



Manual of guidance regarding inspection tests carried out on Licensed Taxis & Private Hire Cars



Introduction

The purpose of the Taxi or Private hire vehicle test is to ensure that the vehicle presented for test is of an approved type, size and design for safe use as a Taxi in terms of Section 10(2) of the Civic Government (Scotland) Act 1982 (“the 1982 Act”).

The Licensing Authority is entitled to consider the convenience and travelling needs of the general public, as well as public safety. Vehicles will therefore be required to meet a higher standard than that set down by the entirely separate DVSA MOT test.

The Licensing Authority has approved Licence and policy conditions in relation to vehicle standards, over and above those contained in the DVSA MOT test and can consider any deficiencies in the condition of the vehicle when deciding whether or not an application will be granted or if a vehicle is fit to remain in public service.

All vehicles over one year old must have a current MOT certificate which must be produced at time of test.

This manual ONLY refers to the additional criteria required by the conditions and policies of the licensing authority for taxis and private hire vehicles which are tested in terms of the above licensing legislation and could be subject to change. The vehicle will also be tested to MOT standards which will be covered in separate DVSA guidelines.

It is possible that a vehicle could pass its DVSA MOT test and then fail the Taxi/Private hire vehicle test. This ordinarily would be due to the additional specific taxi/ private hire vehicle

requirements of the test.

If during the test a serious defect is discovered, the examiner must suspend the licence as the vehicle is deemed unsafe for the carriage of passengers. It would also be recommended that the vehicle should not be driven on the road until the defect is remedied.

Where the vehicle is unsafe for the carriage of passengers, the Licensing Authority cannot permit it to be used as a taxi or private hire vehicle.

Should any dispute arise in connection with the test, the Workshop Coordinator will be on site to resolve any issues there and then.

A right of appeal exists in respect of vehicular defects, only if a licence application has been refused on that basis or once a vehicle is deemed to be suspended by the Licensing Authority due to its unsuitability in terms of Paragraph 11 to Schedule 1 of the 1982 Act.

NOTE - THE REQUIREMENTS LAID OUT IN THIS MANUAL APPLY TO BOTH LICENSED TAXIS AND PRIVATE HIRE VEHICLES WITH TWO EXCEPTIONS:

- SECTION 3. TAXI METER - DOES NOT APPLY TO PRIVATE HIRE VEHICLES NOT FITTED WITH A TAXI METER
- SECTION 5. ROOF SIGNS - DOES NOT APPLY TO PRIVATE HIRE VEHICLES

Where a vehicle has failed a Taxi/Private hire vehicle test, or a licence has been suspended the front and rear Taxi/Private hire plates will be removed and retained at the Taxi Inspection Centre until the vehicle has passed its Taxi/Private hire vehicle test or any repaired fault is verified by the Taxi Inspection Centre.

The vehicle cannot be used as Taxi or Private Hire Car whilst the licence plates are removed.

1. Vehicle type

Requirement	Method of Inspection	Reason(s) for failure	Test result
The vehicle must be on the Approved vehicle list provided by the Licensing Authority.	Confirm the vehicle is on the Approved vehicle list	Vehicle is not listed on vehicle approval list	Vehicle will not be tested if not on the Approved Vehicle List

2. Performance

Requirement	Method of Inspection	Reason(s) for failure	Test result
Road test (only to be undertaken if the Examiner is satisfied that the vehicle is in a roadworthy condition and has a current MOT)	Carry out a road test over an authorized road test route, check performance and noise levels	<p>If a vehicle has been road tested but the tester knows a more efficient operation is normally obtained for the type of vehicle</p> <p>Noise levels are in excess of what the tester knows are normal for the type of vehicle</p> <p>The speedometer is not working correctly on road test</p> <p>Vehicle not road tested as examiner is not satisfied that the vehicle is in a roadworthy condition or there are warning lights on the dashboard</p>	<p>Failed Test-</p> <p>Licence plates removed</p> <p>Vehicle off road until vehicle has been re-tested</p>

Requirement	Method of Inspection	Reason(s) for failure	Test result
Gear box, drive shafts & bearings	Check noise levels	Abnormal noises from the engine, transmission, drive shafts or bearings	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

3. Taxi meter

Requirement	Method of Inspection	Reason(s) for failure	Test result
The taxi meter requires to be checked for security and accuracy.	Check that a taxi meter is complete and correctly fitted in an approved position (a position where it can be readily seen by passengers and is not subject to interference whilst in use)	Fitted in a position not approved by the Licensing Authority, is insecure or obscures the forward vision of the driver	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
	Test for accuracy with respect to distance and time over known distance.	Found to be inaccurate regarding distance or time	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
	Check for the presence of taxi meter seals and that they are in a satisfactory condition and of the correct type	Seals missing or not in a satisfactory condition or of the correct type	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

4. Taxi plate

Requirement	Method of Inspection	Reason(s) for failure	Test result
All licence plates must be fixed securely in an approved position (centre or offside of the bumper or offside of the boot lid or rear door)	Check that all licence plates are securely fitted to an external surface in an approved position	Licence plates missing or not affixed securely to an external surface in an approved position (not on a tow bar or tow eye/hook)	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
The licence plates must be in good condition, legible, visible and not defaced or altered	Check condition of all plates fitted	Licence plates insecure, letter(s) or figure(s) missing or incomplete. Plate faded, dirty, deteriorated or obscured (fully or in part)	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

