

A Guide to becoming a Private Hire Operator in Oldham



Introduction

The purpose of this brief guide is to assist those becoming licensed as a Private Hire Operator to understand what is required of them and ensure they are operating within the law.

It also explains the private hire star rating scheme and the importance of ensuring that clear and transparent communication takes place between the operator and Licensing team.

This pack includes the following: -

- Private hire operator conditions (page 3)
- Star rating scheme (page 10)
- Details of your nominated Licensing Officer contact (page 17)
- Guidance on applying for an operators licence (page 18)
- Information on the Private Hire forum (page 17)
- How to advise Licensing in changes to drivers working for you (pages 21-22)
- Example of the vehicle check sheet (page 23)

Being a licensed Operator is not merely about taking bookings and renting taxis. You are responsible for ensuring that your business operates well and is managed by a strong leader.

You should not let any driver work unless you have seen his private hire drivers licence and badge, vehicle licence, insurance and any other documents you request as part of your vetting of drivers.

A licence can be reviewed and you can be prosecuted for breach of conditions. Please work with your nominated licensing officer to ensure you have a good reputation.

Initial application for an operators licence will result in an interview with the Principal Licensing Officer or his Deputy. This is to assess your knowledge of the law and how you will operate your business.

Private Hire Operator Licence Conditions

Listed below are the conditions to which you must comply under the terms of your operators licence.

It is crucial that as an operator you do not sit back and be complacent but take an active role in the running of your business and work hard to attain a four star rating. The conditions you must adhere to are below:

1. Definitions

For a legal definition of these terms, see the Local Government (Miscellaneous Provisions) Act 1976. You can get a copy from the Licensing Office, the Library or a Solicitor.

“Accredited Membership” membership of a reward and recognition “Scheme” scheme aimed at promoting high standards for licensed drivers vehicle owners and operators approved by the Council

"Authorised Officer" any Officer of the Council authorised in writing for the purposes of the Local Government (Miscellaneous Provisions) Act 1976

"The Council" Oldham Metropolitan Borough Council

"The Operator" a person who takes bookings for the vehicle

"The Private Hire Vehicle" a motor vehicle constructed to seat fewer than nine passengers, other than a hackney carriage or public service vehicle which is provided for hire with the services of a driver for the purpose of carrying passengers

“Star Rating Scheme” a scheme to recognise and reward good practice and rating Operators at a level between 0 and 4 stars following a Compliance Audit according to an approved scheme. Membership of the scheme is mandatory.

2. Premises & Equipment

- 2.1 The Operator shall obtain any necessary planning permission required for his/her premises and shall comply with any conditions imposed.
- 2.2 The Operator shall provide adequate communication facilities and staff to provide an efficient service to the public using the operator’s facilities.
- 2.3 The Operator’s premises shall be kept clean and adequately heated, ventilated and lit.

- 2.4 The Operator shall ensure that any waiting area for the use of prospective hirers shall be provided with adequate seating, properly cushioned or covered.
- 2.5 The Operator's radio equipment where installed shall be maintained in a sound condition and any defects shall be repaired promptly.
- 2.6 The Operator shall at no time cause or permit any audio equipment to be a source of nuisance, annoyance or interference to any other person. In addition, all reasonable precautions are to be taken to ensure that activities within the operator's office and from licensed vehicles do not create a nuisance to others.
- 2.7 The Operator shall obtain and maintain in force at all times a public liability insurance policy in respect of his/her premises and produce the same to an Authorised Officer or Constable on request.

3. Booking Fares

- 3.1 When the Operator accepts a hiring he/she shall unless prevented by some sufficient cause, ensure that a licensed private hire vehicle attends at the appointed time and place.
- 3.2 When the Operator accepts the hiring he/she shall specify to the hirer the fare or the rate of the fare for the journey to be undertaken and shall immediately enter all the details of the hiring legibly in the form prescribed if requested, by Condition 3.3.
- 3.3 The records of hiring's accepted by the Operator required to be kept under Section 56 of the Local Government (Miscellaneous Provisions) Act 1976 shall contain the following details and it shall be the responsibility of the operator to ensure that the records are so kept: -
 - the name and address of hirer;
 - time of pick-up;
 - point of pick-up;
 - destination;
 - vehicle used
- 3.4 The Operator shall not dispose of any records of hiring's required to be made by Condition 3 within six months of the latest hiring provided always that the operator shall not dispose of any record or records which an Authorised Officer has by notice in writing required him/her to keep until the period specified in such notice (not being longer than 12 months from the date of service of such notice) has expired.

