

Hackney Carriage and Private Hire Vehicle Inspection Standards
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Bristol City Council

Hackney Carriage and Private Hire Vehicles

INSPECTION STANDARDS

A best practice guide which sets out the procedures and standards for those who carry out inspections, proprietors and the travelling public.



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INTRODUCTION

This document is intended to provide comprehensive information regarding the licensing of hackney carriages and private hire vehicles. The information includes issues relating to Bristol City Council policy, vehicle specification and testing standards. It is primarily intended to set out the procedures and standards for those who carry out inspections of hackney carriage and private hire vehicles, vehicle proprietors, regulators and the travelling public who may find it useful as it details the standards that vehicles are subjected to.

Purpose

The aim of a local licensing authority is to protect the public. Bristol City Council believes that the public should have reasonable access to safe and well maintained HC and PHVs and promoting the taxi trade as a professional public service provider forming a vital part of the City's transport infrastructure.

This standard is intended to be a working document and may therefore be subject to regular review and amendment. Although detailed in its content it is not exhaustive.

Equalities Statement

Bristol is a city of increasing diversity, which brings positive benefits to us all. It is crucial that the council reflects this diversity but also ensures that all our citizens have equal access to and equal outcomes from the services that are provided by the council. All staff must promote equal opportunities as part of their everyday work and work in a positive way to include people from different backgrounds, to that end all customers will be treated courteously and with respect. All types of harassment, victimisation and bullying in the workplace and in the community are unacceptable and as such members of staff are as entitled as customers to be protected. Abuse or harassment of staff whether verbally or physically will not be tolerated. Applicants for taxi licences should be aware that they have to be considered 'fit and proper persons' to hold such licences. Incidents of abuse or harassment towards any member of staff may jeopardise the licence, whilst complaints against staff will be thoroughly investigated.

Specification Of Vehicle Types That May Be Licensed

The legislation gives local authorities a wide range of discretion over the types of vehicle that can be licensed as HC or PHVs. Normally, best practice is for local licensing authorities to adopt the principle of specifying as many different types of vehicles as possible. Bristol City Council does not specify particular types of vehicles but allows for flexibility within certain constraints. The parameters for determining whether a vehicle is suitable to be operated as a HC or PHV are set out below. The intention being to keep it open where possible for the HC and PHV trades to put forward vehicles of their own choice which can be shown to meet those criteria. In that way, there can be flexibility for new vehicle types to be readily taken into account.

Bristol City Council Policy

The policy sets out the fundamental requirements regarding the type and specification of vehicles that may be licensed as HC or PHVs. Both policies are available at <https://www.bristol.gov.uk/licences-permits/licence-and-policy-information>

Accessibility

Hackney carriages licensed by Bristol City Council must be wheelchair accessible. Private Hire vehicles do not have to meet this requirement but may be wheelchair accessible.

Fitness standard for vehicles.

The Bristol City Council vehicle fitness standard is based on the National Inspection Standard and has been the subject of full consultation with trade representatives. The purpose being to assist those who inspect, maintain and prepare vehicles for inspection prior to being issued with a Hackney Carriage or Private Hire licence. It is intended that this document will ensure a consistent minimum vehicle inspection standard.

To this end, this document details specific vehicle safety issues and requirements of licensed vehicles. It seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standard, those laid down in the MOT Inspection Manual for Car & Light Commercial Vehicle Testing issued by VOSA. This guide provides additional testing requirements to those in the MOT Inspection Manual and all HC and PHV must be maintained to no less than the standards set out in the VOSA publication "MOT Inspection Manual – Car and Light Commercial", ISBN 0-9549239-0-1. However, in assessing the mechanical safety of a vehicle, it is more likely an item which would ordinarily pass an MOT test with an advisory note, could fail the HC & PHV test. The guide also explains the reasons why a vehicle presented for inspection, may not be considered suitable to be licensed.

As the term implies, Hackney Carriage and Private Hire Vehicles are vehicles used for hire and reward purposes and as such are subject to much higher annual mileages and more arduous driving than normal private vehicles. Therefore, in the interests of passenger and other road user's safety, a more stringent maintenance and testing regime is required.

It is an offence under the road traffic regulations to use an un-roadworthy vehicle on the public highway. HC & PHV proprietors who fail to maintain their vehicles in a safe and roadworthy condition may have their licence suspended, curtailed or revoked by the Local Licensing Authority.

Certificate of conformity

Once a vehicle has been tested and has been deemed to comply with the standards as set out in this document it will be issued with a certificate of conformity by the testing station. On production of that certificate at the licensing office the vehicle can be licensed as a hackney carriage or private hire (subject to other factors such as relevant insurance, proof of ownership etc).

Incidental to the certificate of conformity the testing station will issue an MOT certificate at no additional cost. The reason for issuing an MOT certificate, is that the base requirements of the standard are in fact those required for an MOT. There is no additional cost incurred when being presented with an MOT certificate but it is a recognition that the vehicle has passed those requirements as well as the standards set out for licensed vehicles.

Presenting vehicle for test.

