

## **HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES**

### **TESTING MANUAL**

#### **OVERRIDE**

This document is intended for the guidance for Licence Holders prior to submission for test and not as definitive test requirements. If in the Tester's opinion other items with regards to the vehicle are detrimental to passenger safety, the Tester may, after due explanation, fail the vehicle.

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## **GENERAL**

### **Inspection**

Check that vehicle complies to all current MOT Regulations at the time of test

Check eligibility for wheelchair – accessibility and related fee discount

Check necessary safety restraints for wheelchair – accessible vehicles

Check wheelchair access equipment is fit for purpose.

### **Key checks**

Any item which constitutes a failure under MOT Regulations

Passenger should be able to remain sitting in their wheelchair facing either forwards or backwards in the vehicle but not sideways.

Appropriate seatbelts, wheelchair restraints and locking mechanisms must be in place and in good working order.

Ramps must be present and fitted to prove they are safe and secure. Lifts should be operational and demonstrated to be so at time of test.

### **Notes**

Vehicles must pass all checks required under the MOT test irrespective of whether a current MOT is held in respect of the vehicle

Vehicles without adequate or safe fixings may be passed but will be ineligible for a discounted licence fee

All lifts used for people must have a valid LOLER 98 certificate presented at the time of the inspection. The certificate is valid for 6 months. Vehicles without a valid LOLER 98 certificate can only be passed if the lift is disabled and the vehicle will be ineligible for a discounted licence fee.

Check that vehicles fitted with special facilities for disabled passengers post manufacture or those modified to be wheelchair - accessible post manufacture have been given VOSA approved certification.

Failure to provide the necessary VOSA approved certification.

In the event of failure to provide suitable documentation drivers/owners should be referred to the relevant licensing authority.

# 1. EXTERIOR OF THE VEHICLE

Method of inspection	Principal reasons for failure	Inspection notes
1.1 The exterior of the bodywork, the underside of the vehicle and the engine compartment must be in a suitably clean condition to allow for proper inspection of these areas.	1. Contamination preventing proper inspection.	If the vehicle comes for inspection with accumulations of mud/grease the inspector may refuse to undertake the test.
1.2 Check the operation of all external doors catches and locks to ensure that all doors can be easily opened and securely closed.	2. Defective external door catches which prevent a door opening and closing properly.	
1.3 Check all doors to ensure that they are properly aligned and will close easily.	3. Poorly fitting doors to the vehicle.	
1.4 Ensure that the door hinges are in good condition allowing free movement of the door.	4. Defective door hinges.	
1.5 Check all wind-checks to ensure that doors are held in place when fully opened.	5. Wind checks which fail to hold the doors in place when fully opened.	

1.6	Examine the external body panels and structure for evidence of corrosion, damage and/or unsatisfactory repairs.	6.	Corrosion or damage to the vehicle body or structure which adversely affects the appearance and/or safety of the vehicle.	Engineer's certification may be required to satisfy the vehicle examiner that repairs have been properly carried out.
1.7	Check all external trim and fitments for security.	7.	Trim not secured/clipped correctly.	All items should be fitted and secured to avoid hazard to passengers.
1.8	Examine the external paintwork for damage which adversely affects the appearance of the vehicle.	8.	Generally poor or damaged paintwork to the vehicle.	All paintwork should conform to original manufacturer's specification and colour as far as is practicably possible.
1.9	Check that all paintwork is of consistent colour and finish.	9.	Paintwork and finish of poor match.	
1.10	Check that the nearside and offside door/wing mirrors are fitted to the vehicle in a secure manner and that they function correctly.	10.	Missing or defective door/wing mirrors as originally fitted by the vehicle manufacturer.	
1.11	Ensure that the front and rear bumpers are in good order (without damage) and are securely fixed to the vehicle.	11.	Damaged or inadequately secured front or rear bumpers.	
1.12	Examine the rubber seals to every door for serious damage, looseness or absence.	12.	Damaged, missing or loose door seals which are likely to cause a draught, rainwater penetration, unreasonable road noise or trip hazard.	

1.13 Ensure that the vehicle boot lid opens, closes and locks properly, and that the opening mechanism adequately supports the lid when it is in the lifted position.

1.14 Tinted windows:

The front windscreen, front and rear windows must have a visible light transmission (VLT) of not less than 75 per cent so that the passengers can be seen from the outside of the vehicle. Only vehicle manufacture tints are permitted on the vehicle.

