

Renfrewshire Council

# **Guidance – Taxi and Private Hire Vehicle Inspections**

Inspection and failure criteria

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## **TAXI AND PRIVATE HIRE VEHICLE INSPECTION**

### **Introduction**

Renfrewshire Council, as licensing authority, with respect to the Civic Government (Scotland) Act 1982, is responsible for licensing of the drivers of Taxis and Private Hire vehicles. To comply with licensing conditions, drivers are required to present their vehicles to Renfrewshire Council's Transport Service for inspection on an annual or six monthly basis.

The purpose of this document is to provide guidance for the Taxi and Private Hire vehicle operators within Renfrewshire and to outline the standards expected for the vehicle inspection. These are carried out by Renfrewshire Council's Transport Service at the Underwood Road depot, Paisley.

### **Vehicle Inspection**

Vehicle inspections for Taxis and Private Hire vehicles are required in addition to the M.O.T test and must take place annually, unless the vehicle is older than 5 years old, where inspections will be conducted every 6 months.

Inspections can be booked online at [www.renfrewshire.gov.uk/bookinspection](http://www.renfrewshire.gov.uk/bookinspection) - inspection fees can be found in Appendix 2.

The vehicle condition required to pass the Taxi and Private Hire vehicle inspection is higher than that of a M.O.T test. A list of standards required are contained in pages 3 – 8 but the rule of thumb is that any area within a M.O.T inspection where a "pass with advisory" is awarded will result in a failure for a Taxi or Private Hire inspection.

The inspection will extend beyond assessing the mechanical condition and will also cover bodywork condition, cleanliness and suitability to operate as a Taxi or Private Hire vehicle.

Testers responsible for inspecting vehicles are experienced professionals and are trained as VOSA Nominated Testers and they are required to use their judgement when conducting an inspection to determine the suitability and safety of vehicles inspected.

Should the vehicle inspection result in a failure, it is the responsibility of the licence holder to arrange any remedial work prior to being presented for a re-test. Vehicles presented within 48 hours working hrs of initial test will receive a free inspection to assess rectifications.

In addition to the annual inspection, spot checks on vehicle condition may be conducted periodically by an authorised officer of the licensing authority, the vehicle inspectorate or by Police, any of whom can remove licence plates and instruct remedial work to be carried out. In such a circumstance, the vehicle must be represented to Transport Services at Underwood Road, Paisley before approval and return of licence plate will be granted.

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**Lights and Electrical system**

<b>Inspection</b>	<b>Reason for Failure</b>
Check operation of all lights and indicators	Lights not working Insecure Not fitted Flickers Cracked lens Insufficient illumination Out of alignment Bulb discolouration Indicator rate of flash too fast (60-120per minute)
Check battery and terminals	Insecure, leaking Corroded terminals
Check engine compartment components	Wiring not secure or insulated Signs of chafing Components insecure

**Drivers Compartment and Controls**

<b>Inspection</b>	<b>Reason for Failure</b>
Check driver compartment is clean and in good condition	Dirty/Dusty Contains any rubbish Contains any items likely to interfere with the proper control of the vehicle
Check condition and security of driver's seat & passenger seats	Seat insecure or structurally weakened Padding or covering is seriously deteriorated Seat belts must be operational and in good condition(not structurally weakened)
Check seat adjustment mechanism	Insecure, ineffective
Check steering wheel and drivers controls	Controls inoperative, ineffective, insecure Damage to steering wheel Movement between shaft and steering wheel Excessive radial movement at top of steering wheel Excessive steering shaft end float
Check Horn	Horn control or horn faulty Sound emitted not loud enough to be heard by another road user or pedestrian
Check Speedometer operation	Not working Clearly registering incorrectly
Check the operation of all ventilation equipment and heaters	Heater doesn't emit heat Ventilation not supplying adequate airflow to windscreen or car interior Insecure vents Control mechanism is inoperative