The vehicle must be presented for test in such a condition that if the vehicle passed its test it could be used immediately (as soon as the licence is issued) as either a hackney carriage or private hire vehicle. Vehicles presented for test should conform to the following:

- a) Exterior must be clean
- b) Interior surfaces and upholstery must be clean
- c) All windows and mirrors must be clean and free from marks, grease, etc
- d) All loose seat covers must be removed to allow for inspection of seat cushions. (Professionally fitted/tailored seat covers will not be required to be removed).
- e) Hub caps must be removed from the wheels prior to inspection but should be available in the vehicle.
- f) No smoking signs must be correctly fixed to side windows.
- g) Hackney carriages and private hire vehicles with fitted meters, which are being inspected for the purpose of renewal of licence must display tariff sheets within the vehicles in such a position that they can be clearly seen and read by passengers. Please note it is a requirement of the licence that private hire vehicles fitted with taximeters shall display tariffs.
- h) Meters where fitted must be located in such a position that they can be easily seen by passengers in the rear of the vehicle and must not be located behind any fixture, fitting or equipment such as gear sticks, steering wheels, mobile phone holders etc. The position of the meter, if in the wiper sweep area shall be clear of zone A.
- i) Meters where fitted must be secure, wired in such a manner that the wires are not subject to chaffing, rubbing, breakage etc and must be so secured that the wires cannot be tampered with.
- j) Top signs where fitted must be secure, wired in such a manner that the wires are not subject to chaffing, rubbing, breakage etc and must be so secured that the wires cannot be tampered with.
- k) The engine bay should be clean.
- l) Where the test is in respect of a renewal of a licence the plates (including front, rear and side) must be firmly fixed and displayed on the vehicle. If the expiry date of the licence has past, the plates must be carried within the vehicle (but not in such a position as to be visible to the public – preferably in the boot) and surrendered to the garage prior to the test commencing.
- m) In respect of hackney carriages all roof signs must be linked/wired to the meter in such a manner that when the meter is engaged the roof sign is not illuminated.
- o) In respect of hackney carriages all vehicles must have a card machine payment meter fitted and installed in a transparent plastic holder which will be affixed so that the card machine is always in prominent view of the customer

The inspection standards are set out at Appendix A. Please note that licensed vehicles may only tow trailers (associated with fee paying journeys such as transporting passengers and luggage to airports, etc.) that have been checked and tested. A model pass certificate for a trailer is attached at Appendix B below.

Inspection Process

This document clearly sets out the mechanism that will be followed by the inspectors designated by Bristol City Council when a vehicle is presented for testing. The flow chart attached at Appendix C clearly sets out the mechanism that will be followed by the designated garage when you present your vehicle for testing.

The purpose of this procedure is to ensure consistency of approach and that customers are fully aware of their rights and obligations in respect of vehicles being tested. The procedure will be regularly reviewed and updated as necessary.

1. All appointments for testing of taxi vehicles must be booked directly with Fleet Services on 01179036319. All applicants are advised to make appointments well in advance to avoid disappointment or inconvenience.
2. Applicants must be clear when making an appointment as to whether or not they require a full test or a retest. A retest is required where on initial testing the vehicle has failed to pass the test. Failure certificates will be marked with a **1**, **2**, or **3**.
 - a) **1** indicates a 1 (one) hour appointment will be required for any subsequent retest
 - b) **2** indicates a ½ (half) hour appointment will be required for any subsequent retest
 - c) **3** indicates that re-test is free of charge.
3. If the vehicle is being presented for a retest every effort will be made to ensure that retest is conducted by the same tester as conducted the initial test. However it will be appreciated that this cannot be guaranteed due to a range of factors such as service demands, absence, etc.
4. On day of appointment the person presenting vehicle for test must attend at fleet services reception at least 10 minutes prior to the allotted appointment time (the vehicle should also be available at this time).
5. Reception – customer pays for the test and will be issued with a receipt which will show if the test is for a full test, retest or if it is free of charge (FOC). The receipt will be handed to customer who must take it to the testing bay and shown to the tester as proof of booking. Failure to produce receipt to the tester will result in test NOT taking place.
6. Tester to conduct test and provide customer with a pass/fail certificate. If the vehicle has failed the test, a further appointment will be required for a retest.
7. Where there may be some question mark / dispute regarding a failure the matter will be assessed for final determination by a quality assessor based at the testing station. Customers may also seek resolution of disputes regarding only the MOT elements of the test with VOSA.
8. In very exceptional circumstances where a vehicle has failed the test, the Licensing Office may still grant a licence. It must be stressed that these are very exceptional circumstances only and would be for example; where the vehicle is subject to an unresolved insurance claim and full documentary evidence is provided to substantiate why minor repair works that do not impact on customer safety or comfort have not been carried out. This will NOT apply where there has been any damage that affected the mechanical safety of the vehicle, it will ONLY apply to cosmetic issues.

APPENDIX A

The Inspection Of Hackney Carriage & Private Hire Vehicles

This document sets out the procedures and standards for those who carry out inspections of Hackney Carriage & Private Hire Vehicles. Proprietors, operators and drivers of Hackney Carriage & Private Hire Vehicles may find it useful as it details the standards that vehicles are subject to which are over and above the MOT requirements. The guide also explains the reasons why, a vehicle presented for inspection, has not been issued with a pass certificate.

The purpose of the HC & PHV test is to confirm vehicles meet these more stringent standards. Vehicles must be submitted fully prepared for the test. It is not intended that the test be used in lieu of a regular preventative maintenance programme.

If in the opinion of the vehicle examiner the vehicle is not in a safe condition or is potentially contaminated (for example if it has been used to transport asbestos), the test may be terminated and a further test could be required when the vehicle is in a suitable condition.

