



Vehicle Compliance Testing Handbook

To be used for all hackney carriage and private hire vehicles
submitted for testing

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INTRODUCTION

This document is intended to provide practical guidance into the type of examination licensed vehicles will be subjected to.

It is important that licensed vehicles comply at all times with the current rules and regulations of the appropriate Road Traffic Act and current Construction and Use Regulations. In addition all vehicles must conform to the requirements of the M.O.T. testing standards and the requirements of the hackney carriage and private hire compliance test.

Where a vehicle is found not to conform to the requirements of the M.O.T. test and/or compliance test standards, that vehicle may have its licence suspended until the Council's authorised officers are satisfied that the vehicle is fit to be licensed.

IMPORTANT:

The vehicle test comprises testing of all points listed in **Section A** and **Section B** within this document. In deciding whether a vehicle satisfies each point you must have regard to the guidelines in the second column – “Reason to Fail”.

Vehicles are required to pass both **Section A** and **Section B** in order to be licensed as a private hire or hackney carriage vehicle by Scarborough Borough Council.

HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE SPECIFICATION & CONDITIONS

Age of Vehicle

- On a new application for a vehicle licence, the vehicle shall be less than 4 years old from the date of first registration. The maximum age of a vehicle that may continue to be licensed shall be 8 years from the date of first registration. When the licensed vehicle reaches 8 years, it shall be permitted to remain licensed until the licence expires provided it continues to be mechanically sound and passes the vehicle licensing inspection.
- In the case of a wheelchair accessible vehicle, the vehicle shall be less than 5 years old from the date of first registration. These vehicles may continue to be licensed until 10 years from the date of first registration. When the licensed vehicle reaches 10 years from the date of first registration, it shall be permitted to remain licensed until the licence expires provided it continues to be mechanically sound and passes the vehicle licensing inspection.
- Licensed vehicles shall be maintained to a high standard both internally and externally throughout the licence period regardless of a vehicle's age.

Type of Vehicle

- All hackney carriage vehicles shall be of a solid white colour; private hire vehicles shall be any colour other than white but shall not resemble a hackney carriage in colour in any way.
- Private hire vehicles shall not resemble a London type hackney carriage.
- All hackney carriage vehicles (unless wheelchair accessible) shall be fitted with a double sliding swivelling front passenger seat or a swivel cushion approved by the LA.
- All vehicles shall be of sufficient capacity to carry at least four but not more than eight passengers in addition to the driver. Babies and young children count in respect of seating capacity.

Requirements for Vehicle

Vehicles shall comply with the following requirements:

- Be right hand drive and have at least four doors.
- Have sufficiently transparent windows so as not to compromise road safety and comply with current legislation.
- Display a 'No-Smoking' sign in the vehicle in line with current legislation.
- Have road wheels fitted with the manufacturer's recommended tyre type and size. All tyres shall be either all cross ply or all radials and have a minimum tread depth of 1.6mm across 75% of the tyre.
- Have a spare tyre of the same type as fitted to the road wheels; a jack and wheel brace shall be carried where originally fitted by the manufacturer except where a gas based tyre repair kit is supplied as standard by the manufacturer. Space-saver wheels specifically manufactured for use on that type of vehicle shall be accepted for vehicles however shall not be used for a prolonged period of time.

- Have a watertight permanent roof. A factory-fitted sunroof is permitted (e.g. sunroof fitted when new by the manufacturer).
- Have sufficient luggage storage for the number of passengers carried. The minimum space required shall be such as to allow a folded wheelchair to be carried. Luggage shall be stored separately from the passenger compartment without obstructing any emergency exits and must always be safely secured to the satisfaction of the LA. It is recognised that it may not always be possible to store luggage separately from the passenger compartment in some wheelchair accessible vehicles. Where this is the case, luggage shall be safely secured to the satisfaction of the LA.
- Where the vehicle is an estate car, it shall be fitted with a safety grill or cargo or parcel shelf to prevent luggage entering the passenger compartment area via the top of the rear passenger seats. In the case of other vehicles, luggage shall not be stacked above the height of the rear seats unless the vehicle is specifically designed to safely permit this.
- Have nearside and offside exterior rear view mirrors.
- (Hackney carriages only) Have a sign mounted on the roof, or just above the windscreen so as to be clearly visible at all times when the vehicle is available for hire. The sign shall have the word "Taxi" facing towards the front of the vehicle and shall be illuminated when plying for hire. The sign must be maintained and in good working order at all times irrespective of whether or not the vehicle is in use after dark.
- Have sufficient means by which a passenger can communicate with the driver.
- Carry a fully serviced fire extinguisher (with gauge) fitted in such a position to be readily available for use. The extinguisher shall be serviced in accordance with the manufacturer's instructions and always replaced after use or in accordance with any date specified by the manufacturer.
- Carry a first aid kit placed in such a position as to be readily available for immediate use in an emergency. The first aid kit shall contain adequate first aid provisions.
- Be clean and smart in appearance, both externally and internally. All seats shall be comfortable, properly cushioned or covered and maintained in a good condition.
- Have proper carpet, mat or other suitable covering for the floor maintained in a good condition.
- Have door/boot lid supporting arms/gas struts that are well maintained and easily capable of supporting the door/lid.