**Steering, Drive and Suspension**

**The steering wheel must be set on the offside of the vehicle.**

<b>Inspection</b>	<b>Reason for Failure</b>
Check steering mechanism	Any part of mechanism that is not working correctly, fouling or obstructing movement at wheel rims/brake pipes Dust covers/gators damaged/ not intact
Check Power steering operation and inspect for leaks	Power steering inoperative Leak in system Pipe damaged/ fouling Pump insecure/ drive system defective
Check transmission shafts	Any obvious damage Excessive wear in a shaft bearing Loose or missing flange bolts, flange cracked or loose on the transmission shaft Bearing housing cracked/ insecure Excessive wear in universal joint Deterioration of flexible coupling Damaged, cracked or bent shaft Fouling Dust covers/ gators damaged/ not intact
Check wheel bearings	Excessive free play or “roughness in wheel” that could result in failure
Check suspension (front/ rear)	Incorrect geometry Fracture, displacement or distortion that could affect steering operation
Check shock absorbers (front/rear)	Missing, leaking, potential to detach Condition likely to adversely affect control of vehicle
Wheel alignment	Visible incorrect steering geometry e.g. feathering of tyres
Check clutch operation	Pedal not secure, pedal rubbers worn excessively Excessive wear and/or defective clutch operation

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**Wheels, Tyres and Brakes**

<b>Inspection</b>	<b>Reason for Failure</b>
Check circumference of all wheels/tyres	Different to that specified by taximeter
Check tyre type/size	Incorrect type of tyre (as per manufacturers standard specification) Incorrect tyre size
Check tyre condition	Any obvious damage/faults: Worn Bulge Incorrectly seated Cut(s) Tread depth is less than 2.0mm across the width of the tyre
Check wheels	Incorrect size Wheels different from manufacturers specification Any obvious damage to wheel or rim Spare wheel is not full size, or a is not a manufacturers recommended space saver wheel Non-matching wheels or wheel trims
Check wheel security	Insecure, loose nuts
Check foot pedal/ hand brake	Operation/condition/ fitment and performance Any side play Excessive wear/travel Pedal rubbers worn excessively Brake pads friction material - less than 3.0mm Handbrake pawl insecure/ineffective
Check service brake operation	General condition, fitment & performance Failure on brake tester, vacuum ,not building.
Check brake pipes	Leaks rust, insecure, fouling.
Check jack and wheel key	There is no appropriate wheel key or jack securely stored

**Fuel and Exhaust system**

<b>Inspection</b>	<b>Reason for Failure</b>
Check fuel tanks	Not original manufacturers equipment Leaking or insecure Tank condition, free of corrosion
Check (all visible) fuel system components	Unshielded, Overflowing, Leaking Fuel accumulating in/on any fitting or receptacle
Check exhaust system	Insecure, leaking / “blowing”, corroded Not standard specification
Smoke emission	Failure to meet specified standards per vehicle type

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**Vehicle Cleanliness/ Appearance/ Structure**

<b>Inspection</b>	<b>Reason for Failure</b>
Check bodywork security/condition	Bodywork damage Bodywork extensively corroded
Check paint finish	Different colours/shades Not to a uniform finish Surface deficiencies i.e. paint runs, peeling Scratched Broken paint surface
Check external cleanliness	Dirty/ Dusty exterior
Check vehicle underside	Not free from road dirt Excess grease Excess oil
Check engine compartment	Dirty, Greasy, Oily Insecure components Defective engine mounting Any leaks
Check passenger compartment is clean and in good condition  Check interior upholstery for security, cleanliness and condition  Ramps and steps for disabled access	Dirty/Dusty Contains any rubbish Upholstery, trim or headlining is dirty, missing, insecure, torn or in such a condition as to soil clothing or adversely affect passenger comfort Incorrectly/unsafely stowed, insecure, not in good condition, unstable
Check front and rear licence plate	Not displayed Delaminated Illegible Different Not secured with approved fixing kit
Check roof mounted "Taxi" sign (doesn't apply to P-H vehicles)	Absent Insecure Fails to illuminate Taxi P.H. stickers correctly positioned Taxi Details & number displayed on vehicle
Check front and rear "Taxi" plate (Rear only for P-H vehicles)	Not displayed Different Not secured with fixing kit Taxi P.H. stickers correctly positioned Taxi Details & number displayed on vehicle
Check road fund licence	Missing Out of date Incorrectly positioned

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**Doors, windows and visibility**

<b>Inspection</b>	<b>Reason for Failure</b>
Check operation of door opening mechanisms	Inoperative, defective Door seals damaged/ missing
Check door hinges	Worn, insecure
Check door pillars	Insecure, weakened by damage, corroded
Check windows (including view to front and rear)	Any obstruction that limits the view out of front or rear windows Insecure Not made of safety glass Crack, scratch or surface damage, which impairs the driver's vision to the front and rear Tinted out with legal limits Obscured by signs/stickers