- 3.5 The Operator shall produce such records of hiring's referred to in Condition 3.3 on request to any Authorised Officer or Constable for inspection.
- 3.6 Any bookings which are sub-contracted must be logged together with details of whom to. The customer must also be advised that the booking is being sub-contracted to another company.

4. Record Keeping & Responsibility

- 4.1 The Operator shall maintain an up-to-date list of the owners and registration numbers of all private hire vehicles connected with the business and their drivers, which shall include insurance details of the vehicles and the expiry dates of driver's badges and private hire vehicle licences and any radio call sign used, and shall produce and release such list on request to any Authorised Officer of the Council or a Constable.
- 4.2 The Operator shall ensure that any private hire vehicle operated by him/her from a base or premises situate within the Oldham Metropolitan Borough and any person driving the same is the subject of a current private hire driver's licence issued by the Council. A copy of all private hire driver and vehicle licences must be retained by the operator.
- 4.3 The Operator shall ensure that the mandatory door signs are displayed at all times on private hire vehicles operating from his/her company and that all such signs on all private hire vehicles operating from his/her company are of the same design and style. Any change to the design of mandatory door signs is to be agreed with an Authorised Officer in advance.
- 4.4 The Operator shall complete a weekly return to the Council of any drivers and vehicles who have commenced or ceased working from the company within the last seven days. A nil return should be submitted if appropriate.
- 4.5 Operators must ensure a robust scheme is in place to ensure that drivers and/or vehicles do not operate when their licence or insurance has expired.
- 4.6 Staff training must take place on licensing law, equality legislation and how and when to accept bookings. This must be documented and signed by both parties.

5. Complaints

- 5.1 The Operator shall within seven days from the date of receipt thereof notify the Authorised Officer in writing of any complaint received by the Operator and not subsequently withdrawn relating to a contract for hire or purported contract for hire relating to or arising from his/her business. All complaints received must be logged and available for inspection.

6. Convictions

- 6.1 The Operator shall notify the Council in writing of any conviction, caution, fixed penalty, anti-social behaviour order or bind over against him/her immediately after the caution, fixed penalty, anti-social behaviour order or bind over has been issued or the conviction and sentence imposed and shall provide such further information about the caution, fixed penalty, anti-social behaviour order or bind over as the Council may require.

7. Condition of Vehicles

- 7.1 The Operator shall ensure that all Private Hire Vehicles in the Operator's fleet shall be maintained in a sound mechanical and structural condition at all times and be capable of satisfying the Council's mechanical and structural inspection at any time during the continuance of the Council's licence in respect of the vehicle.

8. Advertisements

- 8.1 The Operator shall not cause or permit to be displayed in or on from his/her premises or to be published in relation to the Operator's business any sign, notice or advertisement which consists of or includes the words "Taxi" or "Cab" whether in the singular or plural or the words "For Hire" or any other word or words of similar meaning or appearance whether alone or as part of another word or phrase or any other word or words likely to cause a person to believe that any vehicle or vehicles operated by him/her is or are hackney carriage or carriages. The Operator shall be permitted to display in or on his/her premises a notice of a size to be approved in advance by the Council advertising the Operator's membership of an Accredited Membership Scheme.
- 8.2 All advertisements that are being placed by the Operator should first be approved by the Council to ensure they comply with conditions and do not breach the Advertising Standards Authority Codes of Practice and those of the Portman Group relating to alcohol advertising.
- 8.3 When considering an application for the grant, renewal or amendment to an operator licence or advertising material should an authorised officer be of the view that a company name, advertising material or door sign could cause confusion to a member of the public as to whose services they have hired the Officer will refer the matter to the Licensing Panel to allow such operator to make representations and for a decision to be made whether to allow such change or not.

9. Notification of Change of Address

- 9.1 The Operator shall give notice in writing to the Council of any change of his/her address or the address of any of the premises from which he/she operates during the period of the licence 14 days prior to the change taking place.

10. Duty to Co-operate

- 10.1 The Operator shall co-operate fully with any Authorised Officer or Constable in respect of any enquiries made whether involving drivers or Private Hire Vehicles currently connected with the business or formerly connected with the business.

11. Star Rating Scheme

- 11.1 Each operator shall be audited against the standards of the Star Rating Scheme, membership of which is mandatory.

