 1st to the 25th day of the current month. In order to shorten the waiting time spent on card recharging, passengers may also have their card recharged with value and number of times for the next month in advance on any day in the current month.

- ② When recharging their monthly card with the specified number of times, the card holder may also recharge it with value in its value-storage section, so that the card can be used on buses for which monthly cards are invalid, or on buses for which monthly cards are valid but the specified number of times have been used up.
 - ③ The specified number of times shall be used within the current month, that is, between the first day and the last day of the current calendar month.
- (6) Use of Monthly Cards
- ① When a monthly card is used on buses or the subway for which it is valid, the transaction is recorded in its “monthly card section” and one transaction is recorded as one time.
 - A. Card holders who take buses that adopt the flat fare system only need to swipe their card once when getting on with one time deducted from the card.
 - B. Card holders taking buses whose fares depend on the distance traveled shall swipe their card both when getting on to have it marked and when getting off to have it deducted with one time.
 - C. Cardholders who take Subway Line 1 and Line 2 shall swipe their card when checking in to have the transaction recorded and one time deducted.
 - ② When the specified number of times have been used up or have not been recharged with, a monthly card shall be used as an ordinary card without fare discount on lines that accept monthly cards. But in such cases, the value-storage section of the card is used for the transaction.
 - ③ A monthly card can also be used on bus lines for which it is invalid with a 20% fare discount. But in such a case, the value-storage section of the card is used for the transaction.
 - ④ When a monthly card is used on subway lines for which the subway monthly card is not valid, its value-storage section is used for the transaction and there is no fare discount.
- (7) Replacement, Value-return or Value-transfer of Monthly Cards
- ① For a monthly card, its card-return, value-return and value-transfer from its value-storage section shall be handled at any of the card-issuing/card-recharging centers designated by the Beijing Municipal IC Card Corporation according to relevant regulations on ordinary cards.
 - ② For a monthly card, the number of times and their corresponding value cannot be returned or transferred from its “monthly ticket section”.

- ③ Replacement of damaged monthly cards shall be handled at any of the card-issuing/card-recharging centers designated by the Public Transport Group or by the Subway Operation Corp. In this case, the remaining number of times stored in the “monthly ticket section” of the damaged card shall be transferred to the new one according to the records of the background system on the same day.
 - ④ For the replacement of cards that are damaged due to human factors such as improper use, the deposit shall be returned to the holder and a 20-yuan replacement cost shall be paid for with the damaged card reclaimed. If a card is unusable due to quality problems, it shall be replaced with a new one without cost and the deposit shall be returned.
 - ⑤ In special cases, the cardholder may go to the Customer Service Center of the Beijing IC Card Corporation for card consultation and replacement.
- (8) Cardholders may go to any of the service centers designated by the Subway Operation Corp. for the transfer of subway monthly cards and subway-bus monthly cards.