<u>Section</u>	<u>Subject</u>	<u>Page Number</u>
1	Lighting and Signalling Equipment: 1.3 Stop Lamps – High Level Stop Lamps 1.8 Electrical Wiring and Equipment 1.9 Additional Lamps	
2	Steering: 2.1 Steering Control – Steering Wheel 2.1 Steering Control – Steering Column 2.4 Suspension Spring Units & Linkage	
3	Tyres & Road wheels: 3.1 Tyres – Condition	
4	Body & Structure: 4.1 Vehicle Body and Condition – (Exterior) 4.1 Vehicle Body, Security and Condition – (Interior) 4.2 Doors and Seats 4.5 Bumper Bars	
5	Fuel & Emissions: 5.1 Exhaust System 5.2 Fuel System – Pipes & Tanks	
6	Drivers View of the Road: 6.1 Mirrors 6.3 Windscreen – View top the Front 6.5 Window Glass or Other Transparent Material	

7	Additional Requirements: 7.1 Speedometer 7.2 Transmission 7.3 Engine & Transmission Mountings 7.4 Oil & Water Leaks 7.5 Luggage/Load Space 7.6 Trailers & Towbars	
8	Ancillary Equipment: 8.1 Wheelchair Restraint & Access Equipment 8.2 Fire Extinguisher 8.3 First Aid Kit 8.4 Meters 8.5 Card readers	

All HC and PHV must be maintained to no less than the standards set out in the VOSA publication "MOT Inspection Manual – Car and Light Commercial", ISBN 0-9549239-0-1.

Section 1 – Lighting And Signalling Equipment

Section Contents:

Sub-section Subject

- 1.3 Stop Lamps – High Level Stop Lamps
- 1.8 Electrical Wiring and Equipment
- 1.9 Additional Lamps
 - Reversing Lamps
 - Front Fog/ Driving Lamps
 - For Hire and Roof Signs

1.3 Stop Lamps – High Level Stop Lamps

Method Of Inspection	Reason For Rejection
Any additional stop lamps fitted and connected must be tested. Where high level stop lamps are fitted and there is doubt as to whether they are connected, the benefit of this doubt should be given to the presenter. Check the high level stop lamp where fitted: a. Is not obscured, and is not obviously incorrectly positioned. b. At least 50% of the lamp must be	 High Level Stop Lamp a. Obscured or obviously incorrectly positioned. b. More than 50% of the lamp not working or

visible from the rear.	obscured.
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1.8 Electrical Wiring and Equipment

Method Of Inspection	Reason For Rejection
<p>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle</p> <p>a. Check all electrical wiring for:</p> <ul style="list-style-type: none"> • Condition • Security • Position • Signs of Overheating • Heavy Oil Contamination <p>b. Battery and Carrier for:</p> <ul style="list-style-type: none"> • Security • Battery for Leaks <p>c. Check all switches controlling all obligatory lights</p>	<p>a. Wiring</p> <ul style="list-style-type: none"> • Not adequately insulated • Not adequately secured • Position so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective • With clear evidence of overheating • Heavily contaminated with oil <p>b. Battery and Carrier</p> <ul style="list-style-type: none"> • A battery and / or carrier not secure and likely to become displaced • Battery leaking <p>c. Insecurity or malfunction of a switch controlling an obligatory light.</p>

1.9 Additional Lamps

Method Of Inspection	Reason For Rejection
<p>With the ignition switched on check: <u>Reversing Lamps:</u></p> <p>a. The Reversing Lamps emit a diffused white light when reverse gear is selected.</p> <p>b. The lamps extinguish when neutral gear is selected</p> <p>c. The lamps are in good working order and are secure</p> <p>d. The lamps do not flicker when lightly tapped by hand</p>	<p><u>Reversing Lamp:</u></p> <p>a. That fails to operate or does not emit a white diffused light.</p> <p>b. Fails to extinguish when neutral or forward gear is selected</p> <p>c. Are not in good working order or insecure</p> <p>d. Lamps flicker when tapped lightly by hand</p>

<p><u>Front Fog / Driving Lamps</u> Check that:</p> <p>e. A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected</p> <p>f. A pair of matched of lamps both emitting a white or yellow diffused light should illuminate together</p> <p>g. A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together.</p> <p><u>'For Hire' and Roof Signs</u></p> <p>h. Ensure the sign is securely fastened to the vehicle</p> <p>i. Check condition and security of wiring</p> <p>j. Functional test of signs for illumination</p> <p>k. Hackney Carriages top light to be linked / wired to/through meter.</p>	<p><u>Front Fog / Driving Lamps</u></p> <p>e. Lamp inoperative or operates other than in dipped beam mode</p> <p>f. Lamps operate incorrectly</p> <p>g. Lamps operate incorrectly</p> <p><u>'For Hire' and Roof Signs</u></p> <p>h. Insecure sign</p> <p>i. Wiring is not in good condition and is loose or chaffed</p> <p>j. Illumination not consistent across the sign, i.e. all light bulb(s) LED(s) illuminated when switched on.</p> <p>k. Top light remains illuminated when meter is engaged.</p>
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Section 2 – Steering

Section Contents:

Sub-section	Subject
2.1	Steering Control – Steering Wheel
2.1	Steering Control – Steering Column
2.4	Suspension Spring Units and Linkages

2.1 Steering Control – Steering Wheel

<p>Method Of Inspection With both hands rock the steering wheel from side to side at right angles to the steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note:</p>	<p>Reason For Rejection</p>
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<p>a. Fractures in steering wheel hub.</p> <p>b. Fractures in steering wheel rim.</p> <p>c. Steering wheel spokes loose or fractured.</p> <p>d. Jagged edges on steering wheel rim.</p> <p>e. If possible, check the retaining device on the steering wheel is fitted.</p>	<p>a. Steering wheel hub fractured</p> <p>b. Steering wheel rim fractured.</p> <p>c. A steering wheel spoke loose or fractured.</p> <p>d. Jagged edges on steering wheel rim likely to injure the driver</p> <p>e. A steering wheel hub-retaining device is not fitted.</p>
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2.1 Steering Control – Steering Column

Method Of Inspection	Reason For Rejection
<p>a. Try to lift the steering in line with the steering column and not the movement at the centre of the steering wheel.</p> <p>b. Push steering wheel away and then pull it towards you. Note any side play.</p> <p>c. While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column.</p> <p>d. Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis).</p>	<p>a. Excessive movement of centre of steering wheel in line with steering column (end float). Note: Certain types of steering column might show some movement not due to excessive wear, e.g. those fitted with universal joints or flexible couplings.</p> <p>b. Excessive side play indicating worn top bearings or insecure top mounting bracket.</p> <p>c. A flexible coupling or universal joint deteriorated, worn or insecure.</p> <p>d. A coupling clamp bolt or locking device loose or missing.</p>

