

Hackney Carriage and Private Hire Vehicle Inspection Standards

April 2012



BEDFORD
BOROUGH COUNCIL



REGISTRATION & RECORDS
LICENSING
BEDFORD BOROUGH COUNCIL

Governance Group

BEDFORD BOROUGH COUNCIL

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE

INSPECTION STANDARDS

MANUAL OF INSPECTION OF HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

INTRODUCTION

This manual sets out the procedures and standards for those who carry out inspections of hackney carriage and private hire vehicles. The manual is also made freely available to owners, proprietors, operators and drivers of hackney carriage and private hire vehicles, who may find it useful as it details the standards that vehicles are subjected to. The guide also explains the reasons why, a vehicle presented for inspection, has not been issued with a pass certificate.

This manual has been developed from a best practice guide produced by the Hackney Carriage and Private Hire Inspection Technical Officer Group.

1 INTRODUCTION

1.1 MANUAL OF INSPECTION

This manual has been developed from a best practice guide produced by the Technical Officer Group (TOG) to assist Hackney Carriage (HC) and Private Hire Vehicle (PHV) operators, vehicle presenters, licensing authorities and vehicle inspectors.

It is intended that this manual sets out the minimum vehicle inspection standard. It is for individual local licensing authorities to reach their own decisions, both on overall policies and on individual inspection standards, in the light of their own operational needs and geographical circumstances.

Various interested parties, including the Department for Transport (DfT), Vehicle & Operator Services Agency (VOSA), Disabled Persons Transport Advisory Committee (DPTAC) and the Institute of Licensing, were consulted on the Best Practice Guide developed by the Technical Officer Group.

This Manual of Inspection was approved by Bedford Borough Council's General Licensing Committee on 8 December 2011 for implementation from 1 April 2012.

1.2 TECHNICAL SAFETY ISSUES

The aim of a local licensing authority is to protect the public. Local licensing authorities will be aware that the public should have reasonable access to safe and well maintained HC and PHVs. For example, it is clearly important that somebody using a HC or PHV should be confident that the vehicle is safe.

To this end, this manual details specific vehicle safety issues based on expert technical knowledge and experience of the Technical Officer Group (TOG) and vehicle standard advisors to Bedford Borough Council as Licensing Authority. This manual focuses, therefore, on technical safety issues and safe working practices.

1.3 SCOPE OF THE GUIDANCE

This manual deliberately seeks to embrace safety aspects of vehicle inspections using, as a basic inspection standards, those laid down in *The MOT Inspection Manual for Car & Light Commercial Vehicle Testing* issued by VOSA. This manual provides additional testing requirements to those in the MOT Inspection Manual. In exercising its licensing function, Bedford Borough Council will use the manual in conjunction with the VOS MOT Inspection Manual as an advocate to public safety.

1.4 SPECIFICATION OF VEHICLE TYPES THAT MAY BE LICENSED

The legislation gives local authorities a wide range of discretion over the types of vehicle that they can license as HC or PHVs.

1.5 ACCESSIBILITY

In addition to their general conditions, local licensing authorities will want to consider the accessibility for disabled people (including – but not only – people who need to travel in a wheelchair) of the vehicles they licence as Hackney Carriage. For more details, see Section 11 – WAVs and Ancillary Equipment.

Bedford Borough Council has determined that London style cabs (such as the Metrocab, FX4 and TX1) shall not normally be licensed as a Private Hire Vehicle. The Council designates vehicles which are deemed to be wheelchair accessible under Section 167 of the Equality Act 2010. This designation is the responsibility of the Head of Registration & Records. For details, please contact the Licensing Team as follows:

www.bedford.gov.uk
licensing@bedford.gov.uk

Telephone: 01234 276983
Fax: 01234 718392

Licensing
3rd Floor Borough Hall
Cauldwell Street
Bedford MK42 9AP

1.6 TYPE APPROVAL

It may be that from time to time the Council will be asked to licence, as a HC or PHV, a vehicle that has been imported independently (that is, by somebody other than the manufacturer). Such a vehicle must meet the local licensing authority's criteria for licensing. Such vehicles will be subject to the 'type approval' rules. For passenger cars up to 10 years old at the time of first GB registration, this means meeting the technical standards of either:

European Whole Vehicle type approval;
British National Type Approval; or
British Single Vehicle Approval (before 29 April 2009); or
Individual Vehicle Approval (from 29 April 2009)

Most registration certificates issued since late 1998 should indicate the approval status of the vehicle. Further information about these requirements and the procedures for licensing and registering imported vehicles can be seen at:

www.dft.gov.uk

Bedford Borough Council insists that at least one of the above 'type approvals' is produced prior to any imported vehicle being licensed as a Hackney Carriage or Private Hire Vehicle.

