

Hackney Carriage and Private Hire Inspection Procedure



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<u>Method of Inspection</u>	<u>Reason For Rejection</u>
1.LIGHTING EQUIPMENT	
STOP LAMPS - HIGH LEVEL STOP LAMPS	
<ul style="list-style-type: none">Any additional stop lamps fitted and connected must be tested. Where high level stop lamps are fitted and there is doubt as to whether they are connected, the benefit of this doubt should be given to the presenter.Check the high level stop lamp where fitted is not obscured, and is not obviously incorrectly positioned. At least 50% of the lamp must be visible from the rear.	<ul style="list-style-type: none">a. Obscured or obviously incorrectly positioned.b. Less than 50% of the lamp not working or obscured
ADDITIONAL LAMPS	
<ul style="list-style-type: none">With the ignition switched on check: Reversing lamps - the reversing lamps emit a diffused white light when reverse gear is selected.The lamps extinguish when neutral gear is selectedThe lamps are in good working order and are secure.The lamps do not flicker when lightly tapped by hand.	<p>A reversing lamp:</p> <ul style="list-style-type: none">a. That fails to operate or does not emit a white diffused lightb. Fails to extinguish when neutral or forward gear is selectedc. Are not in good working order or insecure.d. Lamps flicker when tapped lightly by hand.
FRONT FOG AND DRIVING LAMPS	
Check that: <ul style="list-style-type: none">Front fog lamps are emitting a white or yellow diffused	<p>Front Fog/Driving Lamps</p> <ul style="list-style-type: none">e. Lamp inoperative or operates other than in dipped beam mode

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<p>light and illuminates only when dipped beam is selected</p> <ul style="list-style-type: none"> • A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together 	<p>f. Lamps operate incorrectly</p> <p>g. Lamps operate incorrectly</p>
<p>2.STEERING AND SUSPENSION</p> <p>STEERING WHEEL</p> <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 1 Fractures in steering wheel hub. 2 Fractures in steering wheel rim. 3 Steering wheel spokes loose or fractured. 4 Jagged edges on steering wheel rim. 5 If possible, check the retaining device on steering wheel is fitted. <p>STEERING COLUMN</p> <ul style="list-style-type: none"> • Try to lift the steering in line with the steering column and note the movement at centre of steering wheel. • Push steering wheel away and then pull it towards you. Note any side play. • While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column. • 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>a. Steering wheel hub fractured.</p> <p>b. Steering wheel rim fractured.</p> <p>c. A steering wheel spoke loose or fractured.</p> <p>d. Jagged edges on steering wheel rim likely to injure the driver.</p> <p>e. A steering wheel hub-retaining device not fitted.</p> <p>a.Excessive movement of centre of steering wheel in line with steering column (end float). <i>Note: Certain types of steering column might show some movement not due to excessive wear, e.g. those fitted with universal joints or flexible couplings</i></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>

