Manchester City Council Report for Resolution

Report to: Licensing & Appeals Committee – 23 March 2015

Subject: Implementation of an addendum to the hackney carriage vehicle

policy and private hire vehicle proprietor conditions relating to the provision of evidence relating to the servicing/maintaining of

hackney carriage and private hire vehicles

Report of: Head of Planning, Building Control and Licensing

Summary

On 15 December 2014 the Committee considered a report which included information regarding the introduction of an addendum to the current hackney carriage vehicle policy and private hire vehicle proprietor conditions; the objective being to ensure as far as possible that such vehicles are safe and fit for purpose for both the travelling public and the individuals who drive them. The Committee agreed the addendum and asked officers to implement as soon as practicable.

Since the meeting officers have met with relevant persons and considered the best and most effective way to introduce the addendum to the policy.

This report provides the Committee with the proposals for implementation of the agreed addendum to the current hackney carriage vehicle policy and private hire vehicle proprietor conditions.

Recommendations

That the Committee agree:

- (i) A revision to the wording of the addendum to the current hackney carriage vehicle policy and private hire vehicle proprietor conditions, as outlined in 2.5 of the report.
- (ii) That reasonable written evidence should include the production of a 'check sheet (or comparable document) as provided in **Appendix 1**
- (iii) That the policy is implemented on 5 May 2015

Wards Affected: All

| Community Strategy Spine | Summary of the contribution to the strategy |
|---|--|
| Performance of the economy of the region and sub region | Not applicable to content this report |
| Reaching full potential in education and employment | Not applicable to the content of this report |
| Individual and collective self esteem – mutual respect | Not applicable to the content of this report |
| Neighbourhoods of Choice | Not applicable to the content of this report |

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

None

Financial Consequences - Capital

None

Contact Officers:

Name: Julie Roscoe

Position: head of Planning, Building Control and licensing

Telephone: 0161 234 4552

E-mail: j.roscoe@manchester.gov.uk

Name: Ann Marku

Position: Principal Licensing Officer (Taxis)

Telephone: 0161 2196291

E-mail: a.marku@manchester.gov.uk

Background documents

Licensing and Appeals Committee report of 15 December 2015 (Min LAP/14/30)

refers.

1.0 Introduction

- 1.1 Members of the Committee will recall on 15 December 2014 agreeing an addendum to the hackney carriage vehicle policy and private hire vehicle proprietor conditions relating to the provision of evidence of regular servicing and maintenance of hackney carriage and private hire vehicles.
- 1.2 The Committee asked officers to implement the addendum as soon as practicable.
- 1.3 Since the date of the Committee officers have consulted with vehicle inspectors, compliance officers and legal colleagues as to the most effective and practical way to introduce the revised policy/conditions.
- 1.4 This report outlines the questions that arose in relation to the implementation of the policy as agreed by Members on 15 December 2014 and proposed solutions to address these matters.
- 2. Proposals for the Implementation of the revised Addendum.
- 2.1 The addendum agreed by Members at the December meeting advised that vehicle proprietors would, at the time of the Council's mechanical and structural test, provide *reasonable written evidence that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained *reasonable written evidence shall include, as a minimum documented service/maintenance history and associated receipts.
- 2.2 In reviewing how the addendum would be implemented officers have had discussions with vehicle inspectors, compliance officers and legal colleagues. The discussions highlighted some matters that would require resolution prior to any addendum implementation. These issues are;
 - The need to provide documentation at every mechanical test
 - Further clarification of what constitutes 'reasonable written evidence'
- 2.3 The need to provide documentation at every mechanical test.
- 2.3.1 It was evident that for persons to provide documentation at every test (dependent on the age of vehicles some have up to 3 test per year) this would not only be burdensome on the vehicle drivers/proprietors but also on garage staff and compliance officers.
- 2.3.2 Officers are therefore proposing that documentation should only be provided at a vehicles annual inspection. This will make the process and any compliance more manageable and easier to monitor.
- 2.4 Further clarification of what constitutes 'reasonable written evidence'
- 2.4.1 In proposing what constitutes 'reasonable written evidence' officers have taken into consideration;

- that a number of vehicle proprietors carry out their own maintenance and
- the addendum has to be effective and reasonable
- 2.4.2 Officers have in conjunction with vehicle inspectors produced a simple 'check list', (attached at **Appendix 1**) which can be used by driver /proprietors (use of a comparable check list would also be acceptable). The check sheet provides 12 monthly checks.