Voluntary Inspections

Vehicles that are already registered for use in the UK are not eligible for a Single Vehicle Approval, however, there are situations where evidence of compliance with the approval standard would be beneficial or be a requirement. An example would be a local licensing authority that may require evidence of compliance for a vehicle that has been modified since original registration, or where evidence of compliance is being used as part of a contractual agreement on a modified vehicle. To facilitate this requirement a non statutory "Voluntary SVA" or "Voluntary IVA" test is available. The test criteria applied will be dependant on the vehicle category/class nominated on the application form VSVA 1. The fees are the same as those appropriate to the particular class of vehicle/test carried other than VAT is payable. If the vehicle is found to meet the requirements a letter of compliance with the technical standards will be issued and not a Minister's Approval certificate. The letter of compliance is not acceptable for First Licensing/Registration purposes.

1.7 VEHICLE TESTING

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 or as amended.

As the term implies, hackney carriage and private hire vehicles are vehicles used for hire and reward purposes and as such are normally 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.

The purpose of the HC and 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 has not been fully prepared, the test will be terminated and a further full test could be required.

It is an offence under the road traffic regulations to use an unroadworthy vehicle on the public highway.

HC and PHV operators failing to maintain their vehicles in a safe and roadworthy condition may have their licence suspended, revoked or not renewed by the Borough Council.

This manual provides a working document for those who inspect, maintain and prepare vehicles for inspection prior to being issued with a hackney carriage or private hire licence. Although detailed in its content the manual is not exhaustive.

However, in assessing the mechanical condition of a vehicle, it is more likely an item which would ordinarily pass an MOT test with an advisory note, could fail the HC and PHV test.

2 STRETCHED LIMOUSINES

This section of the manual sets out guidance for licensing stretched limousines. The standard of the test for stretched limousines will be at the same and standard as for other private hire vehicles. That is, as a basic inspection standard, those laid down in *The MOT Inspection Manual for Car & Light Commercial Vehicle Testing* issued by VOSA and this manual.

A stretched limousine shall only be registered as a private hire vehicle if it complies with the following conditions:

- Vehicles with no more than 8 passenger seats as indicated on the V5C. The V5C will state the number of seats and must be produced to the Borough Council prior to the vehicle being licensed or inspected. If the number of seats differs from what is indicated on the V5C, then contact will be made with VOSA and the local area Traffic Commissioner immediately. Failure to produce a valid and current V5C for the vehicle to be tested could result in refusal to inspect the vehicle.
- Evidence of either European Community Whole Vehicle Type Approval (ECWVTA) or Single Vehicle Approval (SVA) or individual Vehicle Approval (IVA) being presented for inspection.
- As stretched limousines are not factory produced, a vehicle maintenance inspection by the keeper of the vehicle should be undertaken every 10 weeks. The frequency of maintenance inspections is recommended by Traffic Commissioners. VOSA and the National Limousine and Chauffeur Association (NLCA).
- The inspection standards to be applied to the stretched limousines are the same standards as those applied to other hackney carriage and private hire vehicles with the following additions:
 - Any additional item previously mentioned in this paragraph with regard to seating capacity, the production of the relevant documents and frequency of vehicle inspections.
 - See Section 4 – Tyres and roadwheels. Reference in this section is made to tyre rating to be applied to stretched limousines.
 - See Section 12 – Vehicle Identification Number (VIN). VIN markings should be checked to ensure compliance, seating capacities and undue stresses.

Bedford Borough Council will seek to obtain a declaration, from the operator of licensed stretched limousines that the vehicles with side facing seats will never be used to carry passengers under 16 years of age, **regardless of whether the vehicle is fitted with or without seatbelts.**

The Borough Council will also look for notices forbidding children to be carried in side facing seats to be displayed in prominent positions, ie on entry to the passenger compartment and on either side of the passenger compartment.