13. Worn hinges to boot lid, defective boot lock, weak or defective opening device.

14. Vehicles with tinting film applied to manufacturer's tinted glass will not be passed. As a general guide OEM tinted windows will be acceptable on M1 certified vehicles. Novelty vehicles or vehicles with SVA/IVA certification may require checking with the licensing authority prior to issuing of compliance certificate.

In case of any dispute, the standard to be applied is that of the legal requirement that for vehicles first used before 1<sup>st</sup> April 1985, the windscreen and front side windows must allow at least 70 per cent visual light transmission and vehicles first used on or after 1<sup>st</sup> April 1985 must allow 75 per cent visual light transmission through the windscreen and 70 per cent visual light transmission through the front side windows.

## 2. SIGNS - PRIVATE HIRE VEHICLES

Method of Inspection	Principal Reasons for Failure	Notes
2.1 Check that the vehicle <u>does not</u> display a roof sign.	1. Displaying a roof sign.	<p>The proprietor shall <u>not</u> use any advertising or promotion material that in any way suggests that the vehicle on which it is displayed is available to take up passengers:</p> <p>(a) which consists of or includes the words "TAXI" or "TAX" or "CAB" whether in the singular or plural or as part of another word or forming part of a word making up any business name of operator, or</p> <p>(b) which consists of the words "FOR HIRE", or</p> <p>(c) the form of wording of which is in any such way as to suggest that the vehicle on which it is displayed is presently available to take up any passengers wishing to hire it or, would be so available if not already hired.</p>
2.2 Check any further external signage that is attached to the vehicle.	2. Loose fittings posing a risk of coming off at speed (Magnetic stickers/peeling film or vinyl signage). Protruding fittings posing a risk of injury to pedestrians.	Total or partial body wraps are acceptable provided they are non offensive. If in doubt consult the relevant licensing authority.

2.3 Check that any signs affixed to the interior of the windscreen or any other glazing do not affect visibility.

3. Signs must not impair visibility in accordance with MOT Regulations.

2.4 Any meter fitted must not display a "for Hire" sign, and no "For Hire" sign should be displayed on the vehicle.

4. Display of "For Hire" sign on meter or vehicle.

2.5 Check that the vehicle displays a 'No Smoking' sign in each compartment of the vehicle in which people can be carried. This must show the international no-smoking symbol at least 70mm in diameter.

5. Failure to display the correct 'No Smoking' sign in each compartment of the vehicle in which people can be carried.

Suitable signage is commercially available.

## 2. SIGNS - HACKNEY CARRIAGE VEHICLES

<b>Method of Inspection</b>	<b>Principal Reasons for Failure</b>	<b>Notes</b>
2.6 Check roof sign. The relevant council's logo measuring 12.5cm wide and 5cm high, vehicle licence number and proprietor's surname or company name must be displayed on the front. The word "taxi" <u>may</u> also be displayed.	6. Failure to display the correctly marked roof sign.	See taxi licensing policy or website for full details of roof box specification
2.7 Check any further external signage that is attached to the vehicle.	7. Loose fittings posing a risk of coming off at speed (Magnetic stickers/peeling film or vinyl signage). Protruding fittings posing a risk of injury.	Total or partial body wraps are acceptable provided they are non offensive. If in doubt consult the relevant licensing authority.
2.8 Check that illuminated roof sign is correctly connected to the taximeter and is automatically controlled. The roof sign must be lit when the taximeter is not active or the vehicle is plying for hire and not lit when the taximeter is in use or the vehicle is not available for hire.	8. Sign not illuminating correctly. Incorrect or missing connections.	
2.9 Check that the vehicle displays a 'No Smoking' sign in the passenger compartments. This must show the international no-smoking symbol at least 70mm in diameter.	9. Failure to display the correct 'No Smoking' sign in each compartment of the vehicle in which people can be carried.	Suitable signage is commercially available.