5. Roof signs (Taxis only)

Requirement	Method of Inspection	Reason(s) for failure	Test result
Roof sign shall be of size and type as approved by the Licensing Authority	Check that the sign is the correct size and meets the licensing requirement (roof sign may be affixed on any safe & secure position on the roof or be securely fixed to a roof bar which must also be safely & securely fixed to the vehicle).	Sign is incorrect size or otherwise contravenes licensing requirement	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
Roof sign must have connected wiring, be wired safely and illuminate when required	Check for tidy installation i.e. no loose wires, protruding screws etc.	Untidy installation i.e. loose wires, protruding screws etc.	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

Requirement	Method of Inspection	Reason(s) for failure	Test result
	Check roof sign wiring is connected, is safe and that it illuminates with meter operation.	Roof sign is not connected, the connection is unsafe, and/or it cannot be illuminated (50% or more of roof sign bulbs do not illuminate)	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

6. Engine cooling system

Requirement	Method of Inspection	Reason(s) for failure	Test result
The engine cooling system should be in good condition and fully operational	Examine the condition of the whole cooling system including the radiator, coolant pump, drive belts (including pulleys for security), deterioration and completeness	A cooling system component which is insecure, deteriorated, missing or inoperative Coolant leak which deposits any coolant on the ground during the test forming a pool of more than 10mm in diameter	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

7. Bodywork

Requirement	Method of Inspection	Reason(s) for failure	Test result
When possible, the vehicle should be inspected under natural light and not under fluorescent light	Examine bodywork for: sharp or protruding edges body panel of different colour to vehicle's original colour	Any bodywork with sharp or protruding edges likely to cause injury to a pedestrian or other road user Any body panel not matching the vehicle's original colour e.g. blue door on a red car or not the same colour from panel to panel	New application or substitution vehicles will be failed if bodywork requires repairs.

Requirement	Method of Inspection	Reason(s) for failure	Test result
Bodywork should be clean and free from dents and scratches	Check for minor Bodywork issues such as scratches, dents or dirty bodywork Damage not contained in a 5 cm (2 Inch) radius	Scratches, dents or other irregularities or repair which is not properly painted and finished, the vehicle exterior is not clean or any damage not contained in a 5 cm (2 Inch) radius	Vehicles failing bodywork inspection during annual test get one calendar month from failure to repair then are to be checked at test Centre.
All panels & trim should be secure	Check for insecure panels or trim	Insecure panels or trim	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

8. Lights

Requirement	Method of Inspection	Reason(s) for failure	Test result
Reverse lamps should be fitted as per manufacturer's specification	Check that a reverse lamp is working and that lamps are illuminated when vehicle is in reverse gear	Reverse lamp is missing, does not emit a steady white light or emit a light other than white whilst in reverse gear. Is incomplete, not in good working order or not visible from a reasonable distance. Is insecure, obscured or not facing to the rear.	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
All other lamps must be operational and free from damage	Check lights do not flicker when tapped lightly	Flickers when tapped lightly by hand or is adversely affected by the operation of any other lamp	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

Requirement	Method of Inspection	Reason(s) for failure	Test result
Warning Lamps (Dashboard)	Check no warning lamps are illuminated	Warning Lamp illuminated	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

9. Oil leaks

Requirement	Method of Inspection	Reason(s) for failure	Test result
Engine and transmission should be clean and free from leaks	Check the engine and transmission for leakage of any type of oil	Any oil leak which deposits oil on the ground during the test which forms a pool greater than 10mm diameter in a five-minute period or a number of leaks which collectively would deposit oil at the same rate.	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
	Check without operating anything other than the engine which may be run at tick-over speed	Any leak which when the vehicle is in motion could compromise the health and safety of its passengers.	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
	Check there are no temporary repairs for oil leakage	A temporary means of preventing leaked oil reaching the ground	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

10. Mirrors

Requirement	Method of Inspection	Reason(s) for failure	Test result
All manufacturers' fitted mirrors are to be present. An interior rear-view mirror is to be securely fitted in the correct position and must be in a suitable condition	Check the presence, security, condition and visibility of all mirrors	Any of the required mirrors not present or securely fixed. Deteriorated or cracked mirror lens	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

11. Tyres

Requirement	Method of Inspection	Reason(s) for failure	Test result
All road wheels and tyres must be of the same type, size and width. Tyres (including spare where present) should have not less than 1.6mm tread depth	Check the tread pattern over the complete circumference of the tyre and that the tread depth meets the requirement using, as necessary, a depth gauge for testing around the entire outer circumference of the tyre	The grooves of the tread pattern are not at least 1.6mm throughout a continuous band comprising the central three-quarters of the breadth of tread	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
All tyres must be fitted as per the manufacturer's instructions If a licenceholder chooses to fit directional tyres they must be fitted as per the tyre markings, "inside" & "outside" markings must be observed	Check the tyres are fitted as per manufacturer's instructions (either from handbook or check online)	Incorrectly fitted tyres	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