12. Dispatch and Bookings of Journeys

- 12.1 The telephone numbers(s), associated with a private hire operator's licence, can only be used to book vehicles licensed by Oldham Council, or a Public Services Vehicle, operating under a licence from the Vehicle and Operator Services Agency.
- 12.2 The booking system used by the operator must be approved by an authorised officer, and the approved booking system, whether that be an electronic or manual system, can only be used to record journeys taken for and carried out by vehicles licensed by Oldham Council, or a Public Services Vehicle, operating under a licence from the Vehicle and Operator Services Agency.
- 12.3 In relation to a manual booking system, the operator must provide a sample to the Licensing office for approval.
- 12.4 No change in the approved booking system can be made unless that change has been approved by an authorised officer.
- 12.5 In relation to manual booking records this includes any variation to the sample, provided by the operator and approved by an authorised officer.
- 12.6 If the approved booking system is by electronic means, the operator must, upon request of an authorised officer, be able to print off the following information from the system, in a form that is readable and can be removed from the premises: -
- name and address of the hirer,
 - time of pick-up,
 - point of pick-up,
 - destination,
 - vehicle and driver used to fulfil a booking,
 - details of vehicles and drivers recorded on the system,
 - any log files associated with the operation of the electronic system,

- any other information an authorised officer may deem necessary for the purpose of fulfilling their duties,
- 12.7 At all times there must be a person on the premises who can provide, upon request by an authorised officer, any of the information required under the conditions associated with this licence. An exception may be made by an authorised officer to extend this period for up to 24 hours if the need arises.
- 12.8 The dispatch system used by the Company, whether that is by means of radio, data-head or telephone, must be approved by the Council, and can only be used to dispatch vehicles licensed by Oldham Council, or a Public Services Vehicle, operating under a licence from the Vehicle and Operator Services Agency.
- 12.9 The operator must provide details of a nominated person or persons who, in conjunction with or in the absence of, the operator can provide, upon request by an authorised officer, any of the information required under the conditions attached to a licence.
- 12.10 Any advertisements approved by an authorised officer can only display the approved telephone number(s) associated with the private hire operator's licence, for the avoidance of doubt 'advertisement' includes mandatory door signs.
- 12.11 If an operator is to be away from the business for an extended period, that being longer than 14 consecutive days, the operator must inform licensing in writing who, in the operator's absence, will be in day to day control of the business, this notice must include the contact details of the person being placed in charge.
- 12.12 The purpose of these conditions is to ensure the telephone number(s), booking system and the dispatch system, associated with the business, are only used for bookings taken under the authorisation of the private hire operator's licence issued by Oldham Council; and that authorised officers have a point of contact when operator are on extended leave.

13. Email Addresses

- 13.1 All operators must have an email address which the Council can use to communicate with the operator. You must inform the Licensing Office of any changes to that email address, 7 days from the date of any changes taking effect.

14. Lost Property

- 14.1 Operators must ensure that any lost property deposited in the office is relayed to a local police station within 48 hours. Any lost property received must be logged by the Operator.

15. Communication

- 15.1 Operators must have a system in place for communicating key messages from the Licensing Authority with drivers. This includes circulating newsletters.
- 15.2 Operators must ensure that they, or a representative, attend trade liaison meetings called by the Licensing Authority.

16. Basic Disclosure – Base / Office Staff

- 16.1 The operator must ensure all base staff are subject to a 'Basic' Criminal Records Check, conducted by the Disclosure Barring Service. This requirement will not apply to base staffs that hold a current dual drivers licence with Oldham Council.
- 16.2 Such checks will need to be carried before initial employment commences and then every three years thereafter.
- 16.3 For existing staff already in employment at the time this policy came into effect, checks will need to be carried out within 3-months of commencement of this policy and then every three years thereafter.

17. Recruitment Policy

- 17.1 Operators' must have a 'recruitment policy' in place for all base / office staff. This policy, should at a minimum, include how the operator will implement the requirements to obtain a DBS for non-licensed base staff and on what grounds employment may be refused or terminated.

18. CSE & Licensing Training

- 18.1 All base / office staff will be required to attend the Council's CSE and Licensing Training Course.

STAR RATING SCHEME

As part of your operator licence conditions you will be periodically audited and awarded a series of stars to rate your business.

