

**CONDITIONS OF FITNESS OF**

**TAXIS**

**AND**

**PRIVATE HIRE CARS**

**IN EAST LoTHIAN**

**GUIDANCE**

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## INTRODUCTION

**This document does not replace either the Standard Conditions of Licence or any other statutory provisions.**

The guidance contained in this document is intended to be of assistance to operators within East Lothian Council's area of responsibility.

**If you require further information please contact the appropriate person/section below:**

Subject	Contact	Telephone	Fax	E-mail
Licensing	Licensing	01620 827867/ 820114/ 827217	01620 827253	licensing@eastlothian.gov.uk
Vehicle(s)	VPMU	0187 561 5658	0187 561 5659	<a href="mailto:bkane@eastlothian.gov.uk">bkane@eastlothian.gov.uk</a>
Vehicle(s)	A.Kelley	0162 082 7303	0162 082 7715	akelley@eastlothian.gov.uk

Please consult B Kane or A Kelley before purchasing any vehicle. Vehicle types and model need to be approved.

As per East Lothian Council Licensing requirements ;

Vehicles presented for grant of a new licence shall be no more than three years old (since date of first registration) on the date when the licence is granted.

Vehicles presented for substitution, including temporary substitution, on an existing licence (1) shall be no more than six years old (since date of first registration) on the date when the substitution on the licence is to take effect and (2) shall not be older than the vehicle to be replaced as at the date or proposed date of substitution on the licence.

Saloon-type and other regular production vehicles presented for renewal of licence shall be regarded, prima facie as unsuitable if more than six years old (since date of first registration) on the date on which the renewal of licence is to take effect.

Purpose built taxi-cabs and limousine-type vehicles shall be regarded prima facie as unsuitable if more than twelve years old (since date of first registration) on the date on which the renewal of licence is to take effect.

## **GENERAL**

Every Taxi and Private Hire Car must comply in all respects with the requirements of any Acts or Regulations relating to motor vehicles in force at the time of licensing.

The bodywork, bonnet and wings must be free from any dents or other irregularities.

The interior and exterior of the vehicle must be maintained to a high standard and be kept clean at all times.

The holder of the licence will ensure that the licensed vehicle is maintained in a sound condition at all times and be capable of satisfying the Licensing Authority's mechanical and structural inspections, contained herein, at any time during the continuance of the vehicle licence.

Prior to the issue/renewal of a vehicle licence, all taxi, private hire vehicles and trailers (if appropriate) will be inspected to ascertain condition and will be subject to automatic annual checks thereafter.

East Lothian Council's Vehicle and Plant Maintenance Unit, Macmerry Industrial Estate, Macmerry (VPMU) will be responsible for these inspections.

The Council inspections do not replace the M.O.T Certificate and require a higher standard than the usual M.O.T. A valid M.O.T Certificate obtained not more than 30 days prior to inspection is required.

Ad hoc inspections may take place "on the street" by an accredited East Lothian Council inspector.

Vehicles shall have not less than 4 doors and be constructed such that they are capable of withstanding the loads and stresses likely to be encountered in service. If the rear door/s is included as one of the 4 there must be clear, unrestricted access to the rear door/s at all times.

Vehicles must be able to carry a minimum of 4 passengers.

Vehicles must have a minimum engine capacity of 1550cc.

All taxis must be readily wheelchair accessible at all times.

East Lothian Council VPMU is empowered by the Civic Government (Scotland) Act 1982 to enforce the conditions attached to the taxi and private hire vehicle licences issued by the Licensing Authority.

Our aim is to protect the general public, achieved by:

Maintaining a high standard of inspection;

Enforcing the conditions attached to licences;

Conducting investigations of complaints raised against licence holders by members of the public, concerning aspects of the condition of the licensed vehicle.