### 3. LICENCE PLATES (HACKNEY CARRIAGE AND PRIVATE HIRE)

Method of Inspection	Principal Reasons for Failure	Notes
3.1 Inspect the vehicle licence plate to the rear of the vehicle for signs of damage or excessive wear and ensure that the licence number is clearly legible and visible.	1. A damaged plate or a plate which is not clearly legible or visible.	All hackney carriages must display a rear licence plate at all times.  Some private hire vehicles may be 'plate exempt'. These vehicles will display smaller internal badges in the front and rear windows. They <u>must</u> also carry their main plate in the boot of the vehicle for inspection. These vehicles are primarily 'high end' chauffeur driven vehicles.
3.2 Examine the plate fixing to the vehicle to ensure that it is securely fixed. Ensure that the plate is fixed in a prominent position on the rear exterior of the vehicle.	2. A plate which is not firmly secured to the vehicle or is not fitted in a prominent position. 3. Plates fixed by temporary fixings such as Velcro® or magnets. 4. Plate displayed in the rear window. 5. Plates fixed with single sided tape. 6. Any form of fixing not described above but designed to make the plate readily removable	The plate should be fixed to the tailgate, rear panel or bumper, not the valance.  Plates may be fixed onto proprietary mounts. These are available from the relevant licensing authority. Plates must be attached to such mounts using tamper evident clips or fixings.

## 4. TYRES AND SPARE WHEEL

Method of Inspection	Principal Reasons for Failure	Notes
4.1 Visually check that all tyres and wheels are serviceable. No distorted or cracked rims. All tyres must meet the legal minimum tread depth requirements with no damage to treads or sidewalls. All tyres must be inflated to the manufactures recommended pressures.	1. Worn or damaged tyres 2. Damaged or distorted wheel rims	If a car has tyres in a combination which conforms to current legal requirements (e.g. 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 the tyres fitted to the vehicle.
4.2 Examine the jack and wheel brace provided to ensure that they are in good working order. If locking wheel nuts are fitted check that the correct adaptor is in the vehicle	3. Failure to provide a suitable jack and/or wheel brace with the vehicle.  No suitable adaptor for locking wheel nuts	
4.3 Check the spare wheel fixing bracket (or similar securing device) to ensure that the wheel is properly secured in the correct position.	4. Failure to secure the spare wheel satisfactorily.	
4.4 Where a vehicle has a manufacturer supplied emergency tyre inflation kit fitted the equipment must be complete and serviceable	5. Emergency tyre inflation kits with missing elements (No compressor/power leads). Partially used containers of tyre sealant.	Aerosol types of emergency tyre sealant are not acceptable

## 5. BOOT/LUGGAGE AREA

Method of Inspection	Principal Reason for Failure	Notes
5.1 Examine the boot interior for evidence of damage, corrosion or water penetration.	1. Damage or corrosion to floor of the boot, inner wing panels or lid.	The boot size should be sufficient to accommodate the necessary luggage for the number of passengers for which the vehicle is licensed, under normal operating conditions.
5.2 Examine the boot floor covering to ensure that it is in good condition and offers adequate protection to luggage stored in the boot.	2. Excessive wear, damage or staining to the boot floor covering.	
5.3 Examine the interior of the boot for accumulations of dirt, dust, grease, litter etc or staining of any surface with which luggage may come into contact.	3. Accumulation of dirt, grease, rubbish etc in the boot which could soil or damage luggage stored therein.	
5.4 Check the boot for the presence of containers of any flammable or corrosive material.	4. Containers for the storage of any hazardous material shall not be carried in the vehicle.	
5.5 Check that estate cars are equipped with a dog or similar guard to retain luggage within the rear compartment.	5. Failure to provide adequate guard.	
5.6 Check that adequate means are provided to secure luggage in the area provided in mini buses.	6. Inadequate securing facilities.	

## 6. ENGINE COMPARTMENT

Method of Inspection	Principal Reasons for Failure	<u>Notes</u>
6.1 Carry out visual inspection of the engine compartment for signs of oil or fuel leaks.	1. Excessive oil leaks or any fuel leakage.  Perished or corroded hoses and pipes which could fail or allow leakage of fluid.  Cables which have not been secured with appropriate connectors or clips.	The condition of all pipes, belts, hoses and wiring should be such that they will not impede the reliability of the vehicle being tested.
6.2 Ensure that the battery is properly secured in position.	2. A battery which is not firmly secured.	
6.3 Examine visible wiring and electrical connectors for signs of wear or deterioration.	3. Wiring and connectors which are loose, worn or cracked and likely to allow electrical short circuits.	
6.4 Check drive belts for signs or incorrect adjustment and/or deterioration.	4. An incorrectly adjusted or deteriorated fan belt.	
6.5 Examine the engine mountings for signs of deterioration.	5. Insecure or deteriorated engine mountings.	