1 Introduction

- 1.1 The aim of the star rating scheme is to promote the private hire trade within the Borough of Oldham and ensure that their high quality service is rewarded by the affixing of a number of stars on their vehicles together with financial rewards to vehicle owners who attain four stars.
- 1.2 It is the Council's wish that the holders of private hire operators licences within the Borough together with vehicle owners are able to gain the rewards of the scheme. In addition it allows the residents of the Borough and those visiting to make a free choice of who they wish to conduct business with via the number of stars awarded to a particular company.
- 1.3 The Council has set objectives in relation to the licensing of the trade.

They are: -
 - (a) Ensuring passengers have safe journeys at a transparent price;
 - (b) Ensuring vehicles are safe, accessible and reducing their impact on the environment;
 - (c) Ensuring drivers are safe and know what they are doing; and
 - (d) To provide a quality service to the public within the Borough.
- 1.4 The scheme will cover all licensed Private Hire Operators, within Oldham, and the scoring of the business will be based on compliance with the indicators listed on the assessment form as detailed in this document.
- 1.5 There are 36 items on which each operator will be assessed. One point will be allocated for compliance with all aspects of each item.
- 1.6 In an attempt to make operators more accountable for their drivers, 5 points will be deducted for certain actions of the driver and / or company.
- 1.7 There will be 2 types of indicator on which the assessments will be based:

Essential criteria: based on the proposed conditions attached to each operator licence, as detailed below

Bonus criteria: evidence of written policies and procedures to demonstrate best practice, support for their own staff through training and implementing measures to enhance consumer experience and safety.

- 1.8 There are 23 Essential criteria and 16 Bonus items. Each operator will then be allocated a star rating based on their score, bonus points will not count if the operator does not meet all the essential criteria:

22 Points or less – Failing
23 Points – 2 star
24 – 29 Points – 3 star
30 – 37 Points – 4 star

- 1.9 It is anticipated that assessments will be on an annual basis, conducted during routine inspections. If an operator wishes to make improvements and apply for a secondary inspection, they may do so on payment of a fee.

2 Determination & Appeals

- 2.1 Once the criteria have been assessed by a Licensing Officer and the form completed a decision will be made on the number of stars to be awarded by the Licensing Manager. If the operator is aggrieved by the number of stars awarded he/she may lodge a written appeal within 7 days which will result in an appearance before the Licensing Panel.
- 2.2 A certificate will then be forwarded to the operator and door signs for placing on the vehicle with the relevant number of stars attached.

3 Reviewing a Rating

- 3.1 If in the opinion of an Officer, of the rank of Licensing Manager or above, the integrity of the star rating scheme relating to a particular operator/driver has been brought into disrepute he may refer the matter to the Licensing Drivers Panel. The Panel shall then determine, having heard from all parties, what action, if any, they wish to take in relation to the number of stars awarded to that operator.
- 3.2 If company has its star rating reduced the company will have to pay for the replacement star signs which must be displayed on vehicles operating from the company which are licensed by Oldham Council.

Scoring System E = Essential Criteria B = Bonus Criteria

Section & Condition Number or Bonus Point	Criteria / Indicator	Tick to Award Point	E or B
2.3	Any premises to be in a clean and tidy condition		E
2.5	Any radio equipment used for communication with drivers to be in good working order and serviced and maintained.		E
2.7	Public/employers liability insurance in force where required		E
	Current fare table produced and retained for file		E
3.3 & 3.4	Booking records accurate and legible and retained for a minimum of six months.		E
4.1 & 4.2	Details of all drivers, vehicles (including expiry dates) and insurance details held on file an accurate. Details produced for retention by Officer.		E
5.1	Complaints outstanding after 7 days referred to Licensing Office.		E
4.3	Mandatory door signs affixed to all vehicles with no magnetic signs in use.		E
4.5	System in place for ensuring drivers/vehicles do not work following expiry of licence or insurance.		E
B	Operator to have in place a written dress code for all drivers together with minimum standards as to the cleanliness of vehicles.		B
4.1 & 4.2	Operator to keep a hard copy of the private hire drivers licence on file.		E
4.4	The operator is to submit a weekly return to the Licensing Office detailing any new drivers taken on and any who have left. A nil return should be submitted where no change.		E
4.4	The operator is to submit a weekly return to the Licensing Office detailing any new vehicles taken on and any who have left.		E
B	All staff employed by the operator to have been trained on licensing law, how to deal with difficult situations and evidence of such training to be recorded by the operator.		B
11.1	Lost property log in place		E
5.1	Complaints procedure and log in place		E
B	Fire and Health & Safety Risk assessments in place for the office		B
B	Fire extinguishers in place and proof of annual service		B
B	Evacuation plan of premises on display		B
B	Policy in place for operator to check first aid kits in vehicles are in place, in date and complete once a year.		B
7.1	A daily check of each vehicle be completed by its driver and the check sheet as prescribed by the Council by completed each day and submitted to the operator upon the sheet being complete whether, daily, weekly or monthly. Spot		E