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<p>DRIVE SHAFTS (Visual)</p> <ul style="list-style-type: none">• Check the drive shaft inner and outer universal joint couplings and constant velocity joints for:<ol style="list-style-type: none">1 Wear and security2 Damage to flexible rubber or fabric universal joints3 Security and oil contamination of flexible rubber or fabric universal joints4 or fabric universal joints5 Condition, presence and security of constant6 velocity joint gaiters• Suspension/Shock Absorbers (Visual)• Missing, loose, fractured malfunctioning <p>3.BRAKES</p> <p>PARKING BRAKE SYSTEM</p> <ul style="list-style-type: none">• check handbrake operation• 3.2 Brake components <p>FOOT BRAKE</p> <ul style="list-style-type: none">• Foot brake pedal anti-slip provision• Foot brake operation	<p>a. Drive shaft constant velocity or universal joint coupling worn or insecure</p> <p>b. A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up</p> <p>c. A flexible rubber or fabric universal coupling unit excessively softened by oil contamination or insecure</p> <p>d. A drive shaft constant velocity joint gaiter split, missing or insecurely mounted</p> <p>a Missing, loose or detached shock absorber</p> <p>b.Shock absorber leaking</p> <p>Handbrake lever fractured, incomplete, seized or insecure.</p> <p>a. Excessive side play in handbrake lever</p> <p>b. Lever cannot be set in park position</p> <p>a. Anti-slip provision missing, loose, deteriorated</p> <p>b. Foot brake 'creeps' to the floor</p>
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<p>4.TYRES AND WHEELS</p> <p>TYRE CONDITION</p> <ul style="list-style-type: none">• check for correct tread depth or any damage to tyre <p>ROAD WHEELS</p> <ul style="list-style-type: none">• check for damage to road wheels <p>5.SEATBELTS</p> <p>CONDITION</p> <ul style="list-style-type: none">• Pull each seat belt webbing against its anchorage to see that it is properly secured to the vehicle structure• Examine the condition of all seat belt webbing for cuts or obvious signs of deterioration. Pay particular attention to webbing around anchorages, buckles and loops.• Examine the condition of all seat belt attachment and adjustment fittings.• Examine flexible buckle stalks for corrosion, deterioration or damage.• Fasten each belt locking mechanism and try to pull the locked sections apart. Operate the release mechanism	<ul style="list-style-type: none">a. Depth of tread <u>below</u> 1.6mmb. Cuts of 25mm or longerc. Tyre bulgingd. Tyres seriously under inflatede. Incorrectly seated on the rim <p>Wheel rim fractured</p> <ul style="list-style-type: none">a Seat belt not securely fixed to the seat or to the structure of the vehicle. For example, a fixing bolt not secureb. For seats with seat belts attached to them any insecure attachment of the seat to the vehicle structurec. With a cut which has significantly weakened the webbingd. Damaged sufficient to obstruct correct operation of the belt or which has significantly weakened the webbinge. Stitching badly frayed, not secure or incompletef. Broken strands of a flexible stalk cableg. The locking mechanism of a seat belt does not secure or release as intended
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<p>while pulling on the belt to check that the mechanism releases when required</p> <ul style="list-style-type: none">• On retracting seat belts, check that with the mechanism fastened and the seat unoccupied, excess webbing is wound into the retracting unit. <p>6.GENERAL</p> <p>DRIVERS VIEW OF THE ROAD AND MIRRORS</p> <ul style="list-style-type: none">• Check the condition of each mirror reflecting surface and whether a person sitting in the driver's seat can see clearly to the rear• 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.• Visually check the condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration.• Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions.• Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows.• Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions	<ul style="list-style-type: none">a. • A mirror reflecting surface deteriorated or broken.• In such a position that a person sitting in the driver's seat cannot see clearly to the rear.b. 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.c. crack, surface damage or discoloration in glass or other transparent material that: Impairs the driver's front, side, or rear view of the road, or; Presents a danger to any person in the vehicle.d. A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure.e. Any external window or windscreen is obviously leaking.f. A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged.g. The windscreen and/or any outside window facing to the
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<ul style="list-style-type: none"> • 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. • 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. • Vehicles first used on or after 1 June 1978, check that windscreens and other windows, wholly or partly, on either side of the drivers' seat are made from safety glass displaying an acceptable safety mark. 	<p>front of a vehicle obviously not safety glass fitted to a vehicle first used before 1 January 1959.</p> <p>h. Glass used for a windscreen or an outside window is obviously not safety glass.</p> <p>i. For vehicles first used on or after 1 June 1978, that windscreens and/or other windows wholly or partly on either side of the driver's seat that are not made from safety glass display an acceptable safety mark.</p>
<p><i>Note: Marking is not required for safety glass used on vehicles first used before 1 June 1978.</i></p>	
<ul style="list-style-type: none"> • 6.9 Horn/Wipers/Demisters/Internal Lights • Body Interior and luggage space • Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories. • 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. • Examine interior door locks, grab handles/rails safety covers. • Examine the boot for access, contents, cleanliness, and 	<p>Missing or defective</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. 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>d. Unable to open, close and or lock boot lid, failure of boot</p>