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| 6.6  | Ensure that the radiator is properly secured to the vehicle and check for signs of any leaks. | 6.  | A leaking or inadequately secured radiator and associated pipe work and expansion vessels. |  |
| 6.7  | Examine the inner wing panels and suspension.   | 7.  | Corrosion to the inner wing panels and suspension mounting tops.                           | This should include any corrosion around headlamp mountings. |
| 6.8  | Check the master cylinders of any signs of spillage or leakage of fluid.                      | 8.  | Leaking master cylinders.  |  |
| 6.9  | Check the clutch mechanisms for correct operation.  | 9.  | Fluid leakage or mechanical component wear in the clutch mechanisms.                       |  |
| 6.10 | Check the operation of the bonnet release catch.  | 10. | Defective bonnet release catch/mechanism.  |  |
| 6.11 | Check the engine size is 1400cc or greater.   | 11. | Engine size less than 1400cc.  |  |

## 7. INTERIOR OF VEHICLE

<b>Method of Inspection</b>	<b>Principal Reasons for Failure</b>	<b>Notes</b>
7.1 Examine the floor and upholstery inside the vehicle for accumulation of dust, dirt, litter, general debris, staining or excessive wear.	1. A vehicle which is in a dirty condition with accumulations of dust, dirt, litter, general debris or staining to the carpets or upholstery.	Vehicles that are dirty and/or smell unpleasant should be retested following a thorough valet. Drivers are not allowed to smoke in vehicles at any time.
7.2 Remove any mats from the floor and examine the carpeting for signs of leakage of water into the vehicle.	2. Evidence of leakage of water into the vehicle from rainwater penetration or leaking cooling/heating system.	
7.3 Examine any mats provided to ensure that they are not worn or damaged.	3. Upholstery which is excessively worn, holed or torn.	
7.4 Check the number of passenger seats is between four and eight inclusive.	4. Number of seats for passengers less than four or greater than eight.	Refer to licensing authority if a vehicle is presented with capacity for less than four passengers
7.5 Sit in each of the passengers' seats within the vehicle to ensure that all seat cushions and back rests are in good condition and offer proper support to passengers.	5. Seat cushions or back rests which are in a poor condition and/or offer poor support to passengers.	
7.6 Check that each passenger is able to exit the vehicle with ease in an emergency.	6. Middle row seats with defective tilting/folding mechanisms	

7.7 Examine all seats to ensure that they are properly secured to the vehicle; seat cushions must be firmly affixed to seat frames/bases.	7. Seats and squabs which are not adequately secured to the vehicle.	
7.8 Check all internal trim and fitments are present and are secure.	8. Trim not secured/clipped correctly.	All items should be fitted and secured to avoid hazards to passengers.
7.9 Check that all seats and internal trim materials meet the manufacturer's original specification and colour match throughout.	9. Seats and trim panels of different colours or patterns.	<p>Seats which do not meet the original specification will be accepted provided all seats coverings are of the same colour and pattern and are in keeping with other internal trim.</p> <p>Seat covers will be accepted if properly fitted and of a quality, condition and colour which is in keeping with other internal trim.</p> <p>Specialist custom seats and child seats will be accepted provided they are of an acceptable British Standard (BS) design and manufacture and are fitted in accordance with manufacturer's instructions.</p>

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| 7.10 | Check that continuous seats allow adequately for the number of licensed passengers, a complete length of 16" or 40cm being required for each passenger measured in a straight line lengthwise on the front of each seat. | 10. | Insufficient complete lengths of 16" or 40cm in respect of continuous seats for the number of plated passengers. |
| 7.11 | Check the operation of the interior light within the vehicle, both the manual switch and the door operated switches.   | 11. | Faulty interior light fitting. Faulty interior light switch. Faulty interior light door switches.                |
| 7.12 | Examine the interior rear view mirror and ensure that it is securely fixed.  | 12. | A loose, damaged or missing rear view mirror.  |
| 7.13 | Check the operation of the heater/windscreen demister.   | 13. | Defective heater/windscreen demister.  |
| 7.14 | Examine the clutch and brake pedal rubbers for signs of excessive wear.  | 14. | Worn or missing brake and/or clutch pedal rubbers.   |
| 7.15 | Check the operation of the rear screen heater to ensure that it is functioning properly.   | 15. | A defective rear screen heater.  |
| 7.16 | Check the operation of all window winders ensuring that they allow all windows to be fully lowered and raised easily.  | 16. | Window winders that do not allow windows to be easily lowered or raised.   |