## **ACCIDENT DAMAGE REPORTING**

There is a duty on all vehicle licence holders to report any accident or other damage within 72 hours or not later than 1600 on the following Monday if the damage occurs after 1600 on the preceding Friday. The vehicle must be submitted to VPMU for further inspection as directed by an authorised officer of the Licensing Authority.

## VEHICLE INSPECTION

All vehicles must have a valid M.O.T. Certificate if appropriate.

Vehicle inspections, outwith the standard M.O.T. inspection, will take place annually and will ensure that every vehicle meets the Licensing Authority's criteria of fitness to carry fare-paying passengers.

The inspection and examination will extend beyond mechanical aspects and will also cover bodywork condition, structure, cleanliness etc.

The fee for inspections is contained within the annual licence fee however a vehicle failing inspection will require to be retested with a further fee of £40 payable on each occasion. If the vehicle is returned to the VPMU and retested before the end of the next working day on one or more of the following items only then no retest fee will apply.

Bonnet	Horn	Seats	Windscreen Wipers
Bootlid	Lamps	Sharp Edges	Windscreen Washers
Brake Pedal anti slip	Loading Door	Projections	Wheels and Tyres
Direction indicators	Mirrors	Steering Wheel	
Doors	Rear Reflectors	Tailboard	
Dropsides	Registration plates	Tailgate	
Fuel filler cap	Seat Belts ( not	VIN	
Hazard Warning	anchorages)	Windscreen and Glass	

All vehicles presented must be in appropriate condition with the bodywork and passenger accommodation being clean and the underside of the vehicle free from road dirt, excess grease and oil etc.

Where the inspection shows the vehicle has not been presented in a suitable condition, it is the responsibility of the licence holder to arrange any required remedial work prior to re-presentation. A supplementary inspection charge, £40 will be levied against vehicles presented in an unsuitable condition.

In addition to the annual inspection, spot checks on vehicle condition will be conducted, from time to time, by an authorised Officer of the Licensing Authority, an authorised Officer of the Vehicle Inspectorate or the Police, any of whom may require identified remedial work to be carried out. In such circumstances, the vehicle must be re-presented to VPMU after the remedial work has taken place before approval is granted for the vehicle to be used in service.

All vehicles, of an approved type and model, must carry:

A spare wheel fitted with a pneumatic tyre of the same type and size as the other tyres and wheels on the vehicle, or where a spacesaver wheel and tyre ( as provided by the manufacturer ) is used a method statement indicating limits of use must be present with the vehicle. Any spare wheel must be in such condition as to instantly replace any damaged wheel or a wheel on which the tyre has become damaged;

A suitable lifting jack;

A suitable wheel brace.

Any vehicle manufactured without space for a spare wheel must provide a copy of a contract for vehicle recovery and onward travel of the passengers. Evidence that such cover is in place must be produced annually at the time of the vehicle inspection.

A fire extinguisher (BSI approved) suitable for use on petrol, diesel or electrical fires carried in a suitable fastener fixed to the vehicle or held within a suitable compartment of the vehicle in a position approved by the licensing authority.

A first aid kit that is adequate for treating the maximum number of passengers carried in the vehicle, fixed to or held within a compartment within the vehicle in a position approved by the licensing authority.

### Appeal Process

If you wish to appeal against a decision to fail your vehicle you should do so on the Appeal Request form available at the VPMU. This form together with a further full test fee should be sent to Keith MacConnachie, Council Solicitor, East Lothian Council, John Muir House Haddington, EH41 3HA within 14 days of the initial vehicle inspection. Your appeal will be heard at the next appropriate Licensing Sub-Committee after which, if your appeal is successful your test fee, or if appropriate part of it will be returned to you. Prior to submitting your appeal you should contact the VPMU and ensure that an agreed photographic record of the item in dispute is available for the Sub-Committee's information and consideration, this may entail securing this evidence prior to any repair work being carried out or the vehicle being put back into service.

## INSPECTION AND FAILURE CRITERIA

### CLEANLINESS/APPEARANCE

The purpose of the inspections is to ensure that vehicles are safe, aesthetically pleasing and present both the operator and East Lothian Council in a favourable manner.

