

## **Appendix 5**

# **SEDGEMOOR DISTRICT COUNCIL**

## **THE LICENSING OF HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES**

### **Testing Manual**

#### **Elements of the Vehicle Test in addition to M.O.T. Standards**

**Version 1 – updated January 2019**

## 1. EXTERIOR OF THE VEHICLE

Method of Inspection		Reason for Rejection		Notes
1.1	The exterior of the bodywork, the underside of the vehicle and the engine compartment must be in a suitable clean condition to allow for proper inspection of these areas. (See notes)	1	Contamination preventing proper inspection.	If the vehicle is presented for inspection in such a condition to prevent a full examination of items for inspection, the test will not be carried out.
1.2	Check all door check straps to ensure that doors are held in place when fully opened.	2	Door check straps which fail to hold the doors in place when fully opened.	
1.3	Bodywork should be free from dents and scratches which adversely affects the safety and appearance of the vehicle.	3	Any bodywork with sharp or protruding edges likely to cause injury to a pedestrian or other road users.  Visibly poor or shoddy repairs.  Significant bodywork damage.  Any body panel not matching the vehicles original colour.	
1.4	Ensure that the front and rear bumpers are in good order (without damage) and are securely fixed to the vehicle.	4	Damaged or inadequately secured front or rear bumpers.	

Method of Inspection		Reason for Rejection		Notes
1.5	Examine the rubber seals to every door for <u>serious</u> damage, looseness or absence.	5	A door seal which is damaged or worn to the extent that air/water penetration may occur constitutes a fail.  Any sharp edges arising from door seal defects constitutes a fail.	
1.6	Check that every reversing light fitted by the manufacturer of the vehicle.	6	A reversing light which:	Some vehicles have reversing lights fitted as an extra. If this is so, then check that the switch provided for its use is fitted in such a position capable of indicating to the driver of the vehicle that the reverse light (s) have been activated or deactivated. All other light checks still apply.
	(a) Operates when reverse gear is selected.	6(a)	Does not operate when reverse gear is selected.	
	(b) is complete, in good working order and in clean condition.	6(b)	Is incomplete, not in good working order or in clean condition, i.e. so damaged or deteriorated that its function is impaired.	
	(c) Emits a steady white light.	6(c)	Emits other than a steady white light when reverse gear is selected remains on when reverse gear is deselected.	
	(d) Is securely fitted and provides adequate illumination to the rear of the vehicle.	6(d)	Insecure or does not provide adequate illumination to the rear of the vehicle.	

Method of Inspection		Reason for Rejection		Notes
1.7	Operate the washers and the wipers and note the swept area of the rear window.	7(a)	A wiper or washer control missing or inaccessible to the driver.	This inspection only applies to a vehicle that is manufactured with a windscreen wiper and washer(s) fitted to the rear window of the vehicle.
		7(b)	A wiper does not automatically operate when switched on (if applicable).	
		7(c)	A wiper installed for the use of the driver does not operate over an area of the rear window enough to give the driver an adequate view.	
1.8	Examine the condition, security and effectiveness of the wiper blade and its contact with the rear window.	8	A wiper blade insecure, missing, deteriorated or which does not clear the rear window effectively to give the driver an adequate view to the rear from the driver's seat.	
1.9	Check the function of the rear window washer.	9	The window washer does not provide enough liquid to clear the rear window in conjunction with the wiper.	

**2. SIGNS – PRIVATE HIRE VEHICLE SIGNS**

<b>Method of Inspection</b>		<b>Reason for Rejection</b>		<b>Notes</b>
2.1	Examine the sign affixed to the roof of the vehicle to ensure that they comply with the Council's conditions.	1	Displaying a sign which fails to comply with the Council's conditions.	

### 3. LICENCE PLATES

Method of Inspection		Reason for Rejection		Notes
3.1	Inspect the vehicle licence plates fixed to the vehicle to ensure they are correct and check for signs of damage or excessive wear, and ensure that the licence detail is clearly legible.	1	A damaged plate or a plate with licence number not clearly legible.  Incorrect licence plate displayed.	The plates should be permanently fixed to the bumpers, tailgate or rear panel, so that it can be clearly seen.