2.4 Suspension Spring Units And Linkages

Method Of Inspection	Reason For Rejection
<p><u>Coil Springs</u></p> <p>a. Welding Repairs</p>	<p><u>Coil Springs</u></p> <p>a. Repaired By Welding</p>

Section 3 – Tyres & Roadwheels

Section Contents:

Sub-section	Subject
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3.1 Tyres

Method Of Inspection	Reason For Rejection
<p><u>Wheels</u> All hub caps must be removed prior to inspection, to allow for inspection of wheel nuts.</p> <p>Advisory: Where hub caps are available / used they should be a matched set and be in good condition</p> <p><u>Condition Of Tyres</u> On all the tyres, including the spare wheel (in all vehicles except those where the vehicle is fitted with an alternative such as tyre weld, or limited mileage emergency use only tyres), examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1) Advisory: Tyres should be replaced where the tyre depth is below two millimetres.</p> <p><u>Tools for changing wheels / tyres</u> It is a requirement of the licence for hackney carriages and private hire vehicles that they must have the tools for the changing of a spare wheel and tyre.</p> <p>Note 1 Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel cage installed to manufacturers and British Standards may be fitted to the underside of the vehicle.</p>	<p>Failure to remove hub caps (even on request) prior to inspection thereby preventing the checking of wheel nuts. Wheel nuts must be checked to ensure that all required are present and are properly secured.</p> <p>In accordance with MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1)</p> <p>No tools in the vehicles to enable a spare wheel and tyre to be changed.</p> <p>Note 2 Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed and that space savers are a temporary 'get-you-home-tyre'.</p>

Section 4 – Body and Structure

Section Contents:

Sub-section	Subject
4.1	Vehicle Body and Condition – (Exterior)
4.1	Vehicle Body, Security and Condition – (Interior)
4.2	Doors and Seats
4.4	Bumper Bars

4.1 Vehicle Body and Condition – (Exterior)

Method Of Inspection	Reason For Rejection
<p><u>Body Condition (Exterior)</u> Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p>	<p><u>Body Condition (Exterior)</u> a. An insecure or missing body panel, trim step or accessory. b. Any sharp edge whatsoever which may cause injury c. Heavy scuffing, abrasions or deformation to front and rear bumper. d. More than 8 stone chips visible on a bonnet/grill that has not penetrated to the metal or more than 4 stone chips that have penetrated to the metal. e. More than 8 stone chips on any panel including door edges, provided the base coat has not been penetrated. f. More than 4 stone chips on any panel where the base coat has been penetrated to the metal and has not been treated. g. A single dent of more than 80mm in diameter, or more than 3 dents of not more than 20mm in diameter in any one panel. h. More than 4 scratches and or abrasions of more than 50mm in length in any one panel provided that the base coat has not been penetrated. i. Dull, faded paintwork which has lost its gloss finish or paint miss match to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle. j. Evidence of poor repairs and or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle. k. Obvious signs of rust/corrosion of any size particularly those that are covered by advertising signs, or where damaged areas have the appearance of being 'filled' so as to disguise the extent of any damage. l. Exterior so dirty as to obscure condition of paintwork m. Lack of clearly displayed or omission of 'No</p>

	Smoking' signs.
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4.1 Vehicle Body, Security And Condition – (Interior)

Method Of Inspection	Reasons For Rejection
<p><u>Body Condition (Interior)</u></p> <p>a. Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories.</p> <p>b. Dirty, missing and worn trim, carpets, seat belts, mats, headlining, boot area and inclusion of prescribed items. Remove mats to inspect carpets underneath for cleanliness and wear.</p> <p>c. Examine interior lights, motion door locks and warning lights.</p> <p>d. Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters)</p> <p>e. Examine all windows ensuring they allow lowering and rising easily.</p> <p>f. Examine interior door locks, grab handles/ rails and safety covers.</p> <p>g. Examine grills/partitions for security and condition.</p> <p>h. Examine electrical wiring for condition and security, including meters (where fitted), intercom systems, etc.</p>	<p>a. Insecure and loose fixtures, fittings or accessories.</p> <p>b. Missing, dirty, soiled, stained, worn or insecure trim, carpets, headlining, surfaces and mats.</p> <p>c. An inoperative interior light (all lights must illuminate if they are part of the manufacturers standard equipment). Missing or defective motion switch/lock or warning lamp not illuminated.</p> <p>d. A system(s), which does not function correctly, or any part is missing including vents, controls and switches.</p> <p>e. An opening window that is inoperative or difficult to open and or close mechanism broken/missing.</p> <p>f. Missing, defective or loose door locks, child locks, protective covers, grab handles and rails. Grab handles/rails, which are rigid and aid the blind and partially sighted are worn to excess.</p> <p>g. A grill/ partition which is insecure or has sharp edge(s) which may cause injury to passengers or the driver.</p> <p>h. Frayed, chaffing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light</p>

<p>i. Examine the boot for access, contents, cleanliness and water ingress.</p> <p>Additional items to be inspected in limousines and novelty vehicles:</p> <p>j. A notice identifying the maximum seating capacity to be displayed in the passenger compartment and clearly visible to all passengers. It may be necessary to display more than one sign indicating the maximum seating capacity.</p>	<p>inoperative and signs illegible/missing.</p> <p>i. unable to open, close and or lock boot lid, failure of boot lid support mechanism, defective seals/ evidence of water ingress, dirty boot and or carpets, loose items stored in boot (i.e. spare wheel tools and equipment etc.)</p> <p>j. No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers.</p>
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4.2 Doors And Seats