Inspection	Failure	Note
Check bodywork is not damaged or extensively corroded	Body work damaged Bodywork extensively corroded Dent in excess of 600mm <sup>2</sup>	
Check paint and varnish in good condition	Different colour/shade Not to a uniform finish Has surface deficiencies e.g. paint runs or peeling Scratched or stained Broken paint surface	
Check External Cleanliness	Dirty/Dusty exterior	
Check Vehicle Underside	Not free from road dirt Excess grease Excess oil	
Check passenger compartment is clean and free from rubbish Check interior upholstery for security, cleanliness and condition	Dirty/Dusty Contains any rubbish Upholstery, trim or headlining is dirty, missing, insecure, torn or in such condition as to soil clothing or adversely affect passenger comfort	
Check Tariff Sheet if vehicle fitted with a meter	Absent Out of Date	
Check front and rear Licence Plate	Not displayed Different Not secured with approved fixing kit	
Check roof mounted "Taxi" sign (not applied to Private Hire Vehicles)	Absent Insecure Fails to illuminate	
Check front and rear Private Hire Plate (not applied to Taxis)	Not displayed Different Not secured with approved fixing kit	
Check window mounted Private Hire sign	Absent Insecure Fails to illuminate	
Check Road Fund Licence	Missing Out of Date Incorrectly positioned	

## ADVERTISING

All advertising carried either externally or internally by Taxis must not be of a nature to cause offence and every request to display advertisements must therefore be submitted to the Licensing Authority for a prior decision on suitability. Requests to display advertising should include scale drawings of the adverts. The Civic Government (Scotland) Act 1982 prohibits any form of advertising on a Private Hire Car that could imply the vehicle is a Taxi. Where permission is granted for an advertisement to be carried this permission will be granted for one year or to the next annual test of the vehicle.

Fees will not be payable for adverts on a Taxi which are solely for the purpose of identifying the Taxi as that of the Operator.

### Taxis

Exterior advertising on Taxis must meet the following conditions:

Where the complete vehicle body forms an advertisement this must be approved by the Licensing Authority and the relevant fee paid prior to the advert being fitted to the body or the vehicle painted.

Adverts on the bonnet or panels of the vehicle must be in no more than two colours and measure no more than 800mm by 400mm and must not be fitted prior to the relevant fees being paid and Licensing Authority approval given.

No advert may be placed on any window of a Taxi.

Interior advertising on Taxis must meet the following conditions:

Adverts inside a Taxi can be placed on seat fronts or backs and seat headrests subject to the relevant fees being paid and Licensing Authority approval given.

### Private Hire Cars

Private Hire Cars may display the name of the operator and a telephone number on two side panels of the vehicle or on the bonnet only, but not on all three locations. The display must be single colour and measure no more than 800mm by 400mm. The display must not in any way or form imply that the vehicle is other than a Private Hire Vehicle. It must not include the words Taxi(s), Cab(s) or Car(s).

Inspection	Failure	Note
Check Advertising (if applicable – see note)	Offensive Placed on any window Size Colour	The Local Government (Scotland) Act prohibits any form of advertising on a Private Hire Car that could imply the vehicle is a taxi

## DRIVER'S COMPARTMENT AND CONTROLS

The purpose of these inspections is to ensure the safety and comfort of passengers and driver.