Drivers will on a daily basis check their vehicle in respect of;

- Fuel, oil and water
- Handbrake/footbrake
- Wheel security (no nuts/studs missing or loose)
- Tyres: tread/pressure
- Lights, reflectors, horn (including activated warning lights)
- Driver's mirrors (intact and adjusted)
- Windscreen/wipers/washer
- All seats and seat belts
- First aid box/fire extinguisher
- Stickers/plates
- Body panels/paintwork
- Sundry equipment, ie. steps, ramps, wheelchair anchor
- straps, swivel seats
- · Suspension/steering, ie. any knocking or rattling?
 - (Problems should be investigated immediately and necessary repairs carried out.)
- Plate number Registration number

And complete the documentation on a monthly basis. This would be a much more manageable process and avoids excessive paperwork.

- 2.4.3 The introduction of this simple check sheet does, however, provides a tool to support drivers and proprietors to work together with the Council to ensure that vehicles are maintained and fit for purpose.
- 2.4.4 It will be the responsibility of the vehicle proprietor to ensure that prior to tracking out a vehicle they ensure that any driver(s) is fully aware of all of the vehicle facilities, especially in relation to the operation of swivel seats, deployment of ramps and the use of straps for securing a wheelchair in the vehicle, and that they are competent to carry out the basic checks required. Where a vehicle is tracked to more than one person the proprietor should ensure that the checks are carried out by one or all of the drivers.
- 2.4.5 Every hackney carriage and private hire vehicle proprietor will be provided with a copy of the check-sheet and it will also be available as a download on the Councils taxi web page.

2.5 Officers have amended the wording of the policy so that it reflects the proposals for its implementation. The revised wording, which will be added to the Hackney Carriage Vehicle Policy, Conditions attached to both Hackney Carriage and Private Hire Vehicle Proprietor Conditions are provided below, with the changed text in bold italic

Hackney Carriage Vehicle Policy Section 3 (Miscellaneous Policies and Standards)

- 3.6 Vehicle Test Standards
- B(i) The hackney carriage vehicle proprietor must:
 - at any time during the currency of the hackney carriage vehicle licence be able to produce on request by an authorised officer of the Council or a police constable, *reasonable written evidence that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.
 - at the time of the Councils mechanical and structural inspection test (vehicle annual inspection), provide *reasonable written evidence that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.
 - *reasonable written evidence shall include, as a minimum:
 - **evidence of daily vehicle checks**, documented service/maintenance history and associated receipts

Hackney Carriage Vehicles Policy Section 5 (5.1 Conditions attached to a Hackney Carriage Proprietors' Licence

- 6. (i) The hackney carriage vehicle proprietor must:
 - at any time during the currency of the hackney carriage vehicle licence be able to produce on request by an authorised officer of the Council or a police constable, *reasonable written evidence that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.
 - at the time of the Councils mechanical and structural inspection test, (vehicle annual inspection), provide *reasonable written evidence that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.
 - o *reasonable written evidence shall include, as a minimum:
 - evidence of daily vehicle checks documented service/maintenance history and associated receipts

Private Hire Vehicle Proprietor Licence Conditions

- 5(i) The private hire vehicle proprietor must:
 - at any time during the currency of the private hire vehicle licence be able to produce on request by an authorised officer of the Council or a police constable, *reasonable written evidence that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.
 - at the time of the Councils mechanical and structural inspection test, (vehicle annual inspection), provide *reasonable written evidence that any vehicle owned by him/her has been regularly and properly mechanically serviced/maintained.
 - o *reasonable written evidence shall include, as a minimum:
 - evidence of daily vehicle checks documented service/maintenance history and associated receipts
- 2.6 To allow time for informing the trade, printing and updating relevant policies and web pages officers suggest an implementation for the addendum date of 5 May 2015.

3.0 Legislation

- 3.1 Sections 47and 48 of the local Government (Miscellaneous Provisions) Act 1976 provide the Council with the authority to attach conditions to the grant of a licence for a hackney carriage and a private hire vehicle proprietor.
- 3.1.1 Conditions must be reasonable and any person aggrieved by any such conditions may appeal to a magistrates' court.