Method Of Inspection <u>Doors And Emergency Exits</u>	Reason For Rejection <u>Doors And Emergency Exits</u>
<p>Examine the condition of all doors and emergency exits. Check door locks, striker plates handles and hinges for security, wear and missing and damaged trim/cover plates.</p> <p>Check markings describing the presence and method of opening emergency exit(s) are readily visible on or adjacent to the exit and are legible.</p> <p>Check that seats are secure, clean and not unduly worn. All loose seat covers must be removed prior to inspection (except that purpose fitted covers may be left in situ)</p> <p><u>Accessibility: Wheelchair Vehicles</u></p> <p>Door Configurations for wheelchair accessible vehicles:</p>	<p>a. A door or emergency exit does not latch securely in the closed position.</p> <p>b. A door or emergency exit cannot be opened from both the inside and outside from the relevant control in each case.</p> <p>c. Missing, loose or worn handles, lock or striker plate.</p> <p>d. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect.</p> <p>e. Missing loose or damaged trim/cover plate.</p> <p>f. Seat cushion(s) stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest. Torn, slashed or badly stained seats are not acceptable.</p> <p><u>Accessibility: Wheelchair Vehicles</u></p>

<p>a. Single rear door – must open to a minimum of 90 degrees and be capable of locking in place.</p> <p>b. Twin rear doors – both must open to a minimum of 180 degrees and be capable of being locked in place. This is to enable an attendant (driver or guide) to assist the wheelchair passenger if required.</p>	<p>a. Door does not open to a full 90 degrees and cannot be secured in the open position.</p> <p>b. Twin doors do not open to a full 180 degrees and cannot be secured in the open position.</p>
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4.4 Bumper Bars

Method Of Inspection	Reason For Rejection
<p>Examine the bumper bars and check:</p> <p>a. They are secure to the vehicle.</p> <p>b. The mountings are secure to the vehicle.</p> <p>c. There is no evidence of damage.</p>	<p>a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs</p> <p>b. A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected.</p> <p>c. Bumper bars which have jagged edges, cracks splits or projections, which may cause injury to persons near the vehicle. Paint miss match or fading which is significantly different to that of the rest of the paintwork.</p>

Section 5 – Fuel & Emissions

Section Contents:

Sub-section	Subject
5.1	Exhaust System
5.2	Fuel System – Pipes & Tanks

5.1 Exhaust System

Method Of Inspection	Reason For Rejection
<p>Where applicable, check for presence, security and adequacy of grease shields to hot exhausts.</p>	<p>A heat shield is missing, insecure or inadequate.</p>

5.2 Fuel System – Pipes & Tanks

Method Of Inspection	Reason For Rejection
<p>a. Examine fuel tank(s) for security and leaks</p> <p>b. Check that fuel tank filler caps are:</p> <ul style="list-style-type: none"> • Present • Of the correct type • Secure and seated properly to ensure correct function of sealing. <p>c. Examine pipes to see they are securely clipped to prevent damage by chafing and cracking, and are not in a position where they will be fouled by moving parts.</p> <p>d. Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system.</p>	<p>a. Fuel tank insecure or leaking.</p> <p>b. A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling.</p> <p>Note: Temporary/ emergency fuel caps are not permitted.</p> <p>c. Damaged, chafed, insecure pipes or pipes so positioned that there is a danger of them fouling moving parts.</p> <p>d. A fuel pipe immediately to or in direct contact with electrical wiring or exhaust system.</p>

Section 6 – Drivers View Of The Road

Section Contents:

Sub-section	Subject
6.1	Mirrors
6.3	Windscreen – View To The Front
6.5	Window Glass Or Other Transparent Material

6.1 Mirrors

Method Of Inspection	Reason For Rejection
<p>The number and position of all obligatory mirrors must be checked:</p> <p>a. Check the condition of each mirror reflecting surface and whether a person sitting in the driver’s seat can see clearly to the rear.</p>	<p>Note: A defective additional external mirror is not reason for rejection. All licensed vehicles must be fitted with an internal rear view mirror.</p> <p>a. Mirror Condition</p> <ul style="list-style-type: none"> • A mirror reflecting surface deteriorated or broken. • In such a position that a person sitting in the driver’s seat cannot see clearly to the rear.

6.3 Windscreen – View To The Front

Method Of Inspection	Reason For Rejection
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<p>Sit in the driver's seat and check that there is a reasonable view of the road ahead, bearing in mind the original design of the vehicle.</p> <p>a. For all air operated wipers examine:</p> <ul style="list-style-type: none"> • The condition of any visible piping • The function of the operating mechanism, and • The function of necessary valves to protect the braking system <p>Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. In particular, objects such as (but not limited to) pennants, cab decorations and external stone guards/visors should not interrupt the view through the swept area by the windscreen wipers.</p>	<p>The position or size of any object restricts the drivers view of the road ahead, bearing in mind the original design of the vehicle.</p> <p>a. Air operated wipers</p> <ul style="list-style-type: none"> • Pipes inadequately clipped or supported • Incorrect function of the wipers or leaking components • Incorrect operation of protection valves.
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6.5 Window Glass Or Other Transparent Material

Method Of Inspection	Reason For Rejection
<p>a. Visually Check the condition of all windscreens, internal screens, partitions side, rear, roof, and door windows for cracks, surface damage and discolouration.</p> <p>b. Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions.</p> <p>c. Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.</p>	<p>a. A crack, surface damage or discolouration in glass or other transparent material that:</p> <ul style="list-style-type: none"> • Impairs the drivers front, side or rear view of the road, or; • Presents a danger to any person in the vehicle. • Dirty, smeared or marked glass or other transparent material. • Films placed over the surface of the window such as to darken or make opaque <p>b. A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.</p> <p>c. Any external window or windscreen is obviously leaking.</p>