	checks to take place by the operator to ensure the vehicle checks are taking place and defects noted and corrected.		
B	Where in car cameras are fitted they are to be compatible with Police data requirements and available for download.		B
B	Reasonable assistance will be given to disabled people including assisting them to enter and exit offices, vehicles, make bookings for particular types of vehicle and carry any disability aids they may have.		B
E	A policy to be in place to refer any driver who takes advantage of a vulnerable person to the Licensing Authority.		E
2.6	All reasonable precautions to be taken to ensure that activities within the operators office and from licensed vehicles do not create a nuisance to others.		E
8.2	Adverts placed or distributed by the company to be approved by the Council first.		E
14.1	A system of communicating key messages to drivers must be in place i.e. a driver notice board detailing information from the Police, Council or other agencies which drivers should know about.		E
14.2	Company to attend Private Hire Forum unless reasonable explanation given in advance for non-attendance.		E
B	Drivers to have been trained in advance driving skills through a mechanism agreed with the Council i.e. DVD or NVQ		B
B	Drivers written code of conduct to be in place		B
B	Drivers who have more than one licensing conviction or road traffic conviction from a licensing prosecution within a 3 year period will not be allowed to work from the company.		B
B	At least 50% of drivers will have been trained in basic first aid.		B
B	All drivers of wheelchair accessible vehicles trained in basic first aid		B
B	Customer Service charter to be in place		B
B	Where the company operates 10 or more vehicles there must be a wheelchair accessible vehicle on the fleet.		B
16.1	'Basic' Criminal Records Check, conducted by the Disclosure Barring Service on all base staff. This requirement will not apply to base staffs that hold a current dual drivers licence with Oldham Council.		E
17.1	Operators' must have a 'recruitment policy' in place for all base / office staff. This policy, should at a minimum, include how the operator will implement the requirements to obtain a DBS for non-licensed base staff and on what grounds employment may be refused or terminated.		E
18.1	All base / office staff will be required to attend the Council's CSE and Licensing Training Course.		E

Score		
Negative Indicators (- 5 points for each)	Allowing a driver to work while unlicensed	
	Allowing the use of unlicensed vehicles	
	Driver representing company cautioned or prosecuted for plying for hire	
	Accepting a booking made by a driver representing the company	
Final Score		

Communication

We like to think that as much as we are the regulator we are also here to help.

As such you will be assigned a nominated Officer who you can work with and contact when you need guidance or support.

Licensing Officer Contact:

0161 770

Licensing Team
Oldham Council
Sir Robert Peacock House
Vulcan Street
Oldham, OL1 4LA

E: licensing@oldham.gov.uk

Forums

In addition there is a Private Hire Forum where operators are encouraged to meet with Officer and Councillors and discuss current topical issues from both sides.

These forums are useful in discussing proposed changes and giving feedback on how things can be improved.

Dates will be supplied to you as to when these forums are and they usually take place twice a year at the Civic Centre, Oldham.

Guidance to Applicants Wishing to Become Private Hire Operators

Introduction

This guidance is published to assist applicants in lodging their application and understanding what information is required of them. It will also explain the process that will be followed in determining it.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Private Hire Operators

Anybody wishing to set up a business as a private hire operator taking bookings for hire or reward must follow the procedures outlined below.

Licensing Objectives

The Council has set objectives in relation to the licensing of Drivers, Vehicles and Operators. They are: -

- (a) Ensuring passengers have safe journeys at a transparent price;
- (b) Ensuring vehicles are safe, accessible and reducing their impact on the environment;
- (c) Ensuring drivers are safe and know what they are doing;
- (d) To provide a quality service to the public within the Borough.
- (e) The protection of children and vulnerable adults

The Application

In order that an application can be accepted the following documents must be produced:-

- Completed Application Form (may be submitted up to one month in advance)
- Completed Declaration of previous convictions. (Only applies if the applicant is not a licensed driver).
- Proof of Payment (Fee)
- Colour passport size photograph (recent) if not a licensed driver.
- Planning permission (initial grant only)
- Public Liability Insurance (if the public have access to your office)
- Employers liability insurance
- Basic criminal records disclosure issued in the last month.

