

**REPORT FROM: PLANNING, ECONOMIC DEVELOPMENT AND
REGULATORY SERVICES MANAGER**

TO: TAXI LICENSING SUB-COMMITTEE

DATE: 9TH JULY 2019

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HACKNEY CARRIAGES AND PRIVATE HIRE VEHICLES DAILY VEHICLE CHECKS

PURPOSE OF REPORT

To consider the introduction of a requirement for daily vehicle checks to be carried out on all licensed vehicles.

RECOMMENDATION

That the introduction of daily vehicle checks, as set out, be recommended for approval to the Policy and Resources Committee.

REASON FOR RECOMMENDATION

To carry out checks and identify faults on a daily basis and to see an improvement in the standard of licensed vehicles.

BACKGROUND

1. At a meeting of the Licensing Committee held on 23 October 2018 it was agreed to carry out a consultation with members of the hackney carriage and private hire trade on a proposal to introduce a requirement for daily vehicle checks. The checks would be carried out and logged in a register to be made available for inspection by Council officers on request.
2. The reason why this matter is being considered is down to the poor standard of vehicles when carrying out spot checks.
3. The consultation letter, with a list of proposed checks, was sent out to 129 vehicle proprietors/operators in December 2018.

4. It was proposed that the checks would be undertaken by each driver of the vehicle on a daily basis and every time the driver changes shift.

ISSUES

5. Only one response was received back from a private hire operator who carries out mainly airport transfers/chauffer work. He objected to the daily checks or checks at each shift change and his vehicles were kept close to residential properties and a lot of his work started in the middle of the night and would disturb people when his drivers were checking the horn or sliding doors etc. He also thought it was impractical in the dark and when it was raining and might result in drivers just ticking the list and not carrying out a proper check.
6. The operator suggested it would be better to produce a weekly vehicle check sheet and place the responsibility on the operator or the person in charge of the business at that time to complete the check. If that was done you could do the checks in daylight at a time and place of your choice if the weather is bad.
7. With this objection in mind the following proposed policy is recommended for approval:-

PROPOSED POLICY

1. The private hire operator, the vehicle owner or the driver of the vehicle must ensure that the licensed vehicle has a daily safety check. A written record must be made of each safety check, details of faults recorded and when and what remedial action was taken. The record must be signed by the person undertaking the safety checks, and kept in the vehicle for a minimum of 10 days and then for a further six months by the private hire operator or in the case of a hackney carriage by the proprietor.
2. On being so required by a Police Officer or Authorised Officer the driver must produce, to that officer, the recorded daily checks kept in the vehicle and the operator or hackney carriage proprietor, on request by that officer, must produce those recorded checks in his possession and/or those kept in the vehicle.

CONCLUSION

8. Many of the faults on our licensed fleets are visual and a daily check would identify these faults ie lights out or defective tyres.
9. Vehicle lights can go out on a daily basis and therefore it is recommended that daily checks are carried out.
10. It maybe impracticable and difficult to enforce an inspection of the vehicle at each shift change.

IMPLICATIONS

Policy: None arising directly from the report.

Financial: None arising directly from the report.

Legal: None arising directly from the report.

Risk Management: None arising directly from the report.

Health and Safety: None arising directly from the report.

Sustainability: None arising directly from the report.

Community Safety: None arising directly from the report.

Equality and Diversity: None arising directly from the report.

APPENDICES

Draft check sheet

LIST OF BACKGROUND PAPERS

None

**Weekly Vehicle Check List
Hackney Carriages and Private Hire Vehicles**

VEHICLE PROPRIETOR:

Week Commencing:

Vehicle Registration: Plate No:

Checks carried out by

Checks – It is the responsibility of the private hire operator/vehicle owner/driver to complete the check list every day and must be kept in the vehicle for a minimum of 30 days and then for a further six months by the operator or hackney carriage owner.

Daily Checks	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Tyres: tread/pressure							
Handbrake/footbrake							
Suspension/steering ie knocking or rattling							
Fuel, oil and water							
Wheel security (nuts/studs missing)							
All seats and seatbelts							
Sundry items – steps, ramps, wheelchair anchor straps, swivel seats							
All doors/boot function Properly							
Lights, reflectors, horn (including activated warning lights)							
Driver's mirrors (intact and adjusted)							
First aid kit/fire extinguisher							
Door signs, no smoking stickers, insurance stickers etc and plates							
Signature of person carrying out inspection check							

Defect/Problems and date rectified

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

This form must be kept in the vehicle for 30 days and then by the Operator or hackney carriage proprietor in a file for inspection by the Police or Authorised Officers for at least 6 months

To be signed by the operator or in the case of a hackney carriage the vehicle owner at the end of each working week

Operator Signature:

Print Name:

Date: