



## FALKIRK COUNCIL

### CONDITIONS OF FITNESS OF TAXIS AND PRIVATE HIRE CARS

#### General

- 1 All taxis and private hire cars licensed in the Falkirk Council area must be a motor vehicle of a type or model which holds a valid European Whole Vehicle Type Approval as an M1 vehicle, and must comply in all respects with the requirements of any Acts and Regulations relating to motor vehicles in force at the time of licensing.
- 2 The interior and exterior of the vehicle must be maintained to a high standard and be kept clean at all times.
- 3 The bodywork, bonnet and wings must be free from any dents or other irregularities and properly painted.
- 4 Taxi and Private Hire Car Plates and window stickers issued by the Licensing Authority will be displayed at all times as per the licence conditions schedule. Plates require to be kept clean and if broken should be replaced by the Licensing Authority on payment of the appropriate fee.
- 5 There must be carried on every vehicle:-
  - (a) A spare wheel fitted with a pneumatic tyre of the same type and size as the other tyres on the vehicle, or where a space saver wheel and tyre (as provided by the manufacturer ) is used the tyre must only be used to enable the driver to journey home or to a garage to replace the damaged tyre. Any spare wheel must be in such good condition as to instantly replace any damaged wheel or wheel on which the tyre has become damaged; and
  - (b) A suitable arrangement in the event of a puncture to ensure the vehicle is not disabled; and
  - (c) Access ramp (where the vehicle is wheelchair accessible and of the type and design that has a portable detachable access ramp).
  - (d) A First Aid kit as per the licence conditions schedule; and
  - (e) A portable Fire Extinguisher as per the licence conditions schedule

**Once the vehicle is tested you have 14 days to present at the Licensing Office, a bill of sale/V5 & a certificate of motor insurance all in the licence holders name in relation to either a change of vehicle or new application. Failure to do so will deem the taxi test null and void.**

## 1. INSPECTION AND FAILURE CRITERIA

| Inspection   | Point for failure or comment   |
|--|--|
| Detailed inspection of the vehicle based on the current MOT standards. | The tester must inspect the vehicle to the current MOT standard as directed by VOSA for the vehicle. |

## 2. CLEANLINESS/ APPEARANCE

The purpose of the inspections is to ensure that vehicles are safe, pleasing to the eye and present both the operator and Falkirk Council in a favourable manner.

| Inspection   | Point for failure or comment  |
|--|---|
| (a) Check bodywork is not damaged or extensively corroded.   | If bodywork is damaged or extensively corroded. If dent is in excess of 75mm x 75mm   |
| (b) Check paint and varnish is in good condition   | Different colour/ shade<br>Not to a uniform finish<br>If there are surface deficiencies e.g. paint runs or peeling. If paintwork is scratched or stained.   |
| (c) Check external cleanliness   | Dirty/dusty exterior  |
| (d) Check vehicle underside  | If underside is not free from road dirt<br>Excess grease or oil   |
| (e) Check passenger compartment is clean and free from rubbish.<br>(f) Check interior upholstery for security, cleanliness and Condition.<br>(g) Check vehicle is odour free.<br>(h) Check Tariff sheet if vehicle is fitted with a meter. | Dirty/ Dusty<br>Contains any rubbish.<br>Upholstery, trim or headlining is dirty, missing, insecure, torn or in such condition as to soil clothing or adversely affect passenger comfort.<br>Foul smelling<br>Absent<br>Out of date/ time is out by more than 3 minutes |
| (i) Check front and rear Licence Plate (Blue surround nearside area and window stickers - Fixing kits permanently fixed to vehicle   | Not displayed<br>Not properly displayed<br>Not secured with approved fixing kit<br>Not permanently mounted.   |
| (j) Check roof mounted "Taxi" sign (not applicable to Private Hire Vehicles) is of the size and type as approved by the Licensing Authority.   | Absent<br>Insecure<br>Signage contravenes Licensing specification.  |
| (k) Check front and rear Private Hire Licence plate (yellow surround pre-fixed with <b>P</b> ) not applicable to taxis and window stickers - Fixing kits permanently fixed to vehicle  | Not displayed<br>Not properly displayed<br>Not secured with approved fixing kit.<br>Not permanently mounted.  |
| (l) Check Road Fund Licence  | Missing<br>Out of date<br>Check that it matches the presented car.  |

## 3. COMMUNICATIONS APPARATUS

The purpose of these inspections is to ensure compliance with legal requirements to ensure safety for the passengers and driver.