#### 4. TYRES AND SPARE WHEEL

Method of Inspection		Reason for Rejection		Notes
4.1	Ensure that the tyre provided on the spare wheel is of the same size and construction as those fitted to the road wheels (See notes).	1	<p>A spare wheel not provided with vehicle. A tyre which is of a different size or construction, unless supplied in accordance with manufacturer's specification.</p> <p>Damaged, worn, sub-standard or otherwise illegal tyres.</p> <p>Excessively under or over inflated spare tyre.</p> <p>Failure to provide a suitable jack and/or wheelbrace with the vehicle.</p> <p>Failure to satisfactorily secure the spare wheel.</p> <p>A damaged or distorted spare wheel rim to such extent that it renders it unserviceable.</p>	<p>If a vehicle has tyres in a combination which conforms to current legal requirements (eg. radial and cross-ply), the carrying of one spare wheel/tyre cannot be accepted, since it can only be used in limited circumstances. The vehicle must, therefore, fail the test, even if the spare tyre is in good condition and matches one pair of tyres fitted to the vehicle. A mix of steel and cord radial on one axle will not be accepted.</p> <p>This section does not apply if a vehicle was not fitted with a spare wheel when manufactured and a repair kit is supplied.</p>

## 5. BOOT

Method of Inspection		Reason for Rejection		Notes
5.1	<p>Examine the boot interior for evidence of corrosion or water penetration, floor covering is in good condition, free of dirt, litter etc, no containers of any flammable or corrosive materials (eg. oil, petrol), no loose tools and other items.</p> <p>Check that the vehicle boot supports and opening mechanism adequately support the lid when it is in the "lifted" position.</p>	1	<p>Corrosion to the floor of the boot, inner wing panels or lid.</p> <p>Inadequate floor covering.</p> <p>Accumulations of dirt, grease, rubbish etc. in the boot which could soil or damage luggage stored therein.</p> <p>Containers for the storage of oil, petrol or any flammable or corrosive material shall not be carried in the vehicle.</p> <p>Any tools or other items not adequately secured or would hinder the storage of luggage.</p> <p>Defective opening mechanism.</p> <p>Defective boot supports which prevent the lid from being properly secured in the "lift" position.</p>	<p>The materials could contaminate passengers' luggage, taint food etc.</p>
5.7	<p>Check that the vehicle is equipped with suitable wheelchair ramps and they are permanently legibly marked with the registration mark of the vehicle that they are being carried in.</p> <p>Check pull out steps fitted to vehicle.</p> <p>Check that the vehicle is equipped with the apparatus for securing a wheelchair in the vehicle.</p>	7(a)	<p>Vehicle not equipped with suitable wheelchair ramps and ramps not in good order.</p> <p>Vehicle not equipped with the apparatus.</p>	<p>This section only applies to vehicles fitted with disabled facilities.</p>



## 6. ENGINE COMPARTMENT

Method of Inspection		Reason for Rejection		Notes
6.1	Carry out a visual inspection of the engine compartment for signs of oil leaks.	1	Excessive oil leaks.	
6.2	Ensure that the battery is properly secured in position.	2	A battery which is not adequately secured.	
6.3	Examine the engine mountings for signs of deterioration.	3	Insecure or excessively deteriorated engine mountings.	
6.4	Ensure that the radiator is properly secured to the vehicle and check the cooling system for signs of any leaks.	4	An inadequately secured radiator or leaks from the cooling system.	

## 7. INTERIOR OF VEHICLE

Method of Inspection		Reason for Rejection		Notes
7.1	Examine the floor and upholstery inside the vehicle for accumulations of dust, dirt, litter, general debris, cigarette ash, odour, staining or excessive wear.	1	A vehicle which is in a dirty condition with an excessive accumulation of dust, litter, debris etc. or staining to the carpets or upholstery.	
7.2	Examine the upholstery provided to ensure that they are not worn, holed or torn.	2		
7.3	Examine each of the passenger seats within the vehicle to ensure that all seat cushions and back rests are in a good condition and offer proper support to passengers.	3	Seat cushions or back rests which are in poor condition and/or offer poor support to passengers.	
7.4	Examine the rear seats to ensure that the seat base is secure.	4	Inadequately secured rear seat bases.	
7.5	Check the operation of the interior light within the vehicle, both the manual switch and the door operated switches if fitted by the manufacturer.	5(a)	Faulty interior light fitting and switches.	
7.6	Check the operation of the heater/windscreen de-mister to ensure that it is in satisfactory working order.	6	Defective heater/windscreen de-mister.	Unless controlled by computer Management System.
7.7	The anti-slip face on the clutch pedal.	7	The anti slip provision on the clutch pedal is missing, loose or worn smooth.	