Inspection	Failure	Note
Check for cleanliness and presentation	Dirty Contains rubbish Contains items liable to interfere with the proper control of the vehicle	
Check the condition and security of the driver's seat	Seat insecure or structurally weakened Padding or covering is seriously deteriorated	
Check seat adjusting mechanism noting movement relative to vehicle structure	Insecure Ineffective	
Check driver's controls can be operated from the driver's seat	Control cannot be operated from the driver's seat without maintaining proper control of the vehicle	
Check view to front and rear	Any object on the vehicle which is located or is of such a size that the driver has a restricted view of the road ahead or view to the rear having regard to the original design of the vehicle.	
Check the operation of all ventilation equipment and heaters	A heater that does not emit heat Ventilation equipment not supplying adequate air to screen or car interior A leaking unit An insecure unit A control mechanism is inoperative or ineffective	
Check Fire Extinguisher (may be secured within an exposed area of the luggage compartment)	Absent Not easily accessible Clearly discharged Damaged Not conforming to BSEN3 Last maintenance check in excess of 12 months Secured or in an appropriate compartment	
Check First Aid Kit (of a size suitable for the number of passengers carried in the vehicle)	Absent Insufficient for maximum number of passengers Secured or in an appropriate compartment	

## WHEELS AND TYRES

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

No road wheel or tyre, including spare wheel, shall be of a different circumference from that for which the taximeter affixed to the vehicle was designed, geared and tested by East Lothian Council's VPMU.

Inspection	Failure	Note
Check circumference of all wheels/tyres	Different from that specified by taximeter	
Check inflation of tyres	Beyond tolerance specified by vehicle manufacturer	
Check tyre condition	Tyre is worn Tyre has a lump or bulge Incorrectly seated on the wheel rim Tyre is cut Any part of the cord is exposed Tread depth is less than 1.6mm over the centre $\frac{3}{4}$ of the tyre	
Check wheel rim condition	Damaged, distorted or cracked	
Check wheel security	Insecure	
Check spare wheel security	Not secured	

## **BRAKES**

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

Where brake connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that, when in any position other than horizontal, the head of the bolt or pin is uppermost.

Inspection	Failure	Note
Check foot brake pedal	Any side play Not anti-slip Worn or corroded Fading on holding down pedal for approximately 1 minute	
Check hand brake lever	Any side play	
Check pawl holding	Insecure	
Foot Brake Efficiency	Not met	
Hand Brake Efficiency	Not met	

## STEERING

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

The steering wheel must be on the offside of the vehicle.

The steering mechanism must be so constructed and arranged that no over lock is possible and that the road wheels do not in any circumstance foul any part of the vehicle.

Where steering connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that, when in any position other than horizontal, the head of the bolt or pin is uppermost.

Inspection	Failure	Note
Check steering column security	Insecure	
Check steering box or steering rack for security to chassis	Insecure	
Check steering box or steering rack	Leaking Fractured Roughness	
Check sector shaft, or rack, bushes	Excessively worn	

## LIGHTING

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

Adequate lighting of the passenger and driver must be provided.

All step entry areas must have adequate lighting when in use.

Inspection	Failure	Note
Check operation of all lights	Not fitted Insecure Not working Flickers when tapped lightly by hand	
Check reflectors	Not fitted Cracked or broken	

## ELECTRICAL EQUIPMENT

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

All electrical leads and cables must be adequately insulated. Suitable fuses must protect all electrical circuits.

Inspection	Failure	Note
Check battery	Insecure Leaking	
Check battery terminals	Insecure Corroded	
Check wire/cable insulation	Not insulated Not secured Heavily contaminated with oil Signs of chaffing Heat damage	

## COMMUNICATION APPARATUS

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

Communication equipment must be fitted so as not to obstruct the operation of the vehicle controls or access for passengers.

Inspection	Failure	Note
Check all radio equipment	Insecure Inappropriate position	
Aerial	Inappropriate type	Only aerials of a type and in a position approved by the Licensing Authority

## DOORS

The vehicle must have a minimum of 4 doors usable for entry to the vehicle.

All doors and door locks must be capable of being readily opened. On all vehicles only approved original central locking systems will be permitted.

