

APPENDIX A

Taxi & Private Hire Vehicle Inspections

INTRODUCTION

The Council has a duty to ensure that all private hire vehicles and hackney carriages are safe to carry members of the public. In order to ensure this, before a vehicle is licensed for the first time it will need to have passed a mechanical inspection at one of our designated MOT test centres. When a private hire vehicle or Hackney carriage saloon reaches 5 years of age there is a requirement for the vehicle to be inspected twice yearly together with two MOT tests each year until the vehicle reaches the maximum age at which time the Council will no longer licence it which is ten years of age. In the case of Wheelchair accessible hackney carriages the Council will licence these vehicles until ten years of age at which time there is a requirement for the vehicle to be inspected twice yearly together with two MOT tests each year until the vehicle reaches the maximum age at which time the Council will no longer licence it which is fifteen years of age. No vehicle will be licensed beyond its maximum age as defined by the Councils Licensing Policy in force at the time.

This leaflet gives general guidance on what we look at during a vehicle inspection. All vehicle inspections will be carried out by appointment at Wat Tyler house by one of our Licensing Officers. You will need to make an appointment for inspection at least four weeks prior to the annual renewal of your vehicle licence, and at least four weeks prior to the six month inspection.

The inspection will take approximately 15 minutes to complete and will be carried out by a Licensing Officer. Please note that appointments for car inspections are available Monday, Tuesday, Thursday and Friday from 10AM until 11.30AM and will be carried out at the rear of Wat Tyler house in the Taxi inspection bay.

VEHICLE INSPECTION CRITERIA

Your vehicle must meet the following standards as a minimum. Please note that this is a summary only.

CLEANLINESS

All vehicles must be of a high standard of cleanliness both internally and externally.

INTERIOR. The interior must be kept clean, tidy and free of any litter or rubbish.

RUST. Any vehicle presented should be free from any visible rusting. Although minor blemishes should not constitute a failure, the following general criteria should be followed – any vehicle with more than three visible rust patches should be failed

DENTS. *For the purpose of these conditions ,Swindon Borough Council defines the term 'dent' as: 'Any deviation from the manufactured contours of the vehicle's body work, including all trim.'* Any vehicle with any dents on three or more panels should be failed.

SCRATCHES. Any vehicle with unrepaired scratches on three or more panels should be failed.

SEATS. In conventional vehicles where it is intended that the licence shall be for four (4) passengers, all seats, including the driver's must be free from repaired cuts, tears or cigarette burns, except of a very minor nature. Any repairs have been carried out in a professional and neat manner.

CARPETS/FLOOR COVERING. All carpets and floor covering shall be complete and free from cuts, tears or major soiling.

HEADLINING AND OTHER TRIM. All interior trim, including headlining, shall be clean, complete, properly fitted, and free from serious cuts, tears or major soiling.

WINDOW GLASS/OPERATION. Tinted windows are not allowed, factory fitted or otherwise all windows must allow at least 70% of natural light. All windows that by manufacture are made to open should be maintained to be easily operable by any passenger.

BOOT/LUGGAGE COMPARTMENT. This should be empty except for a spare wheel, essential tools and a first aid kit, (to comply with Health & Safety (First Aid) Regs 1981). The compartment should be clean and any covering free from major cuts, tears or other damage or staining.

WHEEL TRIMS

The vehicle should have all wheel trims in place (unless alloy wheels).

ROAD FUND LICENCE

The vehicle must have a current road fund licence tax disc displayed in the bottom nearside corner of the front windscreen.

SPARE TYRE

The vehicle must either:

- a) carry a spare wheel capable of being immediately used and tools suitable for wheel changing; **or**
- b) carry a space saver spare wheel which is capable of being immediately used and tools suitable for wheel changing or,
- c) where the vehicle manufacturer supplies repair and inflation equipment as standard with a new vehicle, the vehicle must carry this or,
- d) the vehicle must be fitted with run flat tyres.

FIRST AID KITS

All vehicles **must carry** a first aid kit. The contents must comply with the suggested list of contents for travelling first aid kits as included within the 'Approved Code of Practice and Guidance: First Aid At Work (The Health and Safety (First-Aid) Regulation 1981 L74)'. Further information can be found at **www.hse.gov.uk**

The contents should include as a minimum:

- A leaflet giving general guidance on first

aid

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins

All drivers are responsible for ensuring that items, within the first aid kit, that are marked with 'best before dates' are replaced when they expire. All other items should be checked regularly by the driver/operator. Any damaged items should be replaced. First aid kits must be marked using indelible ink with the licensed vehicle plate number.

FIRE EXTINGUISHER

All vehicles must carry a dry powder or foam (AFFF) spray extinguisher conforming to British Standard EN3. The minimum weight of the extinguisher should be 1 kg. Fire extinguishers must be marked with indelible ink with the current licensed vehicle plate number.

SIGNAGE OR ADVERTISING ON VEHICLES

No advertising is allowed on private hire vehicles or Hackney carriage saloons. Wheelchair accessible vehicles may have a full livery with prior approval of the Council's Licensing officer. Every Hackney carriage must have on display the current fare tariff card.

ANCILLARY EQUIPMENT

Wheelchair accessible vehicles must have the correct wheelchair fixing equipment including any ramp extension and tie down equipment. In the case of a fold out ramp it must be free from rust and fit flat to the floor

**included in a
vehicle inspection.**