3 GENERAL INFORMATION

Only vehicles complying with the following conditions will generally be considered for licensing as private hire vehicles:

Cars fitted with at least four doors and four wheels

Right-hand drive vehicles – with the exception of stretch limousines (where applicable)

Vehicles with adequate space for luggage

Vehicles must be capable of carrying at least four and not more than eight passengers in addition to the driver

With the exception of stretch limousines, vehicles will not be accepted with blacked out windows. Passengers being carried in the vehicle must be visible from the outside. In *exceptional circumstances*, tinted windows may be acceptable.

To allow a thorough examination of a vehicle or any part thereof, it must be presented for test in a clean condition. The vehicle presented will fail the test if, in the opinion of the vehicle examiner, the vehicle is so dirty that it would be unreasonable for the test to be carried out.

A test will not be carried out unless the Licence fee/Examination fee has been paid in advance.

Statement of Undertakings and Declaration

In the interests of road and passenger safety, the licensed operator undertakes to make proper arrangements so that vehicles are kept in a roadworthy condition at all times.

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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 <ul style="list-style-type: none">• 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
<p>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.</p> <p>Check the high level stop lamp where fitted:</p> <ul style="list-style-type: none">a. Is not obscured, and is not obviously incorrectly positioned.b. At least 50% of the lamp must be visible from the rear.	<p>High level stop lamp:</p> <ul style="list-style-type: none">a. Obscured or obviously incorrectly positioned.b. Less than 50% of the lamp not working or obscured.

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 ○ Positioned 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:</p> <p>Reversing lamps</p> <ul style="list-style-type: none"> a. The reversing lamps emit a diffused white light when reverse gear is selected. b. The lamps extinguish when neutral gear is selected. c. The lamps are in good working order and are secure. d. The lamps do not flicker when lightly tapped by hand. <p>Front Fog/Driving Lamps</p> <p>Check that:</p> <ul style="list-style-type: none"> e. A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected. f. A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together. g. A pair of matched, long-range driving lamps, both emitting a white diffused light should illuminate together. 	<p>A reversing lamp:</p> <ul style="list-style-type: none"> a. That fails to operate or does not emit a white diffused light. b. Fails to extinguish when neutral or forward gear is selected. c. Are not in good working order or insecure. d. Lamps flicker when tapped lightly by hand. <p>Front Fog/Driving Lamps</p> <ul style="list-style-type: none"> e. Lamp inoperative or operates other than in dipped beam mode. f. Lamps operate incorrectly. g. Lamps operate incorrectly.

Additional Lamps (Continued)

Method of Inspection	Reason for Rejection
<p>'For Hire' and Roof Signs</p> <p>Check that:</p> <ul style="list-style-type: none"> a. Correct style and type of sign fitted. b. Ensure the sign is securely fastened to the vehicle. c. Check condition and security of wiring. d. Functional test of signs for illumination. 	<p>'For Hire' and Roof Signs</p> <ul style="list-style-type: none"> a. Incorrect colour or details shown on sign, ie registration number, vehicle number etc. b. Insecure sign c. Wiring is not in good condition and is loose or chaffed. d. Illumination not consistent across the sign, ie all light bulb(s) LED(s) illuminated when switched on.

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

Method of Inspection	Reason for Rejection
<p>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note:</p> <ul style="list-style-type: none"> a. Fractures in steering wheel hub. b. Fractures in steering wheel hub. c. Steering wheel spokes loose or fractured. d. Jagged edges on steering wheel rim. e. If possible, check the retaining device on steering wheel is fitted. 	<ul style="list-style-type: none"> a. Steering wheel hub fractured. b. Steering wheel rim fractured. c. A steering wheel spoke loose or fractured. d. Jagged edges on steering wheel rim likely to injure the driver. e. A steering wheel hub-retaining device not fitted.