Inspection	Failure	Note
Check operation of door opening mechanism, internally and externally	Inoperative Incomplete	
Check door hinges	Worn Insecure	
Check door pillars	Insecure Weakened by damage Corroded	
Check door locks in the closed position	Insecure locking	
Check Side door open to maximum extent (taxis)	Open door over-extends to be in contact with vehicle bodywork Door does not stay in open position Access dimension is less than 1220mm (height) by 680mm (width)	
Check Rear door open to maximum extent (taxis)	Access dimension is less than 1220mm (height) by 780mm (width)	

## WINDOWS AND VISIBILITY

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

An interior mirror must be fitted in the driver's compartment. External mirrors must be fitted to the near side and off side of the vehicle. The vehicle must have windows at the sides and rear and be of such transparency as to enable the driver and passengers to be seen from outside the vehicle.

For vehicles used on or after 01 April 1985 the light transmitted through the windscreen must be at least 75%. The front side windows must allow at least 70% of light to be transmitted through them. In taxis the rear side windows must allow at least 40% of light to be transmitted through them.

No advertising sign or sticker should be positioned on glazed areas, unless it displays a legal requirement. E.g. No smoking.

Inspection	Failure	Note
Check windows	Missing Insecure Not made of safety glass Excessively scored or marked Tinted so as to obscure visibility Obscured by signs/stickers	
Check window opening	Does not open Insecure Open beyond design limits	Applies only to windows designed to open

## EXHAUST

The exhaust pipe must be fitted or shielded so that no flammable material can fall or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire through proximity to any flammable material on the vehicle. The outlet must be placed at the rear of the vehicle in such a position as to prevent exhaust fumes entering the vehicle.

Inspection	Failure	Note
Check exhaust system	Insecure Leaking Corroded	

## LUGGAGE COMPARTMENT

The vehicle must have adequate provision for the carriage of luggage with an effective method of securing luggage being provided. No luggage fittings may be attached to or carried upon the outside of the vehicle. Approved and inspected trailers are permitted to carry luggage only.

Inspection	Failure	Note
Check for cleanliness/tidiness	Dirty Untidy	
Check boot latch	Insecure Defective	
Check luggage carrying capacity	Insufficient space to carry two suitcases	
Check mechanism to secure luggage	Missing Insecure	

## TRAILERS AND TOW BARS

Taxis or Private Hire Vehicles can only tow a trailer that has been inspected and approved by the Licensing Authority. The trailer must be presented for initial inspection and subsequent annual tests together with the towing vehicle. Any approval given by the Council is to be for a particular towing vehicle and trailer for commercial use only when the trailer is to be used as part of the taxi/private hire vehicle.

Trailers must comply with all current relevant legislation and have the capacity to carry luggage in a clean, secure and tidy condition. Any offence committed in relation to illegal use of trailers reported to the Licensing Authority by the police or other enforcement agency will be considered against the current licensing procedures.

It is not permissible to tow a trailer behind any vehicle that may use rear doors as passenger doors or emergency exit doors.

The trailer must display the same number plate and additional Licence Plate as the towing vehicle. A maximum 60mph sign must be displayed on the rear of the trailer.

The Licensing Authority will make an identification mark on the trailer structure. The towing capacity of the towing vehicle must also be visible on the trailer structure. The Licensing Authority will record the trailer model and manufacturer's serial number and require sales literature demonstrating its fitness for use with a public conveyance and proof of professional manufacture.

Inspection	Failure	Note
Inspect the luggage area for cleanliness/tidiness.	Fail if luggage area is dirty or untidy	
Check for presence of Protector/Cover	Fail if absent	
Check condition of Protector/Cover	Fail if torn/damaged to an extent that would not keep luggage clean and dry	
Examine the condition of the body of the trailer	Fail if any part of the body inside or out is badly damaged or rusted	
Check for presence of mudguards	Fail if any missing	
Check for security of mudguards	Fail if badly damaged or corroded or not properly secured to the body	
Check condition of prop stand (if fitted)	Fail if prop stand is damaged or insecure	
Check the operation of all lights and reflectors	Fail if any light is not fitted, not working or flickers when tapped lightly by hand	
Check rear number plate	Fail if missing, incorrect, insecure, faded, dirty, deteriorated or unlit	