4.0 Other legal implications

- 4.1 There are no other legal implications to consider other than those already highlighted within the report.
- 5.0 Contributing to the Community Strategy
- 5.1 (a) Performance of the economy of the region and sub region
- 5.2 (b) Reaching full potential in education and employment
- 5.3 (c) Individual and collective self-esteem mutual respect
- 5.4 (d) Neighbourhoods of Choice
- 6.0 Key Policies and Considerations
 - (a) Equal Opportunities

- (b) Risk Management
- (c) Legal Considerations

7. Conclusion

- 7.1 This report outlines the proposals for the implementation of the addendum to the current hackney carriage vehicle policy, hackney carriage vehicle proprietor conditions and private hire vehicle proprietor conditions as agreed by the Licensing and Appeals Committee on 15 December 2015.
- 7.2 The report advises that in considering the implementation of the addendum officers, having consulted with vehicle inspectors, compliance officers and legal colleagues became aware of some issues that required resolution.
 - The need to provide documentation at every mechanical test
 - Further clarification of what constitutes 'reasonable written evidence'
- 7.3 The report outlines the proposed resolution of the issues namely that evidence of maintenance need be provided only at a vehicles' annual inspection and That reasonable written evidence should include the production of a 'check sheet (or comparable document) as provided in **Appendix 1**
- 7.4 Within the report officers have recommended an implementation date of 5 May 2015, which will allow time for informing the trade, printing and the updating relevant policies and web pages.

| | Item checked | | | | | |
|---|---|-------------------------------------|-----------------------|-----------------------|---------|--|
| Fuel, oil and w | | | | YES | NO | |
| Handbrake/foo | | | | | | |
| | (no nuts/studs missi | ng or loose) | - | | | |
| Tyres: tread/pre | | rig or loose) | | | | |
| | s, horn (including acti | vatedwamin | na liahts) | | | |
| | (intact and adjusted | | giignes) | | | |
| Windscreen/wi | | , | - | | | |
| All seats and se | | | | | | |
| First aid box/fire | e extinguisher | | | | | |
| Stickers/plates | | | | $\neg \neg$ | | |
| Body panels/pa | intwork | | | | | |
| Sundry equipme straps, swivel se | ent, ie. steps, ramps, eats | wheelchaira | anchor | | | |
| Suspension/steeri be investigated in | ing, ie. any knocking or ra nmediately and necessar | attling?(Proble y repairs carrie | ems should edout.) | | | |
| Plate number | | Registrati | on number | | | |
| Checks complete | ed Date From: | | Date To: | | | |
| certify that the een completed Checks carried | above checks have I The vehicle is/is not Name (please print) | t in a roadw | orthy condi | rrective act tion. | ion has | |
| out by | Tvarrie (piease print, | ,. | Badge no: | | | |
| | Signature: | | Date: | | | |
| Proprietor of vehicle | Name (please print) |): | Contact no: | | | |
| | Signature: | | Date: | | | |

Satisfactory (please as appropriate) YES NO

| | Satisfactory (please / as appropria YES NO | | | | | |
|---|--|--|-----------------------------|-------------------------------|---------------|---------|
| Fuel, oil and wa | ter | | | | 152 | NO |
| Handbrake/foo | | ke | | | | |
| Wheel security | (no r | nuts/studs missin | g or loose) | | | |
| Tyres: tread/pre | | | | | | |
| Lights, reflector | s, hor | n (including active | ated warni | ng lights) | | |
| Driver's mirrors | (inta | ict and adjusted) | | | | |
| Windscreen/wi | pers/ | washer | | | | |
| Ali seats and se | at be | lts | | | | |
| First aid box/fire | exti | nguisher | | | | |
| Stickers/plates | | | | | | |
| Body panels/pa | intw | ork | | | | |
| Sundry equipmostraps, swivel se | ent, i | e. steps, ramps, v | vheelchair | anchor | | |
| Suspension/steeri be investigated in | ng, ie medi | . any knocking or rai ately and necessary | tling?(Probl repairs cam | lems should led out.) | | |
| Plate number | | | Registrat | ion number | | |
| Checks complete | d | Date From: | | Date To: | | |
| een completed | abov The | ve checks have b vehicle is/is not | een comp in a roadw | leted. Any co vorthy condi | orrective act | ion has |
| Checks carried out by | Nai | me (please print): | | Badge no: | | |
| | Sig | nature: | | Date: | | |
| Proprietor of | Nar | me (please print): | | Contact no | | |
| renicie | Sint | nature: | | Date: | | |