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 note the movement at centre of 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).</p> <p>Note: Certain types of steering column might show some movement not due to excessive wear, eg 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
Coil Springs a. Welding repairs	a. Repaired by welding

SECTION 3 – BRAKES

Section Contents

Sub-Section

No additional inspection requirements

SECTION 4 – TYRES AND ROADWHEELS

Section Contents:

Sub-Section	Subject
4.1	Tyres – Condition

4.1 TYRES

Method of Inspection	Reason for Rejection
<p data-bbox="188 456 450 485">Condition of Tyres</p> <p data-bbox="188 523 1095 687">On all the tyres, including spare wheel – where fitted, examine each tyre meets all the requirements laid down in the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1) except that the standard in that MOT manual concerning 1.6mm tread shall be read as being 2.5mm.</p> <p data-bbox="188 726 275 754">Note 1</p> <p data-bbox="188 759 1097 892">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 data-bbox="1131 523 2018 619">In accordance with the MOT Inspection Manual for Car & Light Commercial Vehicles (ISBN 0-9549239-0-1) or otherwise if the tread is less than 2.5mm.</p> <p data-bbox="1131 726 1218 754">Note 2</p> <p data-bbox="1131 759 2040 927">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'. Likewise, when tyre weld systems are in place or run on flat tyres fitted.</p>

SECTION 5 – SEAT BELTS

Section Contents:

Sub-Section	Subject
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No additional inspection requirements

SECTION 6 – BODY AND STRUCTURE

Section Contents:

Sub-Section	Subject
6.1	Vehicle Body and Condition (Exterior)
6.1	Vehicle Body, Security and Condition (Interior)
6.2	Doors and Seats
6.4	Bumper Bars

6.1 VEHICLE BODY AND CONDITION (EXTERIOR)

Method of Inspection	Reason for Rejection
<p>Body Condition (Exterior) Examine the body thoroughly for security, corrosion, damage, poor repair/paint match or sharp edges that are likely to cause injury.</p>	<p>Body Condition (Exterior)</p> <ol style="list-style-type: none"> 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 is untreated. g. A single dent of more than 80mm, or more than 3 dents of not more than 20mm 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 mismatch 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. l. Lack of clearly displayed or omission of 'No Smoking' signs.

6.1 VEHICLE BODY AND CONDITION (EXTERIOR)

Method of Inspection	Reason for Rejection
<p>Roof Sign Appropriate roof sign (green for private hire and yellow for hackney carriage) in place with registration number and licence plate number.</p> <p>Door Sign Appropriate door sign (green on white for private hire and black on yellow for hackney carriage) in place.</p> <p>Licence Plate Appropriate licence plate (green for private hire and yellow for hackney carriage) in place with registration number and licence plate number.</p>	<p>Roof sign not present or displaying incorrect information (except if new plate in which case checksheet should be marked NP to indicate roof sign was not checked).</p> <p>Door sign not present (except if new plate in which case checksheet should be marked NP to indicate door sign was not checked).</p> <p>Licence plate not affixed to rear exterior (except if new plate in which case checksheet should be marked NP to indicate licence plate was not checked).</p>

6.1 VEHICLE BODY, SECURITY AND CONDITION (INTERIOR)

Method of Inspection	Reasons for Rejection
<p>Body Condition (Interior)</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. All seats, seat coverings (where fitted), upholstery and trims must be clean and in a generally good condition and state of repair.</p> <p>d. Examine interior lights, motion door locks and warning lights.</p> <p>e. 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>f. Examine all windows ensuring they allow lowering and rising easily.</p> <p>g. Examine interior door locks; grab handles/rails, safety covers.</p> <p>h. Examine grills/partitions for security and condition.</p> <p>i. Examine electrical wiring for condition, security, including intercom systems.</p>	<p>a. Insecure and loose fixtures, fittings or accessories.</p> <p>b. Missing, dirty, soiled, stained, worn or insecure trim, carpets, headlining and mats.</p> <p>c. Large cut, tear over 2cm unacceptable.</p> <p>d. An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standard equipment). Missing or defective motion switch/lock or warning lamp not illuminated.</p> <p>e. A system which does not function correctly or any part is missing including vents, controls and switches.</p> <p>f. An opening window that is inoperative or difficult to open and/or to close, mechanism broken/missing.</p> <p>g. Missing, defective or loose door locks, child locks, protective covers, grab handles and rails. Grab handles/rails which are rigid to aid the blind and partially sighted, and are worn to excess.</p> <p>h. A grill/partition which is insecure or has sharp edges which may cause injury to passengers or driver.</p> <p>i. 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 inoperative and signs illegible/missing.</p>