Inspection	Failure	Note
Check Licence Plate fitted to rear of trailer	Fail if missing, incorrect, insecure, faded, dirty or deteriorated	
Check, with both wheels raised, the operation of over-run brakes	Fail if over-run brake does not lock wheels	
Check brake cables/rods for security/operation	Fail if rods are insecure or any part of linkage is seized	
Check for chaffed rods or levers, corroded or frayed or knotted cables	Fail if brake rod reduced in thickness by $\frac{1}{3}$ or brake cable corroded, frayed or knotted	
Check brakeaway cable for damage or wear	Fail if worn, frayed or damaged	
Check the condition of all suspension components and their attachment to the chassis	Fail if a suspension unit is broken, worn or not fully secured to the chassis	
Check, with vehicle raised, the condition of stub axles and wheel bearings	Fail if a wheel bearing has play, roughness or tightness when the wheel is spun or if there is excessive movement in the stub axle	
Check, with wheels raised, the condition of the tyres	Fail if the tyre is worn or has a lump or bulge or is incorrectly seated on the rim or is cut or any part of the cord is exposed or the tyre is under-inflated or the tread depth over $\frac{3}{4}$ of the centre of the tyre is less than 1.6 mm	
Check the condition of wheel rims	Fail if damaged, distorted or cracked	
Check wheel security	Fail if wheel is insecure	
Check spare wheel	Fail if missing or if damaged, distorted, cracked or not secure in the carrier	
Check the condition of the chassis	Fail if any part of the chassis is damaged, insecure or excessively corroded	
Check tow hitch	Fail if loose or worn	
Check 60mph sticker	Absent	
Check compatibility with towing vehicle	Blocks passenger access via rear door (if applicable) Incompatible with towing capacity of vehicle	

## ACCESSIBILITY

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver.

All Taxis must be wheelchair accessible.

Wheelchair accessibility must be available without the requirement to remove any seating from the vehicle. Seating may be moved within the vehicle on approved tracking in the vehicle floor to provide sufficient space for wheelchair compliance. Anchorage for a wheelchair should be available in a forward/reverse and side to side direction.

If the vehicle is fitted with a powered lifting ramp it must be presented for inspection with current certification.

Steps.

The top of the tread on the lowest step for any entrance, or where there is no step on the floor itself at the lowest entrance, must not be more than 38 centimetres above the ground when the vehicle is unladen.

Where any step in the vehicle is electronically operated, it must be fully retractable, tamper and weather-proof. Any such step must be equipped with sensors and a warning system to alert the driver when the step is extended. This step should be under the automatic control of the driver in such a way that it cannot be left extended when the vehicle is moving.

Inspection	Failure	Note
Check passenger side door entrance	Any height dimension less than 1220mm Any width dimension less than 680mm No locking device in open position	
Check passenger rear door entrance	Any height dimension less than 1220mm Any width dimension less than 780mm No locking device in open position	
Check access ramps for side or rear door as applicable	Missing Max gradient greater than 25% (1:4) Safe working load less than 250kg	
Check Passenger Lift	Hydraulic oil leak	
Check LOLER Record	If certificate in excess of 6 months	
Check minimum space requirement for wheelchair.	An area of less than 1200mm by 700mm wide. (1200mm to be measured from rear wheel of wheelchair location to footstep location in vehicle)	

## SEATING

The purpose of these inspections is to ensure the safety of passengers.

Inspection	Failure	Note
Check seating	Not securely fixed Not facing either front or rear Not provided with 3 point lap and diagonal seat belt or where not possible a 2 point lap seat belt.	
Check upholstery	Dirty Worn	

## **FLOOR COVERING**

The purpose of these inspections is to ensure the safety of passengers.

Floor coverings should be of a quality and standard to minimise the possibility of any slip or trip hazard.