| Item checked | | | | | Satisfactory (please / as appropriate YES NO | | |
|--|------------|--|-----|-------------------------------|--|------------------------|----------|
| Fuel, oil and wa | iter | | | | | | |
| Handbrake/foo | tbr | ake | | | | | |
| Wheel security | (no | nuts/studs missi | ng | g or loose) | | | |
| Tyres: tread/pre | SSU | re | | | | | |
| Lights, reflectors | s, h | orn (including acti | iva | ated warnir | ng lights) | | |
| Driver's mirrors | (int | act and adjusted | D) | | | | |
| Windscreen/wi | per: | /washer | | | | | |
| All seats and sea | at b | elts | | | | | |
| First aid box/fire | ex | tinguisher | | | | | |
| Stickers/plates | | | | | | | |
| Body panels/pa | intv | vork | | | | | |
| Sundry equipme straps, swivel se | ent, | ie. steps, ramps, | W | vheelchair | anchor | | |
| Suspension/steeri be investigated im | ng, me | e.anyknockingorr diatelyand necessa | at | tling?(Probl repairs carri | ems should ed out.) | | |
| Plate number | | | | Registrat | ion number | | |
| Checks complete | d | Date From: | _ | | DateTo: | | |
| certify that the een completed. Checks carried out by | Th | ove checks have e vehicle is/is no ame (please print | t | in a roadv | eted. Any co orthy cond Badge no: | orrective ac ition. | tion has |
| | Signature: | | | Date: | | | |
| Proprietor of vehicle | N | ame (please print | :): | | Contact no | : | |
| venicie | | ivanie (piease piliti). | | | | | |

| | | Satisfactory (please / as appropriate | | | | |
|--|--|--|------------------|-----------------------------|---------------|---------|
| | | YES | NO | | | |
| Fuel, oil and wa | | | | | | |
| Handbrake/foo | tbrake | | | | | |
| Wheel security | no nuts/studs m | issing or lo | ose) | | | |
| Tyres: tread/pre | ssure | | | | | |
| Lights, reflectors | , horn (including | activated w | arnin | g lights) | | |
| Driver's mirrors | (intact and adjus | ted) | | | | |
| Windscreen/wip | ers/washer | | | | | |
| All seats and sea | t belts | | | | | - |
| First aid box/fire | extinguisher | | | | | |
| Stickers/plates | | | | | | |
| Body panels/pai | ntwork | | | | 1 | |
| Sundry equipme straps, swivel se | ent, ie. steps, ram ats | ps, wheeld | hair | anchor | | |
| Suspension/steeria be investigated im | ng, ie. any knocking mediately and nece | or rattling?(essary repair: | Proble carrie | ernsshould edout.) | | |
| Plate number | | Regi | strat | ion number | | |
| Checks complete | d Date From: | | | Date To: | | |
| certify that the een completed. | above checks ha The vehicle is/is | ave been co not in a ro | ompl | eted. Any co orthy condi | orrective act | ion has |
| Checks carried out by | Name (please p | rint): | | Badge no: | | |
| | Signature: | | | Date: | | |
| | | | | | | |

Date:

| Lights reflected | re ho | on final udina anti- | | an Patron | | - 1 |
|--|------------------|--|----------------------------------|--|-------------|----------|
| | | rn (including activ | ated warnir | ng lights) | | _ |
| | | act and adjusted) | | | | \perp |
| Windscreen/w | ipers | /washer | | | | |
| All seats and se | at be | elts | | | | |
| First aid box/fir | e ext | inguisher | | | | |
| Stickers/plates | | | | | | |
| Body panels/pa | intw | rork | | | | |
| Sundry equipm straps, swivel s | ent, eats | ie. steps, ramps, v | vheelchair | anchor | | |
| Suspension/steer be investigated in | ing, ie nmed | e. any knocking or ra liately and necessary | ttling?(Proble repairs carrie | emsshould edout.) | | |
| | | | | | | |
| Plate number | | | Registrat | ion number | | |
| Checks complete | | Date From: | | Date To: | | |
| Checks complete | abo .The | Date From: ve checks have b vehicle is/is not me (please print): nature: | een compl in a roadw | Date To: | orrective a | action h |
| Checks complete certify that the een completed Checks carried | abo The Na | ve checks have b e vehicle is/is not me (please print): | een compl in a roadw | Date To: eted. Any co rorthy cond Badge no: | ition. | action h |