Seating requirements

- Vehicles shall have a seatbelt for each passenger and driver fitted in accordance with manufacturer's technical requirements. Belts shall be in good condition and in good working order.
- The maximum number of passenger seats (including any secured wheelchair) permitted shall be 8.

- In the interests of passenger safety and comfort, all passengers must be able to enter and exit the vehicle in safety. So as not to impede access, every seat must be unobstructed and be easily accessible to passengers without the need for seats to be moved or tilted and without the need for more than one passenger to move. These requirements apply to all vehicles; however dispensation may be given to a minibus type vehicle at the discretion of the LA.
- All licensed vehicles shall comply with the following minimum standards for seating and internal space:
 - All seats shall be designed to carry the weight of an average adult passenger.
 - Seats shall have a minimum width of 400mm per passenger. With a bench seat for 3 passengers, the minimum of 1200mm shall be measured at the narrowest point e.g. between the armrests.
 - There must be a minimum of 200mm legroom for all passenger seats measured from the front edge of the seat to the rear of any seat, dashboard or internal panel in front.
 - There must be a minimum of 860mm headroom for all passenger seats measured from the rear of the seat cushion to the roof lining.
 - Seats shall face forwards or rearwards to the direction of travel. They may not be sideways facing to the direction of travel.

Alteration to the Vehicle

- No material alteration or change in the specification, design, condition or appearance of the vehicle shall be made without the written approval of the LA. Alterations including (but not limited to) banners, flags, seasonal decorations, etc. shall not be permitted in or on a licensed vehicle.
- Roof racks and boxes may only be used when excess luggage is to be carried, the weight carried shall be within the manufacturer's specification.
- Cycle carriers may only be used when cycles are to be carried and shall not be fitted permanently to the vehicle. All carriers shall be approved by the LA prior to use.

Trailers

- The trailer shall at all times comply with all Road Traffic legislation requirements in particular those as laid down in the Road Vehicles (Construction and Use) Regulations 1986.
- The trailer shall clearly display a duplicate SBC issued licensed vehicle plate at the rear.

Wheelchair accessible vehicles

- Where a vehicle is adapted to carry wheelchairs, the vehicle shall be subject to inspection prior to use as a wheelchair accessible vehicle to ensure the adapted vehicle is safe to carry wheelchairs.
- A wheelchair accessible sign must be displayed on the exterior of all wheelchair accessible vehicles. The sign must be at least 140mm x 200mm but not exceed 300mm x 210mm in size and be of contrasting colours

Pre-test checklist

	THE VEHICLE	REASON TO FAIL	NOTES
	<p>The exterior of the bodywork, the underside of the vehicle and engine compartment must be in a clean condition so as to facilitate full inspection of these areas.</p>	<p>Contamination preventing full or proper inspection.</p>	<p>Any vehicle presented for inspection in a dirty condition, interior, exterior, underside and engine bay, the inspection will not be carried out</p>
	<p>Examine all floor and upholstery inside the vehicle for any damage, accumulation of dirt, dust, litter, general debris, staining or excessive wear.</p> <p>Examine roof lining for excessive staining and any damage.</p>	<p>A vehicle which is in a dirty condition with accumulations of dirt, dust litter, debris damage, etc. or staining. Excessive staining or damage to roofing lining.</p>	<p><i>(A new appointment will have to be made and a full fee may be payable)</i></p>
	<p>Check for unpleasant odours within the vehicle.</p>	<p>Unacceptable smells.</p>	
	<p>Check to ensure the vehicle is free of any leakage of water, fuel and oil.</p>	<p>The vehicle has a leakage of fuel or oil or an excessive leakage of water.</p>	