**Meter Testing**

<b>Inspection</b>	<b>Reason for Failure</b>
Check Taxi meter (where fitted), lights, seal and calibration	Incorrect specification Missing or broken seal Failure to illuminate Fails road test Defective

**Approved and Non-Approved additional extras**

<b>Inspection</b>	<b>Reason for Failure</b>
Check fire extinguishers	Absent Not easily accessible Not properly secured Discharged or lack of pressure charge Damaged Last maintenance check in excess of 12 months Conforming to BS5432
Estate type vehicles only	Dog guard type device not fitted
No tow balls to be fitted	Tow ball fitted

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# APPENDIX 1 – TAXI/ PRIVATE HIRE INSPECTION FORM



Registration No. \_\_\_\_\_ Vehicle Make/Model \_\_\_\_\_  
 Mileage \_\_\_\_\_ Chassis No. \_\_\_\_\_  
 Plate No. \_\_\_\_\_ Meter Make \_\_\_\_\_ Engine C.C. \_\_\_\_\_

Condition Security Malfunction Lighting and Ancillary Equipment	Pass	Fail	Comments
1. Front & Rear Lamps (including Fog)			
2. Head Lamps & Head Lamp Aim			
3. Panel Lights, Warning Lights, Switches, Interior Lights			
4. Stop Lights/ Reverse Lights			
5. Hazard Warning and Direction Indicators			
6. Rear Reflectors			
7. Battery Wiring Engine Compartment Components			
8. Passenger Door Safety Lights			
9. Taxi Sign (for hire) Light, Wiring			
10. Meter Lights Seals Calibration			
11. Windscreen (drivers view of road)			
12. Windscreen (cracks/scratches)			
13. Windscreen wipers and washers (F/R)			
14. Horn			
15. Speedometer Operation			
<b>Condition Security Malfunction Steering and Suspension</b>			
16. Steering Wheel			
17. Steering Mechanism System Turning Circle			
18. Power Steering Operation and Leaks			
19. Transmission Shafts			
20. Wheel Bearings			
21. Front Suspension			
22. Rear Suspension			
23. Shock Absorbers (F/R)			
24. Wheel Alignment			
<b>Condition Security Malfunction Brakes</b>			
25. Controls Foot Pedal/Hand Brake			
26. Service Brake System			
27. Hand Brake System			
28. Hand Brake Pan/ Ratchet			
29. Brake Pipes			
<b>Condition Security Malfunction Fuel System</b>			
30. All Visible Fuel System Components			
<b>Condition Security Tyres and Road Wheels and Trims</b>			
31. Tyre Type			
32. Tyre Size			
33. Tyre Condition			
34. Road Wheels and Nut Wheels Trim			
<b>Condition Security Malfunction General</b>			
35. Vehicle Structure (Chassis Cross Engine Mountings Gear Box)			
36. Exhaust System			
37. Oil Leaks Eng. – G/Box R/Axle			
38. Vehicle Interior Seats/Floor Mats etc.			
39. Wheelchair Equipment/Ramps/Steps			
40. Seat Belts and Fixings			
41. Door Hinges, Weather-Strips, Windows, Locks, CH, Straps, Pillars			
42. Interior and External Mirrors			
43. Registration Plates and Bumpers			
44. Vehicle Paintwork Body Panels			
45. Smoke Emission Petrol/ Diesel			
46. Clutch Pedal Clutch Operation			
47. Road Fund Licence			
48. Fire Extinguisher BS. No.			Licensed to Carry
49. Non Approved Additional Extras			
50. Is Vehicle Displaying Scale Charges Inside			
51. Vehicle Displaying Door Lock Safety Signs			
52. Reg. No. of Taxi Displayed Inside Passenger Compartment			
INSPECTOR NAME			
INSPECTOR SIGNATURE			
		DATE	PASS/ FAIL

WHITE – Transport Services Copy; YELLOW – Customer Copy

**APPENDIX 2 – TAXI/ PRIVATE HIRE INSPECTION FEES 2014**

Hackney Type Taxi Inspection Inc Meter	Private Hire Vehicle Inspection	Combined P.H. & Mot Test	Meter Test	Separate MOT
£64	£54	£65	£10	£54