83061 Licensing Hackney carriage safety checks form A3 V2.indid 2

Item checked

Wheel security (no nuts/studs missing or loose)

Fuel, oil and water

Handbrake/footbrake

Tyres: tread/pressure

| Handbrake/foo | (no nuts/studs miss | | | | |
|--|--|--------------------------------|-------------------------------|------------------|-------------|
| | | sing or loos | e) | | ļ |
| Tyres: tread/pre | | | | | |
| | s, horn (including ac | | ning lights) | | |
| | (intact and adjuste | :d) | | | |
| Windscreen/wij | | | | | |
| All seats and sea | | | | | |
| First aid box/fire | extinguisher | | | | |
| Stickers/plates | | | | | |
| Body panels/pai | intwork | | | | Г |
| Sundry equipme straps, swivel se | ent, ie. steps, ramp: eats | s, wheelcha | nir anchor | | |
| Suspension/steeri be investigated im | ng, ie. any knocking or mediately and necess | rrattling?(Pro aryrepairsca | oblems should arried out.) | | |
| Plate number | | Registr | ation number | | |
| Checks complete | d Date From: | | Date To: | | _ |
| certify that the een completed. Checks carried out by | above checks have. The vehicle is/is n Name (please prin Signature: | ot in a road | Badge no: | rrective action. | tion h |
| | | | | | _ |
| Secondata | Name (please print): | | Contact no: | | |
| Proprietor of Proprietor of | Signature: | | Date: | | |

Item checked

Fuel, oil and water

| | | Item checked | d | | Satisf (please ✓ as | actory appropriate |
|--|-----------------------|---|-----------------------------------|--|------------------------|-----------------------|
| | _ | | | | YES | NO |
| Fuel, oil and wa | ater | | | | | |
| Handbrake/foo | | | | | | |
| | _ | nuts/studs missin | g or loose) | | | |
| Tyres: tread/pre | essu | re | | | | |
| | | orn (including activ | | g lights) | | |
| Driver's mirrors | (int | act and adjusted) | | | | |
| Windscreen/wi | pers | s/washer | | | | |
| All seats and se | | | | | | |
| First aid box/fir | e ex | tinguisher | | | | |
| Stickers/plates | | | | | | |
| Body panels/pa | intv | vork | | | | |
| Sundry equipm | ent. | ie stens ramps y | wheelchair | anchor | | |
| straps, swivel s | eats | | Wilecichan | anciloi | | 1 |
| Suspension/steer | eats ing,i | e. anyknocking or ra diately and necessan | attling?(Proble | ems should | | |
| Suspension/steer | eats ing,i | e. anyknocking or ra | attling?(Proble y repairs came | ems should | | |
| straps, swivel s Suspension/steer be investigated in | eats ing, i nme | e. anyknocking or ra | attling?(Proble y repairs came | ems should ed out.) | | |
| straps, swivel so Suspension/steer be investigated in Plate number Checks complete certify that the | eats ing, inme | e, any knocking or ra diately and necessan | Registrati | emsshould edout.) on number Date To: | orrective ac | tion has |
| straps, swivel so Suspension/steer be investigated in Plate number Checks complete certify that the been completed Checks carried | eats ing, nme | e. anyknocking or ra diately and necessan Date From: ove checks have be e vehicle is/is not ame (please print) | Registrati | emsshould edout.) Ion number Date To: eted. Any coorthy cond Badge no: | orrective ac | tion has |