<p>d. Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions.</p> <p>e. For all vehicles first used before 1 January 1959. As far as is practicable, check that glass fitted to windscreens and outside windows facing to the front is safety glass.</p> <p>f. For all vehicles used on or after 1 January 1959, as far as is practicable, check that glass used for windscreens and all outside windows is safety glass or safety glazing.</p> <p>g. Vehicles first used on or after 1 June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers' seat are made from safety glass displaying an acceptable safety mark.</p> <p>h. The light transmitted through the windscreen must be at least 75%.</p> <p>The front side windows must allow at least 70% of light to be transmitted through them.</p> <p>Rear side windows must allow at least 65% of light to be transmitted through them.</p> <p>The vehicles rear window is exempt from the light transmission test.</p> <p>Note: Marking is not required for safety glass used on vehicles first used before 1 June 1978.</p>	<p>d. A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged.</p> <p>e. The windscreen and/or any outside window facing to the front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 January 1959</p> <p>f. Glass used for a windscreen or an outside window is obviously not safety glass.</p> <p>g. For vehicles first used on or after 1 June 1978, that windscreens and/or other windows wholly or partly on either side of the drivers seat that are not made from safety glass display an acceptable safety mark.</p> <p>h. The required percentage of light is not transmitted through the window.</p>
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Section 7 – Additional Requirements

Section Contents:

Sub-section	Subject
7.1	Speedometer
7.2	Transmission
7.3	Engine & Transmission Mountings

7.4	Oil & Water Leaks
7.5	Luggage/ Load Space
7.6	Trailers & Towbars
7.7	Warning lights

7.1 Speedometer

Method Of Inspection	Reason For Rejection
<p>a. Check that a speedometer is fitted.</p> <p>b. Check the condition of the speedometer.</p> <p>c. Check that the speedometer can be illuminated.</p>	<p>a. Speedometer not fitted</p> <p>b. Speedometer not complete or clearly inoperative, or dial glass broken or missing.</p> <p>c. The speedometer cannot be illuminated.</p>

7.2 Transmission

Method Of Inspection	Reason For Rejection
<p>Examine transmission, check for:</p> <p>a. Missing or loose flange bolts</p> <p>b. Cracked or insecure flanges</p> <p>c. Wear in shaft and/or wheel bearings</p> <p>d. Security of bearing housings</p> <p>e. Cracks or fractures in bearing housings</p> <p>f. Wear in universal joints</p> <p>g. Deterioration of flexible couplings</p> <p>h. Distorted, damaged shafts</p> <p>i. Deterioration of bearing housing flexible mountings</p> <p>j. Clearance between transmission shafts and adjacent components</p> <p><u>Front Wheel Drive</u></p> <p>a. Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:</p> <ul style="list-style-type: none"> • Wear and Security • Damage to flexible rubber or 	<p>a. A flange loose or missing flange bolt(s)</p> <p>b. A flange cracked, or loose on the transmission shaft</p> <p>c. Excessive wear in shaft bearing</p> <p>d. A bearing housing insecure to its fixing</p> <p>e. A cracked or fractured bearing housing</p> <p>f. Excessive wear in a universal joint</p> <p>g. Deterioration of a transmission shaft flexible coupling</p> <p>h. A damaged, cracked or bent shaft.</p> <p>i. Deterioration of a flexible mounting of a bearing housing</p> <p>j. Evidence of fouling between any transmission shaft and an adjacent component</p> <ul style="list-style-type: none"> • Drive shaft constant velocity or universal joint coupling worn or insecure • A flexible rubber or fabric universal

<p>fabric universal joints</p> <ul style="list-style-type: none"> • Security and oil contamination of flexible rubber or fabric universal joints • Condition, presence and security of constant velocity joint gaiters. 	<p>coupling unit damaged by severe cracking or breaking up</p> <ul style="list-style-type: none"> • A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure • A drive shaft constant velocity joint gaiter split, missing or insecurely mounted.
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7.3 Engine And Transmission Mountings

Method Of Inspection	Reason For Rejection
<p>a. Engine bay must be clean</p> <p>b. Examine condition of:</p> <ul style="list-style-type: none"> • Mountings • Sub-frames <p>And</p> <p>c. The security to chassis and check for:</p> <ul style="list-style-type: none"> • Fractures • Looseness • Deterioration 	<p>Very dirty or heavily contaminated engine bays can obscure sources of leaks or other problems. Failure to present vehicle with a clean engine bay will result in the test not being completed.</p> <p>Any Mounting Or Sub-frame</p> <ul style="list-style-type: none"> -Loose -Fractured -Deteriorated -Inappropriate repair

7.4 Oil And Water Leaks

Method Of Inspection	Reason For Rejection
<p>a. Check vehicle for oil and water leaks from any assembly or component to the ground.</p> <p>b. And/or which could be deposited on the surrounding bodywork or onto the exhaust system.</p> <p>Note: If necessary, the engine can be run at <u>idle speed</u> to confirm the existence of an oil leak.</p>	<p>a. An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary.</p> <p>b. Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would:</p> <ul style="list-style-type: none"> • Contaminate areas • Could potentially cause a health, safety or fire risk.

7.5 Luggage/Load Space

Method Of Inspection	Reason For Rejection
<p>Physical separation is not so much an issue as is the safety of passengers in the event of an accident. The luggage should therefore be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. Such security can be by means of a sheet or net, which could be anchored to the floor of the luggage area. Clearly if the luggage compartment is not physically separated from the passenger compartment then care will need to be taken so as not to carry any hazardous items such as fuel cans, detergents or other loose items that could leak if they become damaged.</p>	<ul style="list-style-type: none"> • Load restraint system, if required, not present at time of test. • Load restraint system faulty or unserviceable.