6.1 VEHICLE BODY, SECURITY AND CONDITION (INTERIOR)

Method of Inspection	Reason for Rejection
<p>Body Condition (Interior) Continued</p> <p>j. Examine the boot for access, contents, cleanliness and water ingress.</p> <p>Additional items to be inspected in limousines and novelty vehicles:</p> <p>k. All fixtures and fittings, i.e. mirror balls, drinks cabinets, televisions etc must be stored securely and not hinder the ingress or egress from the passenger compartment.</p> <p>l. 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>Note: Any vehicle presented in a dirty, untidy condition will not be tested.</p>	<p>j. 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 (ie spare wheel tools and equipment etc).</p> <p>k. Any fixture or fitting that is loose or insecure or where walkways are blocked that prevents ease of ingress or egress from the passenger compartment.</p> <p>l. No maximum seating capacity sign or signs displayed. A sign or signs not clearly visible to all passengers.</p>

6.2 DOORS AND SEATS

Method of Inspection	Reason for Rejection
<p>Doors and Emergency Exits</p> <p>a. 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>b. 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>c. Check that seats are secure, clean and not unduly worn.</p> <p>IMPORTANT NOTE: With the exception of ‘novelty vehicles’ only vehicles with forward and rear facing seats will be accepted.</p> <p>For more information on seating for novelty vehicles see Section 12.2.</p>	<p>Doors and Emergency Exits</p> <p>a. A door or emergency exit does not latch securely in the closed position. A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case. Missing, loose or worn handles, lock or striker plate. Missing, loose or damaged trim/cover plate.</p> <p>b. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect.</p> <p>c. Seat cushion(s) stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest. Badly stained seats or seats with large cuts or tears of 2cm or longer are not acceptable.</p>

6.2 DOORS AND SEATS (Continued)

Method of Inspection	Reason for Rejection
<p>Accessibility: Wheelchair Vehicles</p> <p>Door configurations for wheelchair accessible vehicles:</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>

6.4 BUMPER BARS

Method of Inspection	Reason for Rejection
<p>Examine the bumper bars and check:</p> <ul style="list-style-type: none">a. They are secure to their mountingsb. The mountings are secure to the vehiclec. There is no evidence of damage	<ul style="list-style-type: none">a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs.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 is secured by wire or other temporary means is regarded as insecure and must be rejected.c. Bumper bars which have jagged edges, cracks or splits or projections which may cause injury to persons near the vehicle. Paint mismatch or fading which is significantly different to that of the rest of the paintwork.

SECTION 7 – FUEL & EMISSIONS

Section Contents:

Sub-Section	Subject
7.1	Exhaust System
7.2	Fuel System – Pipes and Tanks

7.1 EXHAUST SYSTEM

Method of Inspection	Reason for Rejection
Where applicable, check for presence, security and adequacy of grease shields to hot exhausts.	A heat shield missing, insecure or inadequate.

7.2 FUEL SYSTEM – PIPES AND 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 sealed 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 8 – DRIVERS VIEW OF THE ROAD

Section Contents:

Sub-Section	Subject
8.1	Mirrors
8.3	Windscreen – View to the Front
8.5	Window Glass or Other Transparent Material

8.1 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 a reason for rejection.</p> <p>a. Mirror condition</p> <ul style="list-style-type: none">o A mirror reflecting surface deteriorated or brokeno In such a position that a person sitting in the driver's seat cannot see clearly to the rear.

8.3 WINDSCREEN – VIEW TO THE FRONT

Method of Inspection	Reason for Rejection
<p>Sit in the driver's seat and check that there is 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) pendants, 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 driver's 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

8.5 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>a. A crack, surface damage or discolouration in glass or other transparent material that:</p> <ul style="list-style-type: none"> o Impairs the driver's front, side or rear view of the road <p>Or</p> <ul style="list-style-type: none"> o Presents a danger to any person in the vehicle.
<p>b. Check presence and security of all windscreens, side, roof or rear windows or internal screens or partitions.</p>	<p>b. A windscreen or any other outside window missing or any windscreen, window, internal screen or partition insecure.</p>
<p>c. Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.</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>d. A guard rail or barrier at a window, internal screen or partition missing, insecure or damaged.</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, except glass fitted to the upper deck of a double deck bus.</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. 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>f. Glass used for a windscreen or an outside window is obviously not safety glass.</p>