You must also meet the following criteria:-

- Applicants must be at least 21 years of age.

Should your application be dormant for a six month period (i.e. you have not progressed it) you will be asked if you wish to keep it live. If you do not the Licensing Authority may discontinue your application and mark it not proceeded with meaning you would have to re-apply in the future.

Failure to adhere to any of the above will result in your application being rejected.

The address on your application form must be supported by documents containing the same address. Failure to do so will result in your application being rejected.

Application Form

You must complete this fully and ask for assistance if you have encountered difficulties in doing so. Your application cannot proceed otherwise.

Declaration Of Previous Convictions

Every time you submit an application for a new licence or renewal you must submit a Declaration of previous convictions. Please read the explanatory notes before completing the declaration. Every offence, caution, bind over, fixed penalty and anti social behaviour order must be recorded. Spent convictions must also be recorded, as the Rehabilitation of Offenders Act no longer applies to licensed drivers.

Should you not declare all matters asked of you on your declaration your application may be suspended and the applicant interviewed under caution in relation to failing to disclose information requested. The Principal Officer will then decide what action to take. This could be no action, a written warning, a caution or prosecution.

Any applicants who submit an application for a new licence or renewal who are not a licensed driver with Oldham will have to apply for a basic disclosure in support of their application.

You should submit with your application either;

- (i) **A basic disclosure which can be obtained from applying on line to Disclosure Scotland at www.disclosurescotland.co.uk or by**

telephoning them on 0870 609 6006 . The cost is currently £25.

- (ii) **The results of a subject access search under the Data Protection Act 1998 of the Police National computer (PNC). This can be requested from the Greater Manchester Police, Data Protection Unit by telephoning their 24 hour answer machine and leaving your details. Tel; 0161 856 2534. The cost is £10 and a search can take up to 6 weeks to be returned to you.**

(iii)

Please note this section does not apply if the applicant is a licensed driver.

Fees

A notice is published annually prescribing the fees set in relation to licences. This can be obtained as part of the application pack you receive.

Photograph

It is important that when you apply for a licence a recent passport size photograph is submitted. Upon renewal, if your appearance has changed, a new photograph may be requested. This section only applies if the applicant is not a licensed driver.

Duration of Licence

A licence will last for 12 months and is non transferable.

Planning Permission

You may need planning permission to operate your business. For your initial application you should also produce your planning permission.

Public Liability Insurance

If the public enter your business premises you will need to be insured for public liability. This should be produced each time you apply for a licence.

Employers Liability Insurance

If you employ staff in your premises you will need to be insured for employers liability. This should be produced each time you apply for a licence.



CHANGE OF DRIVER AND VEHICLE DETAILS

Company:

Date completed:

Name of Person Completing Form:

<u>Drivers name</u>	Badge number	<u>Call sign</u>	Registration plate details	Plate details	Details of which company driver has come from or gone to: if know?	Date started	<u>Date left</u>
	PD			PV			
	PD			PV			
	PD			PV			
	PD			PV			
	PD			PV			
	PD			PV			
	PD			PV			



Oldham
Council

PRIVATE HIRE OPERATOR DRIVER / VEHICLE DETAILS

NAME	CALL SIGN	BADGE NUMBER	BADGE EXPIRY	PLATE NUMBER	PLATE EXPIRY	INSURANCE EXPIRY	VEHICLE REG



Week commencing / /	<u>Mon</u>	<u>Tues</u>	Wed	Thurs	Fri	Sat	Sun
Lights (front & rear)							
Brakes in good working order (foot & hand)							
Indicators working							
Tyre tread within legal limit of 1.6mm							
Tyre Pressure							
Visibility through windows checked with no damage needing repair							
Body Work with no protruding or dangerous areas.							
Horn working							
Windscreen wipers working							
Windscreen washers rear & front working							
Exhaust secure and not leaking fumes							
Mandatory door signage is display in accordance with conditions							
Cleanliness of vehicle inside and out							
Plates securely fitted externally front and rear. Clean and readily readable							
Cameras in working order if fitted							
First aid kit complete and readily available							
Fire extinguisher in working order and readily available (1.5lt foam extinguisher)							
Tariff sheet on display in a prominent position							

<i>Name of person checking vehicle</i>	<i>Badge number</i>
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<i>Plate number</i>

<i>Vehicle registration number</i>
