**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](mailto:licensing@eastlothian.gov.uk) |
| Vehicle(s) | VPMU | 0187 561 5658 | 0187 561  5659 | [vpmu@eastlothian.gov.uk](mailto:vpmu@eastlothian.gov.uk) |
| Vehicle(s) | A.Kelley | 0162 082 7303 |  | [akelley@eastlothian.gov.uk](mailto:akelley@eastlothian.gov.uk) |

Please consult the VPMU Workshop Controller 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, as unsuitable if more than six years old (from 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 as unsuitable if more than twelve years old (from date of first registration) on the date on which the renewal of licence is to take effect.

East Lothian Council as licensing authority reserve the right to determine the description of a "limousine-type" vehicle in the application of this condition.

# 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. These conditions are in addition to any M.O.T. requirements

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 power output of 70kW/94hp. 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

A fee of £74 will be payable to the Licensing Office, East Lothian Council, John Muir House, Haddington, for non-attendance at the time/test date provided and if test dates are cancelled seven days from the date of the test date letter.

All vehicles must have a valid M.O.T. Certificate obtained within the previous 30 days.

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 £150 payable, for each occasion, prior to the retest. This must be paid online at [http://www.eastlothian.gov.uk.](http://www.eastlothian.gov.uk/) or at any of the Council Area Offices, with cash or by debit/credit card and the receipt produced at the VPMU. 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, £150 will be levied against vehicles presented in an unsuitable condition. Payment to be made in accordance with retest fees.

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 Licensing, Law & Licensing, 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  2  Dent in excess of 600mm |  |
| 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 door mounted Private Hire sign | Absent Insecure |  |
| Check Road Fund Licence Proof to be supplied at test | Out of Date |  |

# 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 3rd party 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 for 3rd party companies, 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. (Excluding Health & Safety signs) 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 rear side panels of the vehicle or on the bonnet only, but not on all three locations or the rear of the vehicle. The display must be single colour and cover an area of 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 expiry date  Not secured or in an inappropriate 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  Not secured or in an inappropriate 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 ¾ of the tyre |  |
| Check wheel rim condition | Damaged, distorted or cracked |  |
| Check wheel security | Insecure |  |
| Check spare wheel security | Not secured  If secured in the passenger cabin and not covered |  |

# 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 (wheelchair accessible vehicles) | 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 (wheelchair accessible vehicles) | 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.

For vehicles used on or after 01 April 1985, legal requirements must be met, in that, the light transmitted through the windscreen must be at least 75% and the front side windows must allow at least 70% of light to be transmitted through them. The rear windows must allow at least 40% of light to be transmitted through them and should be of such transparency as to enable the driver and passengers to be seen from outside the vehicle.

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. | Luggage area is dirty or untidy |  |
| Check for presence of Protector/Cover | Absent |  |
| Check condition of Protector/Cover | Torn/damaged to an extent that would not keep luggage clean and dry |  |
| Examine the condition of the body of the trailer | Any part of the body inside or out is badly damaged or rusted |  |
| Check for presence of  mudguards | Any missing |  |
| Check for security of mudguards | Badly damaged or corroded or not properly secured to the body |  |
| Check condition of prop stand (if fitted) | Prop stand is damaged or insecure |  |
| Check the operation of all lights and reflectors | 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 | Missing, incorrect, insecure, faded, dirty or deteriorated |  |
| Check, with both wheels raised, the operation of  over-run brakes | Over-run brake does not lock wheels |  |
| Check brake cables/rods for security/operation | Rods are insecure or any part of linkage is seized |  |
| Check for chaffed rods or levers, corroded or frayed or knotted cables | Brake rod reduced in thickness by 1/3 or brake cable corroded, frayed or knotted |  |
| Check brakeaway cable for damage or wear | Worn, frayed or damaged |  |
| Check the condition of all suspension components and their attachment to the  chassis | Suspension unit is broken, worn or not fully secured to the chassis |  |
| Check, with vehicle raised, the condition of stub axles and wheel bearings | 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 | 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 ¾ of the centre of the tyre is less than 1.6 mm |  |
| Check the condition of wheel rims | Damaged, distorted or cracked |  |
| Check wheel security | Wheel is insecure |  |
| Check spare wheel | Missing or if damaged, distorted, cracked or not secure in the carrier |  |
| Check the condition of the chassis | Any part of the chassis is damaged, insecure or excessively corroded |  |
| Check tow hitch | 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 accessible Private Hire Vehicles must comply with accessibility requirements of this section

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.

Any fixed step must not protrude from the vehicle line further than the folded in rear view wing mirror

|  |  |  |
| --- | --- | --- |
| 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 Torn |  |

# 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 pre-booked signs 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  Any warning light illuminated |  |

# 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 |  |