| ltem checked | Satisfactor (please / as appropri | |
|--|--------------------------------------|---|
| | YES NO | 2 |
| Fuel, oil and water | | |
| Handbrake/footbrake | | |
| Wheel security (no nuts/studs missing or loose) | | |
| Tyres: tread/pressure | | |
| Lights, reflectors, horn (including activated warning I | ights) | |
| Driver's mirrors (intact and adjusted) | | |
| Windscreen/wipers/washer | | _ |
| All seats and seat belts | | |
| First aid box/fire extinguisher | | |
| Stickers/plates | | _ |
| Body panels/paintwork | | |
| Sundry equipment, ie. steps, ramps, wheelchair an straps, swivel seats | chor | |
| Suspension/steering, ie. any knocking or rattling? (Problem be investigated immediately and necessary repairs carried | sshould out.) | |
| Plate number Registration | number | |

Signature:

| | Registration number | |
|------------|---------------------|--|
| Date From: | Date To: | |
| | Date From: | |

I certify that the above checks have been completed. Any corrective action has been completed. The vehicle is/is not in a roadworthy condition.

| out by | Name (please print): | Badge no: | |
|-----------------------|----------------------|-------------|--|
| | Signature: | Date: | |
| Proprietor of vehicle | Name (please print): | Contact no: | |
| í | | | |

09/03/2015 14:03

Satisfactory (please as appropriate) YES NO

| | Item checked | | | | appropriate) |
|---|--|--------------------------------------|----------------------|---------------|--------------|
| | | | | YES | NO |
| Fuel, oil and wa | iter | | | | |
| Handbrake/foo | tbrake | | | | |
| Wheel security | (no nuts/studs missin | g or loose) | | | |
| Tyres: tread/pre | essure | | | | |
| Lights, reflector | s, horn (including activ | ated warning | lights) | | |
| Driver's mirrors | (intact and adjusted) | | | | |
| Windscreen/wi | pers/washer | | | | |
| All soats and se | at belts | | | | |
| First aid box/fire | extinguisher | | | | |
| Stickers/plates | | | | | |
| Body panels/pa | intwork | | | | |
| Sundry equipme straps, swivel se | ent, ie. steps, ramps, v eats | wheelchair a | nchor | | |
| Suspension/steeri be investigated in | ng, ie. any knocking or ra Imediately and necessary | ittling?(Probler yrepairs carried | ns should fout.) | | |
| Plate number | | Registratio | n number | | |
| Checks complete | d Date From: | | Date To: | | |
| certify that the een completed. | above checks have b The vehicle is/is not | een comple in a roadwo | ted. Any corthy cond | orrective act | tion has |
| Checks carried out by | Name (please print): | : | Badge no: | | |
| | Signature: | | Date: | | |
| Proprietor of | Name (please print): | : 1 | Contact no | | |

Satisfactory

| be investigated im | ing, io nmed | e, any knocking or ra fiately and necessary | ttling?(Probl repairs carri | lems should ied out.) | | | |
|--------------------|-----------------|--|--------------------------------|--|-------|---|--------|
| Plate number | number | | Registrat | tion number | | | |
| Checks completed | | Date From: | | Date To: | | | |
| Checks carried | . The | e vehicle is/is not ame (please print) | in a roadv | leted. Any co vorthy condi Badge no: | tion. | - | Cionna |
| een completed. | . The | vehicle is/is not | in a roadv | vorthy condi | tion. | | |
| Checks carried | Na Sig | e vehicle is/is not ame (please print) | in a roadv | Badge no: | tion. | | COTTRA |

Item checked

Wheel security (no nuts/studs missing or loose)

Driver's mirrors (intact and adjusted)
Windscreen/wipers/washer

Lights, reflectors, horn (including activated warning lights)

Fuel, oil and water

Handbrake/footbrake

Tyres: tread/pressure

All seats and seat belts

Body panels/paintwork

Stickers/plates

First aid box/fire extinguisher

| | Item checked | | Satisfactory (please / as appropriate) | | |
|---|---|---|---|----------|--|
| | | | YES | NO | |
| | Fuel, oil and water | | | | |
| | Handbrake/footbrake | | | | |
| | Wheel security (no nuts/studs missing or loos | se) | | | |
| | Tyres: tread/pressure | | | | |
| | Lights, reflectors, horn (including activated war | rning lights) | | | |
| | Driver's mirrors (intact and adjusted) | | , | | |
| | Windscreenlyingsharehar | | | | |
| Design Artwork of Spellcheck Items added to Tharstern | Designer Mallan Production Creative Copywriter Proofread Account Handler | ranchor plemsshould fiedout.) tion number Date To: pleted. Any covorthy condit Badge no: Date: Contact no Date: | tion. | tion has | |