8.5 WINDOW GLASS OR OTHER TRANSPARENT MATERIAL (CONTINUED)

Method of Inspection	Reason for Rejection
<p>g. For vehicles first used on or after 1 June 1978, check that windscreens or 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. Check that windscreens and front passenger and driver side windows have a visual light transmission throughout of 75% and 70% or higher respectively.</p> <p>i. Check that all windows other than those in h. above have a visual light transmission reading throughout of 32% or higher.</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. That the visual light transmission readings are below those stated.</p> <p>i. That the visual light transmission readings are below those stated.</p>

SECTION 9 – TRICYCLES AND QUADRICYCLES

Section Contents:

Sub-Section	Subject
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	No additional inspection requirements
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SECTION 10 – ADDITIONAL REQUIREMENTS

Section Contents:

Sub-Section

- | | |
|-------------|--|
| 10.1 | Speedometer |
| 10.2 | Transmission |
| 10.3 | Engine and Transmission Mountings |
| 10.4 | Oil & Water Leaks |
| 10.5 | Luggage/Load Space |
| 10.6 | Trailers & Towbars |

10.1 SPEEDOMETER

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

10.2 TRANSMISSION

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

10.2 TRANSMISSION (CONTINUED)

Method of Inspection	Reason for Rejection
<p>Front Wheel Drive</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"> o Wear and security o Damage to flexible rubber or fabric universal joints o Security and oil contamination of flexible rubber or fabric universal joints o Condition, presence and security of constant velocity joint gaiters 	<ul style="list-style-type: none"> o Drive shaft constant velocity or universal joint coupling worn or insecure. o A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up. o A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure. o A drive shaft constant velocity joint gaiter split, missing or insecurely mounted.

10.4 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 surrounding bodywork or onto the exhaust system.</p> <p>Note: If necessary, the engine can be run at idle speed 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">o Contaminate areaso Could potentially cause a health, safety or fire risk.

10.5 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.

10.6 TRAILERS AND TOWBARS

Method of Inspection	Reason for Rejection
<p>Trailers</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 and a licence 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 A.</p> <p>Towbars</p> <p>b. Where towbars 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 A.</p> <p>b. Rejections as indicated on the trailer inspection sheet shown at Appendix A.</p>

SECTION 11 – ANCILLARY EQUIPMENT

Section Contents:

Sub-Section	Subject
11.1	Wheelchair Restraint and Access Equipment
11.2	Fire Extinguisher
11.3	First Aid Kit

11.1 WHEELCHAIR RESTRAINT AND ACCESS EQUIPMENT

Method of Inspection	Reason for Rejection
<p>Wheelchair Restraint</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>Wheelchair Access and Equipment A vehicle shall be fitted with either of the following forms of wheelchair access equipment.</p> <p><i>Ramps</i></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><i>Wheelchair Lift</i></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, 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>a. A wheelchair restraint is defective, worn or missing.</p> <p>b. Wheelchair anchorage systems and devices do not conform to European Directive 76/115 EEC (as amended by 90/629 EEC). See Appendix B.</p> <p>c. Ramps missing, insecurely stored, damaged/deformed, anti-slip covering in poor condition or missing.</p> <p>d. Vehicle not presented with valid or current LOLER certificate.</p>

11.1 WHEELCHAIR RESTRAINT AND ACCESS EQUIPMENT (CONTINUED)

Method of Inspection	Reason for Rejection
<p>e. Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250kgs and certified to BS 6109.</p>	<p>e. The installed ramp does not have any visible reference to a maximum safe working load or certification 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 nearside of the vehicle, ie kerbside when stopped in a normal road.</p>	<p>f. Wheelchair access equipment is fitted to the off-side access door of the vehicle.</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 (1220mm). The measurement shall be taken from the upper centre of the aperture to a point directly below on either the upper face of the fully raised lift platform, or the upper face of the ramp fully deployed on level ground. The minimum width of the aperture of the doorway should also be 750mm wide and 800mm height (notwithstanding the required minimum headroom in the centre).</p>	<p>g. There is not clear headroom in the aperture within the central third of 48 inches (1220mm).</p>
<p>h. The space in which the passenger in a wheelchair is to be accommodated should have a minimum of 1200mm by 700mm and headroom of 1400mm.</p>	
<p>i. A locking mechanism shall be fitted that holds the access door in the open position whilst in use.</p>	<p>i. No evidence of suitable locking mechanism to hold the door open.</p>