Communication equipment must be fitted so not to obstruct the operation of the vehicle controls or access for passengers.

| Inspection                    | Point for failure or comment  |
|-------------------------------|---|
| (a) Check all radio equipment | Insecure<br>Inappropriate position affecting drivers view of the road.                            |
| (b) Aerial                    | Inappropriate type (only aerials of a type and in a position approved by the Licensing Authority) |

#### 4. WHEELS AND TYRES

The purpose of these inspections is to ensure compliance with legal requirements and to ensure safety for passengers and driver. No road wheel or tyre, including spare wheel, shall be of a different circumference from that for which the taximeter affixed to the vehicle was designed, geared and tested by Falkirk Council's testing station.

| Inspection   | Point for failure or comment   |
|--|--|
| (a) Check circumference of all wheels/tyres                              | Different from that specified by taximeter   |
| (b) Check inflation of tyres   | Beyond tolerance specified by vehicle manufacturer   |
| (c) Check tyre condition   | Tyre is worn<br>Tyre has a lump or bulge<br>Incorrectly seated on the wheel rim<br>Tyre is cut<br>Any part of the cord is exposed<br>Tread depth is less than 2mm over the whole tread area. |
| (d) Check wheel rim condition  | Damaged, distorted or cracked  |
| (e) Check wheel security   | Insecure   |
| (f) Check spare wheel security<br>Alternative if no spare wheel carried. | Not secured<br>Run flat tyres not fitted.<br>No temporary repair solution. Tin to be permanently marked with plate number.   |

#### 5. BRAKES

The purpose of these inspections is to ensure compliance with legal requirements to ensure safety for the passengers and driver.

Where brake connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that, when in any position other than horizontal, the head of the bolt or pin is uppermost.

| Inspection                 | Point for failure or comment  |
|----------------------------|---|
| (a) Check foot brake pedal | Excessive side play<br>Not anti-slip<br>Worn or corroded<br>Fading on holding down pedal for approximately 1 minute |
| (b) Check hand brake lever | Excessive side play   |
| (c) Check pawl holding     | Insecure  |
| (d) Foot brake efficiency  | Not met   |
| (e) Hand brake efficiency  | Not met   |

#### 6. STEERING

The purpose of these inspections is to ensure compliance with legal requirements to ensure safety for the passengers and driver.

The steering wheel must be on the offside of the vehicle.

The steering mechanism must be so constructed and arranged that no over lock is possible and that the road wheels do not in any way or circumstance foul any part of the vehicle. When steering connections are secured with bolts or pins, the bolts or pins must be fitted with approved locking devices and they must be so placed that, when in any position other than horizontal, the head of the bolt or pin is uppermost.

| Inspection  | Point for failure or comment      |
|---|-----------------------------------|
| (a) Check steering column security                              | Insecure                          |
| (b) Check steering box or steering rack for security to chassis | Insecure                          |
| (c) Check steering box or steering rack                         | Leaking<br>Fractured<br>Roughness |
| (d) Check sector shaft, or rack, bushes                         | Excessively worn                  |

## 7. LIGHTING

The purpose of these inspections is to ensure compliance with legal requirements to ensure safety for the passengers and driver.

Adequate lighting of the passenger and driver must be provided.

All step entry areas must have adequate lighting when in use.

| Inspection                        | Point for failure or comment   |
|-----------------------------------|--|
| (a) Check operation of all lights | Not fitted<br>Insecure<br>Not working<br>Flickers when tapped lightly <i>by</i> hand |
| (b) Check reflectors              | Not fitted<br>Cracked or broken  |

## 8. ELECTRICAL EQUIPMENT

The purpose of these inspections is to ensure compliance with legal requirements to ensure safety for the passengers and driver.

All electrical leads and cables must be adequately insulated. Suitable fuses must protect all electrical circuits.

| Inspection                       | Point for failure or comment  |
|----------------------------------|---|
| (a) Check battery                | Insecure<br>Leaking   |
| (b) Check battery terminals      | Insecure<br>Leaking   |
| (c) Check wire/ cable insulation | Not insulated<br>Not secured<br>Heavily contaminated with oil<br>Signs of chaffing<br>Heat damage |

## 9. DOORS

The purpose of these inspections is to ensure compliance with legal requirements to ensure safety for the passengers and driver.

All doors and door locks must be capable of being readily opened. On all vehicles only approved original central locking systems will be permitted.

| Inspection   | Point for failure or comment   |
|--|--|
| (a) Check operation of door opening mechanism, internally and externally | Inoperative<br>Incomplete  |
| (b) Check door hinges  | Worn<br>Insecure   |
| (c) Check door pillars   | Insecure<br>Weakened by damage<br>Corroded   |
| (d) Check door locks in the closed position                              | Insecure locking   |
| (e) Check side door opens to maximum extent                              | Open door over-extends to be in contact with vehicle bodywork.<br>Door does not stay in open position<br>Access dimension is less than 1220mm (height) by 680mm width) |
| (f) Check rear door open to maximum extent                               | Access dimension is less than 1220mm (height) by 780mm (width)   |

## 10. WINDOWS AND VISIBILITY

The purpose of these inspections is to ensure compliance with legal requirements to ensure safety for the passengers and driver.