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<p>water ingress.</p> <p>FIRE EXTINGUISHER AND FIRST AID KIT</p> <ul style="list-style-type: none">• Check the fire extinguisher for presence:<ol style="list-style-type: none">1 the expiry date2 Seal.3 Approved mark – BS5306 or EN3 2kg Dry Powder• Check the first aid kit for presence, the expiry date.• The first aid kit must be kept in an accessible position inside the vehicle. The first aid kit may be carried out of view, i.e. in a fastened glove compartment. <p>WINDOWS AND MECHANISMS</p> <ul style="list-style-type: none">• Examine all windows ensuring they allow lowering and rising easily. <p><i>(Note: This standard is the same as the legal requirement for front side windows).</i></p>	<p>lid support mechanism, defective seals/evidence of water ingress, dirty boot and or carpets, loose items stored in boot (i.e. spare wheel tools and equipment etc).</p> <p>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>A first aid kit is missing, out of date or doesn't contain the following contents:</p> <ul style="list-style-type: none">• six individually wrapped sterile adhesive dressings.• one large sterile un-medicated dressing, approximately 18 cm x 18 cm.• two triangular bandages.• two safety pins.• individually wrapped moist cleansing wipes.• One pair of disposable gloves. <p>An opening window that is inoperative or difficult to open and or close mechanism broken/missing.</p>
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<p>DOORS AND SEATS</p> <p>DOORS</p> <ul style="list-style-type: none">• 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.• 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>SEATS</p> <ul style="list-style-type: none">• Check that seats are secure, clean and not unduly worn. <p>BODY EXTERIOR</p> <ul style="list-style-type: none">• No damage affecting the structural safety of the vehicle.• The body of the vehicle must be watertight and draught proof.	<p>a. door or emergency exit does not latch securely in the closed position.</p> <p>b. A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case.</p> <p>c. Missing, loose or worn handles, lock or striker plate.</p> <p>d. Markings describing the presence and method of opening an emergency exit missing, illegible or incorrect.</p> <p>e. Missing, loose or damaged trim/cover plate.</p> <p>Seat cushion(s) stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest. Torn, slashed or badly stained seats are not acceptable.</p> <p><i>NOTE - Passenger seats must be at least 400mm wide per passenger with no significant intrusion by wheel arches, armrests or other parts of the vehicle. There must be a minimum of 860mm headroom for all passenger seats, measured from the rear of the seat cushion to the roof lining.</i></p> <p>An insecure or missing body panel, trim, step or accessory. Or any sharp edge whatsoever which may cause injury.</p>
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<ul style="list-style-type: none"> • Significant areas of visible rusting (minor blemishes are acceptable, but should be regularly treated and painted to match existing paintwork). • Major dents or similar damage to the bodywork. • No scratches down to the metal of more than 5 cm in length and no scratches down to base coat longer than 20cm. • The vehicle should be painted in a uniform colour and all original panels and trim shall be in place. <p>FLUID LEAKS</p> <ul style="list-style-type: none"> • Check vehicle for oil and water leaks from any assembly or component to the ground. • And/or which could be deposited on surrounding bodywork or onto the exhaust system. <p><i>Note: If necessary, the engine can be run at idle speed to confirm the existence of an oil leak</i></p> <p>FUEL SYSTEM - VISUAL</p> <ul style="list-style-type: none"> • Examine fuel tank(s) for security and leaks • Check that fuel tank filler caps are: <ol style="list-style-type: none"> 1. Present 2. Of the correct type 3. Secure and seated properly to ensure correct function of sealing 	<p>Significant areas of visible rusting (minor blemishes are acceptable, but should be regularly treated and painted to match existing paintwork).</p> <p>Major dents or similar damage to the bodywork</p> <p>Scratches down to the metal of more than 5 cm in length and no scratches down to base coat longer than 20cm.</p> <p>Not painted in a uniform colour with all original panels and trim in place.</p> <p>An oil or water leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary.</p> <p>b. Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would:</p> <ul style="list-style-type: none"> • Contaminate areas • Could potentially cause a health, safety or fire risk <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 <i>Note: Temporary/emergency fuel caps are not permitted.</i></p> <p>c. Damaged, chafed, insecure pipes, or pipes so positioned</p>
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<ul style="list-style-type: none"> 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>EXHAUST SYSTEMS/EMMISSIONS (VISUAL)</p> <ul style="list-style-type: none"> Where applicable, check for presence, security and adequacy of grease shields to hot exhausts. Exhaust emitting excessive smoke <p>INTERIOR/EXTERIOR LICENCE PLATES</p> <ul style="list-style-type: none"> The external licence plate must be securely fixed externally to the rear of the vehicle in a position specified by the council. The licence plate must be clearly visible, and remain in that position for the duration of the licence. The internal licence plate must be securely fixed on the inside of the vehicle windscreen or clearly visible in the passenger compartment as specified by the council. 	<p>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> <p>Exhaust system missing, insecure or inadequate</p> <p>Sufficient to obscure vision or likely to cause danger to other road users.</p> <p>Continuous emission of dense blue or clearly visible black smoke at idle</p> <p>Licence plate missing/defaced/insecure</p>
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<p>FARE CARD/TAXI METER</p> <p>METER</p> <ul style="list-style-type: none">• Vehicles must be fitted with a Hackney Carriage fare meter ('taximeter') which shall be so constructed, installed and maintained so as to comply with the following guidelines:• The taximeter shall be maintained in proper working order and condition.• The fare meter shall be fitted with a key, flag or other device which will bring the machinery of the fare meter into action and cause the word "HIRED" to appear on the face of the meter.• Such key, flag or other device shall be capable of being locked in such a position that the machinery of the fare meter is not in action and that no fare is recorded on the face of the fare meter.• The hackney carriage meter shall be positioned so that all letters and figures on its face are at all times plainly visible to any person being conveyed in the vehicle, even during darkness.• Any seal applied to the meter or associated components by the council should not be removed or otherwise tampered with.	<p>Failure of any of the criteria opposite</p> <p>Failure of any of the criteria opposite</p> <p>Missing/defaced/insecure</p>
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<p>FARE CARD</p> <ul style="list-style-type: none">• A copy of the current table of fares (the fare card), as supplied by the council, must be displayed on the inside of the vehicle in a conspicuous position so as to be readily visible to any person carried in the vehicle. This table of fares must not have been altered in any way. <p>LEGAL SIGNAGE</p> <p>TAXI ROOF SIGN</p> <ul style="list-style-type: none">• The vehicle must be fitted with an illuminated roof sign ('top sign') on which the word 'TAXI' must appear and be clearly visible from in front of the vehicle. The roof sign must:<ol style="list-style-type: none">1. be securely fixed to the vehicle roof at all times.2. illuminate automatically when the vehicle taximeter is set to 'for hire'. <p>PRIVATE HIRE SIGNS</p> <ul style="list-style-type: none">• Check front offside and nearside doors for signs <p>NO SMOKING SIGNS</p> <ul style="list-style-type: none">• Vehicles must display no-smoking signs in a place visible to all passengers.	<p>Roof sign not securely fixed to the vehicle roof at all times and does not illuminate automatically when the vehicle taximeter is set to 'for hire'.</p> <p>Signs missing/defaced/insecure</p> <p>Signs missing/defaced</p>
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