Section A – MOT Inspection

	THE VEHICLE	REASON TO FAIL
	Pass MOT inspection	Vehicle does not pass current MOT test

Section B – Compliance Inspection

1	EXTERIOR OF VEHICLE	REASON TO FAIL
1.1	Check operation of all external locks and catches, ensuring all doors and boot lid can be securely closed, locked and easily opened.	Defective external door catches/locks or hinges which prevent a door opening or closing properly.
1.2	Check all wind check positions to ensure doors are held in place when opened.	Wind checks fail to hold door in position when opened.
1.3	Check all doors and boot lid are held in place when opened.	Door or boot lid fails to hold in place when opened.
1.4	Examine the external body and paint work for damage, which significantly affects the appearance of the vehicle.	Excessively poor or damaged body or paintwork, dull, not in uniform colour, and appearance, repairs visible, paint work of poor standard.
1.5	Examine rubber seals to doors and windows for damage, looseness or absence affecting performance of seals.	Damaged or missing, or loose door seals which may cause draught, rainwater ingress, unreasonable road noise or a trip hazard.
1.6	Reversing lights must be operable when fitted.	Reversing lights not operable.
1.7	Check the operation of electrically operated steps where fitted.	Steps inoperable. Steps do not retract before vehicle moves off.
2	BOOT	REASON TO FAIL
2.1	Examine interior of boot to ensure it is clean and free of dirt, dust, grease, litter, etc. Covering to be free of stains. Check boot offers adequate protection to passengers' luggage stored in the boot.	Excessive wear, damage, or staining to the boot floor. Accumulation of litter, dust or rubbish in the boot which could soil or damage luggage stored within.
3	SPARE WHEEL	REASON TO FAIL

3.1	<p>Have a spare tyre of the same type as fitted to the road wheels; except where a gas based tyre repair kit is supplied as standard by the manufacturer.</p> <p>Space-saver wheels specifically manufactured for use on that type of vehicle shall be accepted for vehicles however shall not be used for a prolonged period of time.</p>	A full sized spare tyre / gas based repair kit or space saver not provided with the vehicle or unsatisfactory.
3.2	Examine the wheel brace and jack provided to ensure they are in good working order.	Failure to provide a suitable jack/wheel brace - except where a gas based tyre repair kit is supplied as standard by the manufacturer.

4	INTERIOR OF VEHICLE	REASON TO FAIL
4.1	Examine carpeting and any mats to ensure they are not worn or damaged. Or a tripping hazard.	Worn or damaged carpet or mats. Patching is not acceptable.
4.2	Examine all seats to ensure they are properly secured to the vehicle including fixed seat cushions. Ensure that all seat cushions/covers are in good condition.	Seats which are not adequately secured to the vehicle. Seat cushions or back rests which are in poor condition, excessively stained or worn.
4.3	Check operation of interior lights, checking both manual and door operated switches. (Note all doors to have switches fitted if fitted as standard by manufacturer.)	Faulty interior light fitting, faulty interior light switches.
4.4	Examine rear view mirrors to ensure they are securely fixed.	A loose, cracked, damaged or missing mirror or one that impairs vision.
4.5	Check operation of the heater and demister to ensure their correct operation.	Defective heater or demisters. Defective passenger compartment switches or switches do not light up.
4.6	Check presence and condition of brake and clutch pedal rubbers.	Missing or worn pedal rubbers
4.7	Check operation of rear screen heater to ensure it is functioning correctly.	Defective rear screen heater.
4.8	Check operation of all window winders ensuring they allow lowering and raising of windows easily, check operation of all window locks and associated fittings.	Window winders that do not allow windows to be lowered/raised easily. Defective window locks or associated fittings.

4.9	Check the operation of all door release catches including motion door and safety locks to ensure that doors can be opened easily from within the vehicle. Check for presence of motion door lock warning lamps and signs and their operations.	Defective interior door release catches. Defective motion locks, motion locks fitted with override. Warning lamps inoperative, warning labels damaged or defaced. Brake safety lock not working.
4.10	Ensure childproof locks function correctly, when fitted on private hire vehicles.	Defective childproof locks.
4.11	Check all door handles and grab rails for condition and security.	Door handles, interior trims, moulds, damaged worn or insecure.
4.12	Check a luggage grill or cover is fitted to estate cars.	Luggage grill/cover not fitted.