Method of Inspection		Reason for Rejection		Notes
7.8	Check the operation of all window winder mechanisms ensuring that they allow all windows to be fully lowered and raised easily.	8	Window winder mechanism that do not allow windows to be easily lowered or raised.	Vehicles fitted with electric windows must comply to this standard of operation.
7.9	Check the operation of all rear doors from the interior of the vehicle.	9(a)	A rear passenger door that cannot be opened from the inside using the interior handles.	
		9(b)	Missing or damaged handles which prevent the opening of the rear doors from the interior.	
7.10	Check that a mirror is fitted to the interior and near side of the vehicle.	10	Missing, insecure or defective mirrors which do not give a clear view to the rear from the driver's seat.	Minibuses to be fitted with N/S & O/S mirrors.
7.11	Check that there are no excessive unpleasant odours noticeable inside the vehicle.	12	Unacceptable smells including vomit, waste food or other similar contaminants.	
7.12	Check that there are 'No smoking' and 'Seat belts must be worn' stickers displayed and are visible to all passengers.	12	Stickers missing or damaged.	

Method of Inspection		Reason for Rejection		Notes
7.13	Ensure that all emergency exits provided on the vehicle are clearly marked, in letters not less than 25mm high, on both the inside and outside, the words "EMERGENCY DOOR" or "FOR EMERGENCY USE ONLY".	13(a)	Less than 25mm high.	Sections 7.13 and 7.14 are only applicable to vehicles which are licensed or intended to be licensed for the carriage of six to eight passengers not including the driver.
		13(b)	The words "EMERGENCY DOOR" or "FOR EMERGENCY USE ONLY" are not displayed on either inside or outside.	
		13(c)	They are not adjacent to the exits	
7.14	Check that the means of operation for the emergency exits are clearly indicated on or near the door.	14	The means of operation are not clearly indicated.	

## 8. FIRE EXTINGUISHERS

Method of Inspection		Reason for Rejection		Notes
8.1	<p>The carriage of a fire extinguisher is mandatory.</p> <p>Fire extinguisher manufactured to BS-EN3.</p> <p>A minimum of 1kg. powder.</p> <p>Serviced annually to BS-5306-3 and carry an up to date service record.</p> <p>Fitted with anti-tamper tag.</p> <p>Marked with the registration number of the vehicle in which it is fitted.</p> <p>Securely mounted within a retaining bracket.</p> <p>A label must be displayed in the vehicle giving the location of the extinguisher if it is not immediately visible to driver and passengers.</p>	1	<p>A fire extinguisher which does not conform to the Council's standard (BSEN3).</p> <p>A fire extinguisher which is not in a secure and readily accessible position within the vehicle (including the boot).</p> <p>A leaking, empty or damaged extinguisher.</p> <p>A fire extinguisher which is not permanently and legibly marked with the registration of the vehicle.</p>	

## 9. ROAD TEST

Method of Inspection		Reason for Rejection		Notes
9.1	Check for any vibrations through the steering column or transmission.	1	Excessive vibration within the vehicle which may cause discomfort to any passenger being carried therein.	
9.2	Listen for any unusual noise from the engine and transmission.	2	Excessive engine or transmission noise.	
9.3	Check the clutch for correct operation.	3	A clutch mechanism which fails to give proper clearance or slips excessively during operation.	
9.4	Check the operation of the gear lever for signs of wear in the mechanism.	4	Excessive wear in the gear change mechanism which does not provide an effective change of gears in their appropriate sequence.	
9.5	Observe the performance of the engine during the road test for signs of any misfiring, lack of engine power etc. or any indication that the engine is not functioning in the correct manner.	5	Any evidence that there is a problem affecting the performance or reliability of the vehicle.	
9.6	Investigate and report any other matters which affect the fitness of the vehicle for use as a hackney carriage or private hire vehicle.			

**10. IN RESPECT OF MINIBUS AND MPV STYLE VEHICLES WITH EFFECT FROM 1<sup>st</sup> FEBRUARY 2019**

<b>Method of Inspection</b>		<b>Reason for Rejection</b>		<b>Notes</b>
10.1	A minimum of three doors to the passenger accommodation.	1	Fewer than three doors.	Not applicable to purpose built vehicles.
10.2	Check there are proper signs on how to lift/tip/move the second row of seats.	2	Missing or damaged signs	
10.3	Check that all operating levers for the above seat are coloured yellow/orange and are visible.	3	Colour is faded or damaged.	
10.4	Check that 'Exit' signs are fitted to doors and any opening windows.	4	Missing or damaged signs.	
10.5	Check there is an internal device for the rear hatch door to enable it to be opened from the inside.	5	Missing or inoperative device.	

## **APPEALS FOR PROCEDURE**

If a vehicle proprietor is dissatisfied with the decision of a vehicle examiner to refuse to issue a test certificate in respect of a vehicle and the defect is listed in the Test Manual, then he/she should refer the matter to the Licensing Officer who will consider the matter and will then report to the proprietor his decision. If he/she is still dissatisfied then the Head of Environmental Health & Strategic Housing will be required to investigate the matter.