7.6 Trailers & Towbars

Method Of Inspection	Reason For Rejection
<p><u>Trailers</u></p> <p>a. Where a local licensing authority permits the use of trailers for the carriage of luggage, then the trailer needs to be presented for test along with the vehicle that will be authorised to tow it. The trailer will also need to display the appropriate registration plate.</p> <p>Note: Trailers presented for inspection should be built by an approved or recognised trailer manufacturer.</p> <p>An example of a typical trailer inspection sheet can be found at Appendix 'B'</p> <p><u>Tow-bars</u></p> <p>b. Where tow bars are fitted checks must be made on the condition and security to the towing vehicle</p>	<p>a. Rejections as indicated on the trailer inspection sheet shown at Appendix 'B'</p> <p>b. Rejections as indicated on the trailer inspection sheet shown at appendix 'B'</p>

7.7 Warning lights or alarms

Method Of Inspection	Reason For Rejection
Dashboard fascia warning lights are illuminated, and/or alarms are activated it shall be at the discretion of the testing station as to whether or not the test is completed.	

Section 8 – Ancillary Equipment

Section Contents:

Sub-section	Subject
8.1	Wheelchair Restraint & Access Equipment
8.2	Fire Extinguisher
8.3	First Aid Kit
8.4	Meter

8.1 Wheelchair Restraint & Access Equipment

Method Of Inspection	
<p><u>Wheelchair Restraint</u></p> <p>a. Where applicable check condition and operation of wheelchair restraint.</p> <p>b. A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces.</p> <p><u>Wheelchair Access & Equipment</u></p> <p>A vehicle shall be fitted with either of the following forms of wheelchair access equipment:</p> <p>Ramps</p> <p>c. Check that appropriate ramps fitted are securely installed in the designated storage area. Examine for damage, deformity, sharp edges etc. and provision of anti-slip covering.</p> <p>Wheelchair Lift</p> <p>d. A purpose designed wheelchair lift shall conform to the LOLER 98 Regulations. A report, confirming that the lifting equipment is safe to use,</p>	<p>a. A wheelchair restraint is defective, worn or missing.</p> <p>b. Wheelchair anchorage systems and devices does not conform to European Directive 76/115 EEC (as amended by 90/629 EEC).</p> <p>c. Ramps missing, insecurely stored, damaged/ deformed, anti-slip covering in poor condition or missing.</p> <p>d. Vehicle not presented with a valid or current LOLER certificate.</p>

<p>shall be presented at the time of the vehicle inspection. Vehicles presented for inspection with a wheelchair lift will require a LOLER certificate that is valid for a period of six months from the date of issue.</p> <p>Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months.</p> <p>e. Any purpose designed wheelchair access ramp is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250 kgs and certified to BS 6109.</p> <p>f. Wheelchair access equipment shall be fitted either into the rear or side access door of the vehicle. Where it is fitted to a side door this shall be the door situated on the near side of the vehicle, i.e. kerbside when stopped in a normal road.</p> <p>g. The aperture of the door into which the access equipment is fitted shall have minimum clear headroom in its central third of 48 inches (1,220 mm). The measurement shall be taken from the upper centre of the fully raised platform, or the upper face of the ramp fully deployed on level ground.</p> <p>h. A locking mechanism shall be fitted that holds the access door in the open position whilst in use.</p> <p>i. All wheelchair tracking must be fit for purpose and structurally sound.</p> <p>Further information on Disabled peoples transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) Website Below. www.dptac.gov.uk</p>	<p>e. The installed ramp does not have any visible reference to a maximum safe working load or certification BS 6109.</p> <p>f. Wheelchair access equipment is fitted to the off-side access door of the vehicle.</p> <p>g. There is not clear headroom in the aperture within the central third of 48 inches (1,220 mm).</p> <p>h. No evidence of a suitable locking mechanism to hold the door open.</p> <p>i. Damaged or insecure tracking or detritus deposits within the tracking rails.</p>
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8.2 Fire Extinguisher

Method Of Inspection	Reason For Rejection
<p>a. Check the fire extinguisher for presence:</p> <ul style="list-style-type: none"> • The expiry date • Seal • Type- water, CO₂ or dry powder • Approved mark – BS5423 or EN3 <p>b. The fire extinguisher must be kept in an accessible position inside the vehicle. The extinguisher may be carried out of view, i.e. in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location.</p> <p>c. The fire extinguisher must be permanently marked with the vehicle licence plate number, on the shoulder of the fire extinguisher in such a manner that it can be clearly seen and read.</p>	<p>a. A fire extinguisher is missing or:</p> <ul style="list-style-type: none"> • Out of date • Broken or missing seal. • No approved marking visible or other non-approved marking shown. <p>b. Not fitted in an accessible position or its position is not clearly marked.</p> <p>c. The fire extinguisher is not permanently marked. Purpose of marking is to prevent fire extinguishers being passed between vehicles for test purposes only.</p>

8.3 First Aid Kit – where present

Method Of Inspection	Reason For Rejection
<p>a. Check the first aid kit for presence, the expiry date and the seal is intact.</p> <p>b. The first aid kit must be kept in an accessible position inside the vehicle. The first aid kit may be carried out of view, i.e. in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location.</p>	<p>a. A first aid kit is missing, out of date, broken or the seal has been broke.</p> <p>b. The first aid kit is not fitted in an accessible position or its position is not clearly marked.</p>

8.4 Meters

<p>a. Check wiring of meter is sound and secure</p>	<p>a. Wiring is damaged, frayed, loose or not properly secured</p>
<p>b. Check top light works when activated by meter.</p>	<p>b. Top light not operative</p>