An interior mirror must be fitted in the driver's compartment. External mirrors must be fitted to the near side and off side of the vehicle. The vehicle must have windows at the sides and rear and be of such transparency as to enable the driver and passengers to be seen from outside the vehicle.

No advertising sign or sticker should be positioned on glazed areas, unless it displays a legal requirement.  
e.g. No smoking.

| Inspection               | Point for failure or comment  |
|--------------------------|---|
| (a) Check windows        | Missing<br>Insecure<br>Not made of safety glass<br>Excessively scored or marked<br>Tinted so as to obscure visibility<br>Obscured by signs/stickers |
| (b) Check window opening | Does not open<br>Does not close properly.<br>Insecure<br>Open beyond design limits  |

## 11. EXHAUST

The exhaust pipe must be fitted or shielded so that no flammable material can fall or be thrown upon it from any other part of the vehicle and that it is not likely to cause a fire through proximity to any flammable material on the vehicle. The outlet must be placed at the rear of the vehicle in such a position as to prevent exhaust fumes entering the vehicle.

| Inspection               | Point for failure or comment    |
|--------------------------|---------------------------------|
| (a) Check exhaust system | Insecure<br>Leaking<br>Corroded |

## 12. LUGGAGE COMPARTMENT

The vehicle must have adequate provision for the carriage of luggage with an effective method of securing luggage being provided. No luggage fittings may be attached or carried upon the outside of the vehicle. Trailers that are EC approved and maintained in a good condition are permitted to carry luggage only.

| Inspection                            | Point for failure or comment |
|---------------------------------------|------------------------------|
| (a) Check for cleanliness/ tidiness   | Dirty<br>Untidy              |
| (b) Check boot latch                  | Insecure<br>Defective        |
| (c) Check luggage carrying capacity   | Less than 300 litres         |
| (d) Check mechanism to secure luggage | Missing<br>Insecure          |

## 13. ACCESSIBILITY

The purpose of these inspections is to ensure compliance with legal requirements to ensure safety for the passengers and driver.

Wheelchair accessibility must be available without the requirement to remove any seating from the vehicle. Seating may be moved within the vehicle on approved tracking in the vehicle floor to provide sufficient space for wheelchair compliance. Anchorage for a wheelchair should be available in a forward/reverse and side to side direction. If the vehicle is fitted with a powered lifting ramp it must be presented for inspection with current certification.

## 14. STEPS

The top of the tread on the lowest step for any entrance, or where there is no step on the floor itself at the lowest entrance, must not be more than 38 centimetres above the ground when the vehicle is unladen. Where any step in the vehicle is electronically operated, it must be fully retractable, tamper and weather-proof. Any such step must be equipped with sensors and a warning system to alert the driver when the step is extended. This step should be under the automatic control of the driver in such a way that it cannot be extended when the vehicle is moving.

| Inspection   | Point for failure or comment   |
|--|--|
| (a) Check passenger side door entrance                     | Any height dimension less than 1220mm<br>Any width dimension less than 680mm<br>No locking device in open position   |
| (b) Check passenger rear door entrance                     | Any height dimension less than 1220mm<br>Any width dimension less than 780mm*<br>No locking device in open position  |
| (c) Check access ramps for side or rear door as applicable | Missing<br>Max gradient greater than 25% (1:4)<br>Safe working load less than 250kg<br>Access ramp is not marked with unique taxi/ private hire car identification sticker |
| (d) Check passenger lift                                   | Hydraulic oil leak   |
| (e) Check LOLER record                                     | If certificate in excess of 6 months   |
| (f) Check minimum space requirement for wheelchair         | An area of less than 1200mm (front to rear) by 700mm wide.   |

## 15. SEATING

The purpose of these inspections is to ensure the safety of passengers.

| Inspection           | Points for failure or comment   |
|----------------------|---|
| (a) Check seating    | Not securely fixed<br>Not facing either front or rear<br>Not provided with 3 point lap and diagonal seat belt or where not possible a 2 point lap seat belt.<br>Headrests missing or insecure |
| (b) Check upholstery | Dirty<br>Worn   |

## 16. FLOOR COVERING

The purpose of these inspections is to ensure the safety of the passengers. Floor coverings should be of a quality and standard to minimise the possibility of any slip or trip hazard.

| Inspection               | Points for failure or comment                   |
|--------------------------|---|
| (a) Check floor covering | Dirty/Oily<br>Excessively worn<br>Tom<br>Uneven |

## 17. METER AND TARIFF SHEETS

All taximeters must be calendar type.