A3 V2 indd 1

Sionature

| | item checked | | | | Satisfactory (please / as appropriate | |
|---------------------------------------|---------------|---|--------------|-------------|--|----------|
| | | | | | | NO |
| Fuel, oil and wa | ater | | | | | |
| Handbrake/foo | tbra | ike | | | | |
| Wheel security | (no | nuts/studs missing | g or loose) | | | |
| Tyres: tread/pre | essu | re | | | | |
| Lights, reflector | s, ho | orn (including activa | ated warnii | ng lights) | | |
| Driver's mirrors | (int | act and adjusted) | | | | |
| Windscreen/wi | pers | /washer | | | | |
| All seats and se | at b | elts | | | | |
| First aid box/fin | e ex | inguisher | | | | |
| Stickers/plates | | | | | | |
| Body panels/pa | intv | vork | | | | |
| straps, swivel so Suspension/steen | eats ing,i | ie. steps, ramps, v e. anyknocking or rat diately and necessary | ttling?(Prob | lems should | | |
| Plate number | Τ | | Registrat | ion number | T | |
| Checks complete | ed | Date From: | | Date To: | | |
| | .Th | ove checks have be evehicle is/is not arme (please print): | in a roadv | | | tion has |
| | | | | | | |
| Proprietor of | | ame (please print): | | Contact no |): | |

Hackney Carriage Vehicle Safety Checks

An addition to the current Hackney Carriage Vehicle Policy was agreed by the Licensing and Appeals Committee in December 2014, and written proof will now be required to show that you have performed basic vehicle checks on a regular basis, and that your vehicle has been properly maintained throughout the course of its licence.

Daily checks:

Satisfactory

YES

Basic checks should be carried out every day before taking the vehicle on the road, to ensure that it's roadworthy at all times. However, the check sheet will only need to be completed each month. Evidence of any maintenance and repairs should also be proven, ie. receipts for parts, fitting and/or labour.

We have enclosed a checklist (a comparable check sheet/booklet will be acceptable), which should be signed each month by the driver who has carried out the daily checks, as well as the vehicle proprietor (owner).

NB. If, on checking the vehicle, the driver records no defect(s), they are stating that they have found the condition of the vehicle to be safe and roadworthy. Proprietors should ensure that before tracking out a vehicle they make sure that any driver(s) is fully aware of all of the vehicle facilities, especially in relation to the operation of swivel seats, deployment of ramps and the use of straps for securing a wheelchair in the vehicle, and that they are competent enough to carry out the basic checks required. Where a vehicle is tracked to more than one person the proprietor should ensure that the checks are carried out by one or all of the drivers.

At the Manchester City Council garage:

When a vehicle is brought into the garage for its annual inspection, you will now need to show your completed copy of the document attached (or a comparable one) and will also be asked for written evidence that the vehicle has been checked on a daily basis (ie. monthly check sheets) and any maintenance/servicing.

What if I don't complete the form?

Any vehicles presented for test without this written information, or with part of it missing, will be unable to get their vehicle licence plates until they have produced the relevant information at the garage. The matter may also be reported to the licensing unit for consideration by a senior officer.

What if the vehicle fails its test?

Any proprietor who presents a vehicle that fails its annual test in a manner that (at an interim test) would normally be suspended, will be reported to the Licensing Unit. The report may also be passed to the Licensing and Appeals Committee with a view to the Committee determining whether or not the vehicle licence should be renewed.

Notes:

- i) The vehicle must be in a roadworthy condition before it's available for hire. Defects should be reported to the vehicle proprietor and repaired/rectified before starting work.
- ii) Documents will need to be checked at the annual test. This form can be replaced with similar paperwork* of your choice, but plates will only be issued after your documents have been checked/approved.
- iii) If documents (ie. this form or alternative documentation as above) are not available, plates will not be issued.

*Documentation of regular maintenance and repairs on the vehicle will suffice, including receipts for parts fitted during this time.

09/03/2015 14:03