Inspection	Failure	Note
Check floor covering	Dirty/Oily Excessively worn Torn Uneven	

## HAND STRAPS

The purpose of these inspections is to ensure the safety of passengers.

Inspection	Failure	Note
Check hand straps	Missing Insecure	

## METER & FARE TABLE FRAMES

All taximeters must be calendar type.

Where a taximeter is fitted, it must be operational, calibrated to the correct Fare Table and be sealed by the Licensing Authority in a manner that meets the satisfaction of the Licensing Authority. Every taximeter must be fitted in a position where the passenger can easily view it. All vehicles fitted with a taximeter must display the Licensing Authority approved Fare Table in a position enabling the passenger to view it.

It is an offence to operate with a taximeter that is not sealed and vehicles must not operate if the seal has been broken, damaged or tampered with in any way. The Licensing Authority shall retest meters before being used again.

Taxi Plates issued by the Licensing Authority will be displayed at all times when the vehicle is on or available for hire. Plates require to be kept clean and if broken should be replaced by the Licensing Authority on payment of the appropriate fee.

Meter calibration and sealing will take place annually.

Private Hire Cars do not require a taximeter to be fitted, but where a taximeter is fitted it must be used unless the hirer has given prior permission.

Private Hire Discs issued by the Licensing Authority will be displayed at all times when the vehicle is on or available for hire.

Private Hire identification plates must be displayed on the front and rear of the vehicle.

After a Fare Table review and approval by the Licensing Authority, operators must present all vehicles for checking of taximeter calibration and sealing within fourteen days of the commencement of the new Fare Table

Inspection	Failure	Note
Check fare table frame	Missing Insecure Incorrectly positioned to be easily viewed by the passenger	
Check fare table	Missing Incorrect fare table Incorrectly positioned to be easily viewed by the passenger	
Check taximeter seal	Missing Damaged Not approved by Council	
Check taximeter	Not operational Incorrectly positioned to be easily viewed by the passenger	

Inspection	Failure	Note
Check taximeter calibration for distance over a pre-determined measured distance	Calibration is shown to be incorrect	
Check taximeter calibration for standing time	Calibration is shown to be incorrect	

## ENGINE & ANCILLARIES

These checks are primarily a visual examination of readily observable items.

Inspection	Failure	Note
Check engine/ancillaries	Dirty Insecure Defective engine mounting Fractured Oil leak Water leak Brake fluid leak Fuel leak Air leak	

## FUEL TANKS

Fuel tanks must be adequately protected from possible damage by collision. All fuel tanks and apparatus supplying fuel to the engine must be placed or shielded in such a manner that no fuel overflowing or leaking therefrom can fall or accumulate on any part or fitting where it is capable of being ignited or can fall into any receptacle where it may accumulate.

The filling point for all fuel tanks must be accessible only from the outside of the vehicle and filler caps must be so designed and constructed that they cannot be dislodged by accident.

In the case of a gas-powered engine, a device must be provided to enable the supply of fuel to the engine to be cut off immediately. The device must be visible and readily accessible from the outside of the vehicle and the "OFF" position must be clearly marked.

Inspection	Failure	Note
Check fuel tanks	Positioned under bonnet Not protected from collision damage Leaking	
Check fuel supply systems	Not shielded Overflowing Leaking Fuel accumulating on/in any fitting or receptacle	
Check fuel cut off device	Missing Not operating effectively Not visible Not readily accessible Not on outside of vehicle "Off" position not clearly marked	Applies to gas-powered engine only

## ROAD TEST

During a short road test with the vehicle in motion, the following tests will be conducted.

Inspection	Failure	Note
Check engine performance	Not able to maintain a reasonable pace Excessively noisy Excessive vibration	
Check transmission	Excessively noisy Excessive vibration	
Check speedometer/odometer	Inoperative Malfunctioning	
Check clutch operation	Clutch slipping	
Check ride of vehicle	Causes discomfort or distress to a passenger	