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| 7.17 Check the operation of all door release catches to ensure that doors can easily be opened from within the vehicle. | 17. Defective interior door release catches.   |   |
| 7.18 Ensure that child proof locks (if fitted) to the rear doors are in working order.                                  | 18. Defective child proof locks.   |   |
| 7.19 Vehicle should be right – hand drive.  | 19. Left-hand drive vehicle.   |   |
| 7.20 <u>Hackney Carriage Only</u> – Valid ‘Tariff Table’ clearly displayed and legible.                                 | 20. ‘Tariff Table’ not clearly on display, table displayed out of date or table displayed illegible. | ‘Tariff table’ behind sun-visor not accepted as clearly on display. |

## 8. FIRE EXTINGUISHERS AND OTHER REQUIRED EQUIPMENT

Method of Inspection	Principal Reasons for Failure	Notes
8.1 1.0kg dry powder fire extinguisher or larger foam fire extinguisher to meet BS EN 3 1996 (BS 5423) standards.	1. Failure to provide a fire extinguisher of the stated type, within the vehicle. 2. Extinguisher out of date.	
8.2 See that the fire extinguisher is sited in a readily visible and easily accessible position.	3. A fire extinguisher which is not in a conspicuous and readily accessible position.	The fire extinguisher should be mounted in a secure and easily accessible location or position.
8.3 Examine the fire extinguisher to ensure that it is not empty or has been damaged as to prevent it functioning properly.	4. A fire extinguisher which is damaged or empty.	
8.4 Examine the fire extinguisher mounting to see that it is sufficiently well secured to the vehicle to prevent it being dislodged by normal use of the vehicle.	5. A fire extinguisher which is not securely fixed within the vehicle.	In cases where a fire extinguisher could case a hazard to passengers if mounted within the vehicle it may be mounted within the boot compartment provided it is easily accessible and it's location is indicated by a clear sign in the vehicle.
8.5 Emergency warning triangle, torch, bulb kit and first aid kit (Emergency or vehicle type)	6. No emergency warning triangle, torch, bulb kit and first aid kit (Emergency or vehicle type)	All items should be complete and functional. First aid kits and contents must be date stamped and in date. Vehicles with HID lighting or which require removal of the bodywork to access headlight bulbs are NOT exempt from carrying a basic bulb kit albeit without headlight or dip bulbs.

## 9. ROAD TEST

<b>Method of Inspection</b>	<b>Principal Reasons for Failure</b>	<b>Notes</b>
9.1 Check for any vibrations through the steering column or transmission.	1. Any unreasonable vibration through the steering column or transmission.	
9.2 Check that the steering is true, positive and tracks straight.	2. Steering which does not track straight or which is not positive.	
9.3 Check that the operation of the footbrake does not cause the vehicle to judder, or to pull the vehicle to the nearside or offside.	3. Juddering or pulling to the nearside or offside when the footbrake is applied.	
9.4 Listen for any unusual noise from the engine and transmission.	4. Unacceptable engine or transmission noise.	
9.5 Check the clutch for correct operation.	5. A clutch which fails to give proper clearance or slippage.	
9.6 Check the operation of the gearlever for excessive wear in the mechanism.	6. Evidence of wear in gear lever mechanism.	
9.7 Observe the performance of the engine during the road test for signs of misfiring, lack of engine power etc, or any indication that the engine is not functioning in the correct manner.	7. Any evidence that there is a problem affecting the performance or reliability of the vehicle.	

9.8 Investigate and report any other matters which affect the fitness of the vehicle for use as a Hackney Carriage/Private Hire Vehicle.

8. Matters of safety, reliability, comfort or appearance which makes the vehicle unfit for use as a Hackney Carriage/Private Hire Vehicle.

## 10. METER CHECK (Hackney Carriage vehicles only)

<u>Method of Inspection</u>	<u>Principal Reasons for Failure</u>	<u>Notes</u>
10.1 Check that only the tariffs displayed in the vehicle are displayed on the taximeter.	1. Failure to clearly display tariffs. 2. Meter showing more tariffs than displayed in the vehicle.	
10.2 Check the meter readings comply with the tariffs displayed by time and over a measured mile and recalibrate where necessary to conform to the displayed tariffs. Seal meter with appropriate seals.	3. Incorrectly calibrated meter	Vehicles with inconsistent displayed tariffs/meter may require meter to be reset by a specialist and returned to compliance centre for checking and resealing.
10.3 In the case of electronic metering equipment fitted with printout facilities check that the printout corresponds to the displayed tariff.	4. Discrepancy between visual and printout tariff.	