8.5 Card Payment Facility

Method of Inspection	Reason for rejection
<p>a. Check that the card payment facility is stored in a transparent plastic holder which will be affixed so that the card machine is always in prominent view of the customer</p> <p>b. Check signage is affixed</p>	<p>a. Wiring is damaged, frayed, loose or not properly secured</p> <p>b. Affixed to the partition, so in prominent view of the passengers</p>

APPENDIX B

Trailer Inspection Sheet

Name of owner of trailer:	
Address of owner of trailer:	
Contact number of owner:	
Manufacturers plate showing chassis number:	

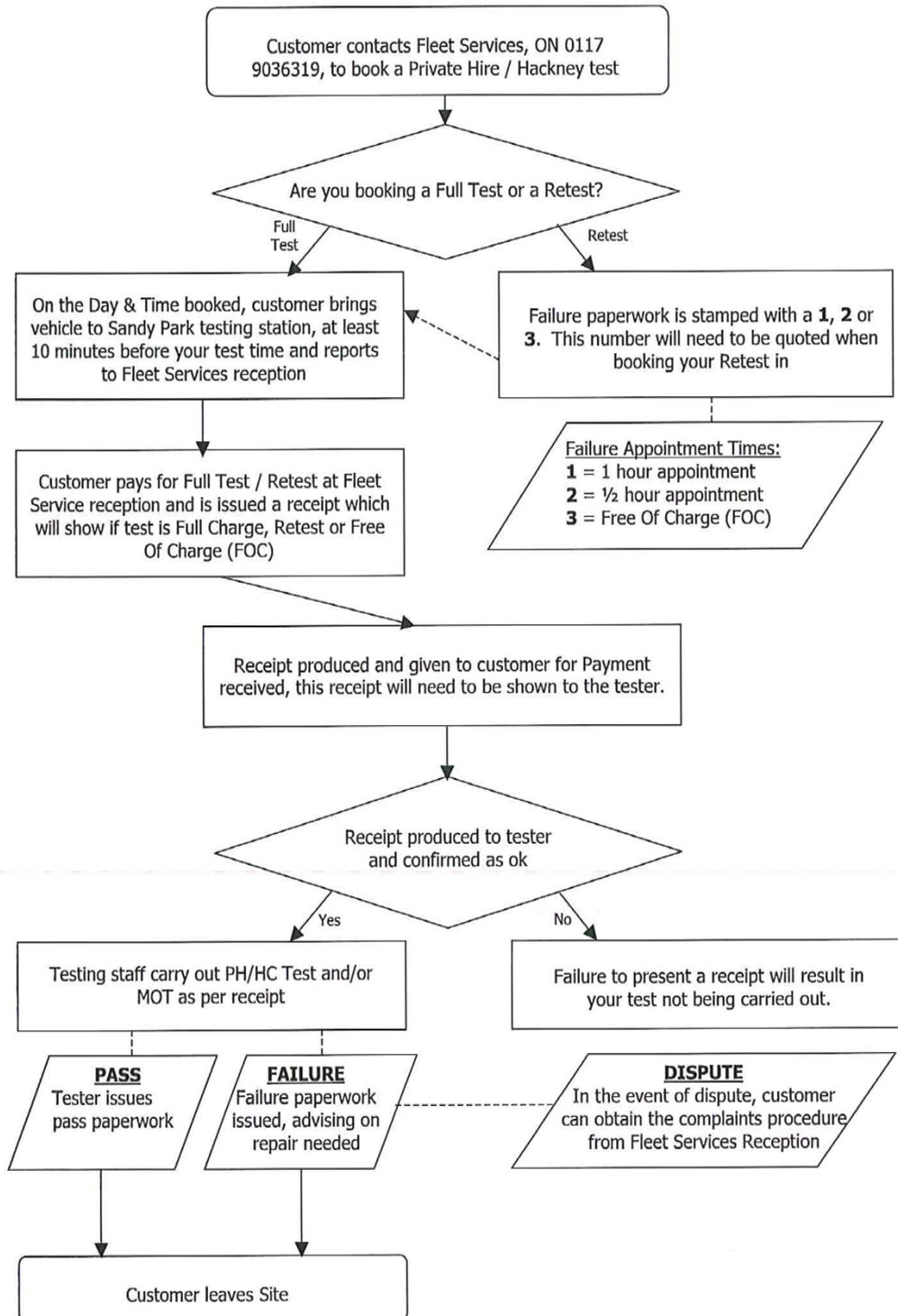
Manufacturers plate showing maximum weight:	

Inspection Area	Description	Pass (tick)	Fail (X)
Trailer couplings	Check condition and operation and presence of a safety breakaway cable		
Tow bar mounting brackets	Check condition and security		
Trailer body	Check condition of side and rear tailboards		
Trailer chassis	Check condition		
Suspension	Check condition and operation		
Wheel bearings	Check for excessive free play or roughness in bearings		
Tonneau cover and fittings	Check for condition		
Wheels and tyres	Check security, condition and wear		
Braking system	Operates satisfactorily		
Lighting	All obligatory lights work		
Indicators	All indicators work		
Reflective triangle	Check presence and condition		
Number plate	Check condition, security of fitting and displayed clearly		
Speed restriction notice	Check condition and displayed clearly		

I hereby certify that the above trailer has been inspected and ***has/ has not** been found to be roadworthy and suitable to be used as a hackney carriage or private hire trailer at the time of inspection. (*Delete as appropriate)

Examined by (name)
 Position
 Signature
 Date

APPENDIX C



Current Document			
Version	1.0	Date	20.01.2020
Officer	Sarah Flower		
Version History			
Date	Version	Author/Editor	Comments
15.08.17	1.0	James Roberts	Amended following policy review