11.1 WHEELCHAIR RESTRAINT AND ACCESS EQUIPMENT (CONTINUED)

Method of Inspection	Reason for Rejection
<p>All wheelchair tracking must be fit for purpose and structurally sound.</p> <p>Wheelchair passengers should travel facing forwards or backwards only.</p> <p>Further information on disabled people's transport is available from the Disabled Persons Transport Advisory Committee (DPTAC) website opposite.</p>	<p>Damaged or insecure tracking or detritus deposits within the tracking rails.</p> <p>www.dptac.gov.uk</p>

11.2 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 foam 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, ie in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location.</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>

11.3 FIRST AID KIT

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, ie 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 broken.</p> <p>b. The first aid kit is not fitted in an accessible position or its position is not clearly marked.</p>

SECTION 12 – NOVELTY VEHICLES (STRETCH LIMOUSINES)

Section Contents:

Sub-Section	Subject
12.1	Vehicle Identification Number (VIN)
12.2	Seating Capacity
12.3	Undue Stress
12.4	Passenger Notices

12.1 VEHICLE IDENTIFICATION NUMBER (VIN)

Method of Inspection	Reason for Rejection
<p>Vehicle Identification Number (VIN) should be checked to ensure it complies with the guidance as follows:</p> <ul style="list-style-type: none">○ For vehicles constructed from 1998 onwards the VIN should begin with ILI;○ Pre 1998 vehicles (not recommended for licensing as private hire vehicles) VIN should begin with ILM;○ If a VIN begins with ILN or anything other, then this is likely to be a non approved ('cut-and-shut') modification.	<p>Inappropriate VIN markings displayed or no VIN markings present.</p>

12.2 SEATING CAPACITY

Method of Inspection	Reason for Rejection
It is strongly recommended that prior to the inspection of a novelty vehicle the inspector checks the seating capacity on the V5C to ensure it does not exceed 8 passenger seats.	If the V5C states more than 8 passengers, then this vehicle MUST NOT be tested or licensed as a Private Hire Vehicle. The vehicle should be referred to VOSA for licensing as a passenger carrying vehicle (PCV).

12.3 UNDUE STRESSES

Method of Inspection	Reason for Rejection
Vehicle inspectors should be aware of undue stresses caused to the steering, brakes and tyres due to the additional weight imposed on the vehicle at the modification process.	Tolerances and wear should be as defined in the VOSA Car and Light Commercial Vehicle Testing Manual as follows: <ul style="list-style-type: none">○ Steering - Section 2○ Brakes - Section 3○ Tyres - Section 4

12.4 PASSENGER NOTICES

Driver Declaration

Local licensing authorities are strongly advised to obtain a declaration, from the operator of a licensed novelty vehicle, that vehicles with side facing seats will never be used to carry passengers under 16 years of age, **regardless of whether the vehicle is fitted with or without seatbelts.**

Passenger Notices

- I. In addition, notices forbidding children to be carried in side facing seats must be displayed in prominent positions, ie on entry to the passenger compartment and on the inside of the vehicle on either side of the passenger compartment. In addition, local licensing authorities may require outward facing signs adjacent to all entrance/exit doors to the passenger compartment.
- II. Further notices should be displayed inside the vehicle, where all passengers can clearly read the notice, advising passengers of the maximum carrying capacity of the vehicle and a warning to passengers that should the capacity be exceeded then the vehicle will not be insured.

APPENDIX A

HACKNEY CARRIAGE & PRIVATE HIRE

TRAILER INSPECTION SHEET

Plate Number of towing vehicle:.....

Registration Number of towing vehicle:

Registered Owner of vehicle:

Manufacturers Plate showing chassis number:

Manufacturers Plate showing maximum weight

Inspection Area	Description	Pass (√)	Fail (x)
Licence plate	Contains details and complies with local licensing authority's format		
Licence plate	Clearly displayed, legible and securely fixed		
Licence plate	Serviceable – not damaged or defaced		
Trailer couplings	Check condition and operation and presence of a safety breakaway cable		
Towbar mounting brackets	Check condition and safety		
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/private hire* trailer at the time of inspection. (*delete as appropriate)

Examined by (name)

Signature Date

DEFINITION OF MOTOR VEHICLES

Category	Definition
M	A motor vehicle with at least four wheels designed and constructed for the carriage of passengers.
M₁	Vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the drivers seat.
M₂	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding five tonnes.
M₃	Vehicles designed and constructed for the carriage of passengers and comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding five tonnes.