Where a taximeter is fitted, it must be operational, calibrated to the correct fare table and be sealed by the Licensing Authority in a manner that satisfies the Licensing Authority. Every taximeter must be fitted in a position where the passenger can easily view it. All vehicles fitted with a taximeter must display the Licensing Authority approved fare table (taxi tariff) in a position enabling the passenger to view it.

It is an offence to operate without a taximeter that is not sealed and vehicles must not operate if the seal has been broken, damaged or tampered with in any way. The Licensing Authority shall retest meters before being used again.

Meter calibration testing shall take place at every test and following every tariff increase.

Private hire cars do not require a taximeter to be fitted, but where a taximeter is fitted it must be used unless the hirer has given prior permission.

After a taxi tariff review and approval by the Licensing Authority, operators must present all vehicles for checking of taximeter calibration and sealing within any timescale agreed by the licensing authority. i.e at the commencement of the new tariff rate.

| Inspection   | Points for failure or comment   |
|--|---|
| (a) Check taxi tariff sheet  | Missing<br>Incorrectly positioned to be easily viewed by the passenger<br>Expired tariff sheet<br>Operator details incorrect/ missing |
| (b) Check taximeter seal   | Missing<br>Damaged<br>Not approved by the Council   |
| (c) Check Taximeter calibration for distance over a pre-determined measured distance | Calibration is shown to be incorrect  |
| (d) Check Taximeter calibration for standing time                                    | Calibration is shown to be incorrect.   |

## 18. ENGINE AND ANCILLARIES

These checks are primarily a visual examination of readily observable items.

| Inspection                   | Points for failure or comment  |
|------------------------------|--|
| (a) check engine/ancillaries | Dirty<br>Insecure<br>Defective engine mounting<br>Fractured<br>Oil leak<br>Water leak<br>Brake fluid leak<br>Fuel leak<br>Air leak |

## 19. ROAD TEST

During a short road test with the vehicle in motion, the following tests will be conducted.

| Inspection                     | Point for failure or comment   |
|--------------------------------|--|
| (a) Check engine performance   | Not able to maintain a reasonable pace<br>Excessively noisy<br>Excessive vibration<br>Excessive smoke. |
| (b) Check transmission         | Excessively noisy<br>Excessive vibration   |
| (c) Check speedometer/odometer | Inoperative<br>Malfunctioning  |
| (d) Check clutch operation     | Clutch slipping  |
| (e) Check ride of vehicle      | Causes discomfort or distress to a passenger   |

## 20. FUEL TANKS

Fuel tanks must be adequately protected from possible damage by collision. All fuel tanks and apparatus supplying fuel to the engine must be placed or shielded in such a manner that no fuel overflowing or leaking there from can fall or accumulate on any part or fitting where it is capable of being ignited or can fall into any receptacle where it may accumulate.

The filling point for all fuel tanks must be accessible only from the outside of the vehicle and filler caps must be so designed and constructed that they cannot be dislodged by accident.

In the case of a gas-powered or hybrid engine, a device must be provided to enable the supply of fuel to the engine to be cut off immediately. The device must be visible and readily accessible from the outside of the vehicle and the "OFF" position must be clearly marked. This is not practical with modern cars as the ignition is the cut off.

| Inspection                    | Point for failure or comment  |
|-------------------------------|---|
| (a) Check fuel tanks          | Positioned under bonnet<br>Not protected from collision damage<br>Leaking   |
| (b) Check fuel supply systems | Not shielded<br>Overflowing<br>Leaking<br>Fuel accumulating on/in any fitting or receptacle   |
| (c) Check fuel cut off device | Missing<br>Not operating effectively<br>Not visible<br>Not readily accessible<br>Not on outside of vehicle<br>"Off" position not clearly marked |

## 21. SAFETY

| Inspection  | Point for failure or comment   |
|---|--|
| (a) First Aid Kit   | Missing, in poor or contaminated condition<br>Kit is not marked with unique taxi/ private hire car identification sticker<br>Kit does not contain the minimum HSE recommended vehicle kit of:-<br>6 waterproof plasters, 1x HSE 18x18 dressing, 2 triangular bandages, 2 antiseptic wipes, 1 pair of vinyl gloves, 6 safety pins. first aid advice leaflet |
| (b) Fire Extinguisher   | Fire Extinguisher must be of the correct type and must contain foam or powder and be marked BS 5423 or EN 3<br>Missing, discharged, incorrect type or in an obviously poor condition<br>Extinguisher is not marked with unique taxi/ private hire car identification sticker.  |
| (b) "No Smoking" sign displayed with the wording These are no smoking premises. It is an offence to smoke or knowingly to permit smoking in these premises<br>If you observe someone smoking in this vehicle a complaint may be made to:- Falkirk Council, Development Services, Environmental Health, David's Loan, Bainsford, Falkirk | Missing or wrong wording.  |