5	FIRE EXTINGUISHER & FIRST AID KIT	REASON TO FAIL
5.1	Ensure that a fully serviced fire extinguisher (with gauge) is fitted in such a position to be readily available for use. The extinguisher shall be serviced in accordance with the manufacturer's instructions and always replaced after use or in accordance with any date specified by the manufacturer.	<p>Fire extinguisher not present or without gauge.</p> <p>Fire extinguisher not serviced or passed used by date.</p> <p>Fire extinguisher not mounted securely or is not readily accessible.</p> <p>Fire extinguisher damaged.</p>
5.2	Ensure that a first aid kit is carried which contains adequate provisions and which is located in such a position as to be readily available for immediate use.	<p>First aid kit not present or in a contaminated/poor condition.</p> <p>First aid kit not located in such a position as to be readily available for immediate use.</p>
6	SIGNAGE AND OTHER AREAS	REASON TO FAIL
6.1	Hackney Carriage only - Check that roof mounted signs are properly illuminated, legible and not damaged. Ensure that the roof sign is connected to the meter switch so that the engaging of the meter automatically extinguishes the sign.	A sign is not clearly legible when illuminated or damaged.
6.2	Hackney Carriage only (N/A for new vehicles) – Check that the SBC Fare card is prominently displayed.	Fare card missing or not prominently displayed.

6.3	Hackney Carriage only – Taxi Meter operational and display clearly visible to passengers.	Taxi meter not operational or display obscured.
6.4	Hackney Carriage only – Check that the vehicle has an operational double sliding swiveling front passenger seat or carries an operational swivel cushion (not applicable to wheelchair accessible hackney carriage vehicles).	Double sliding swiveling front seat not operational. Swivel cushion missing or not operational.
6.5	N/A for new vehicles - Check that the internal plate is in good condition, legible and prominently displayed in the top left corner of the windscreen. In addition the plate should be visible from both inside and outside the vehicle.	Internal plate not displayed correctly or in poor condition.
6.6	N/A for new vehicles - Check that the external plate is in good condition, legible and prominently displayed on the rear exterior of the vehicle.	External plate not displayed correctly or in poor condition
6.7	N/A for new vehicles – Check that a copy of the Taxi and Private Hire Policy is carried in the vehicle and that it is in good condition.	Policy missing or in poor condition.
6.8	N/A for new vehicles – Check that operator door signs are displayed on the lower part of the rear nearside passenger door and the rear off side passenger door. Signs should clearly state the words ‘Pre-booked only’, ‘Private Hire’ and the name and telephone number of the Operator only.	Signs are missing or damaged Signs exceed the maximum size of 360mm x 260mm Lettering on the sign does not meet the minimum height of 50mm.
6.9	If visor strip present – check condition and that strip does not exceed 75mm in height and that lettering does not exceed 50mm in height. Only name of operator and telephone number to be displayed.	Strip in poor condition. Strip or lettering exceeds maximum height. Information other than operator and telephone number displayed.

7	WHEELCHAIR ACCESSIBLE VEHICLES	REASON TO FAIL
7.1	Anchorage must be provided for the wheelchair and occupant. These anchorages must be either chassis or floor linked.	Restraints for wheelchair and occupant must be independent of each other.
7.2	Check condition and operation of wheelchair restraints and equipment.	Wheelchair restraints or equipment worn or damaged or missing or not functioning correctly.
7.3	Check operation and condition of disabled person’s seatbelt.	Seatbelt worn, frayed, damaged or cut.

7.4	Check that the ramps are securely installed in the boot of vehicle where applicable.	Ramps fitted that are not fitted securely.
7.5	Examine the ramps for any damage.	Ramps in poor condition or damaged, or sharp edges showing.
7.6	Check as applicable the non-slip provision and locating dowel pins are free of any damage.	Non-slip provision worn or damaged, locating dowels damaged, worn or missing.
7.7	Check a wheelchair accessible sign is displayed on the exterior of the vehicle. The sign must be at least 140mm x 200mm but not exceed 300mm x 210mm in size and be of contrasting colours	Sign not displayed, does not meet the size criteria or is not of contrasting colours.