Requirement	Method of Inspection	Reason(s) for failure	Test result
<p>A spare wheel or breakdown kit must be carried in all vehicles except those fitted with run-flat tyres.</p> <p>Where run-flat tyres are fitted and the tyre pressure warning light is illuminated the vehicle must not be used to carry passengers</p>	<p>Check spare wheel or breakdown kit is carried. If vehicle has run-flat tyres check the tyre pressure warning light is not illuminated</p>	<p>No spare wheel or breakdown kit is carried (if vehicle does not have run-flat tyres) or tyre pressure warning light is illuminated where vehicle has run-flat tyres</p>	<p>Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested</p>
<p>Where present spare wheel & tyre must be stored securely in the correct location. Spare tyre MUST be Bi-Directional. Space saver wheels are allowable but may only be used when no passengers are carried.</p>	<p>Check security and serviceability to the same standards as fitted tyres, check size & specification and ensure bi-directional fitting.</p>	<p>Spare wheel & tyre not secure or of insufficient standard, specification differs, of different size to fitted tyre (unless Space Saver) or not Bi-Directional</p>	<p>Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested</p>
<p>Where breakdown kit is carried instead of spare wheel it must include sealant liquid and an air compressor</p>	<p>Check breakdown kit has the required sealant and air compressor</p>	<p>No sealant or compressor or sealant has been used and not replaced</p>	<p>Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested</p>

12. Interior

Requirement	Method of Inspection	Reason(s) for failure	Test result
The vehicle should be submitted for the inspection clean and free from damage and in a condition which would be acceptable to be hired by members of the public	Check interior trim for excessive wear and correctly fitted items	Incorrectly fitted or missing trim or accessories or excessive wear	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
	Check passenger controls for correct operation, damage and security as well as tidy & safe wiring	Inoperative or damaged passenger controls including sharp edges, insecure accessories or fittings, loose, dangerous or untidy wiring	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-inspected
Seats	Check the condition, security and cleanliness of seats	A seat which is insecure, damaged or weakened so that the damaged seat structure or covering could endanger passengers or damage their clothes Seats with covering(s) in such a condition that they are likely to soil passengers clothing or headrests insecure or missing	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
Seatbelts	Check that all seats have correct seatbelts fitted and that all are secure and in good condition and in good working order	Seatbelts not securely fixed, cut, damaged or worn or seatbelt attachment damaged or deteriorated	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested

Requirement	Method of Inspection	Reason(s) for failure	Test result
Interior Lights	Check the interior lights are in working order	Any interior light not in working order	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
Interior Surface	Check interior surfaces including roof linings, side panel covering and carpets for cleanliness, condition and security	Insecure or damaged so that they are likely to injure passengers or contaminated so that they are likely to soil passenger's clothing	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
Opening windows	Check all opening windows can be opened from the relevant controls	A driver's or any passengers window cannot be opened from the relevant control	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
Heating and Demisting	Examine presence, condition and operation of heating and demisting equipment. A system with variable speed control must be operable in all speeds as designed	Missing, inoperative or ineffective demisting, heating or cooling equipment	Failed Test - Licence plates removed Vehicle off road until vehicle has been re-tested
No Smoking Signs	No Smoking signs should be present showing inside and outside vehicle	No signs showing or illegible	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-inspected

Requirement	Method of Inspection	Reason(s) for failure	Test result
Handrails/handholds	Handrails / handholds must be provided for passengers entering / exiting the vehicle and when maneuvering inside the vehicle to a seat.	Manufacturer fitted handrails/handholds have been removed	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
Steps (where required)	Steps shall be designed to be slip resistant, minimise tripping risk and have a contrasting band along the front edge of 45mm - 55mm	Manufacturer steps removed, no steps present or any steps without contrasting band along edge, contrasting band is more than 55mm wide and/or is located anywhere on the step other than the front edge (the contrasting band does not require to be slip resistant at this width or less)	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-tested
Advertising is only allowed on front doors and roof sign of taxis. Company name, telephone Number or email address only	Visual	Advertising outside prescribed areas	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-inspected
Fire Extinguisher	Check that the fire extinguisher is of the correct type and is securely fitted in a position easily accessible by the driver	Missing, inaccessible, discharged, incorrect type, in an obviously poor condition	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-inspected

Requirement	Method of Inspection	Reason(s) for failure	Test result
	If the extinguisher is hidden from view the position must be clearly marked in view of the driver and passengers	No notice of position is present (where hidden from view), Insecure	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-inspected
	They must contain foam or powder and be marked BSI approved and not be expired. Minimum 1kg	No BSI approved fire extinguisher present or it's expired	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-inspected
CCTV	Any vehicle with a CCTV system must have a sign (adhesive label) displayed which is clearly visible to any passenger stating "CCTV in operation"	Sign not present or not visible to any passenger	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-inspected
Tariff Card Current taxi Tariff Card must be present and clearly available for viewing by passengers	Tariff card should be carried in vehicle, be current and clearly visible and available to passengers	Not in vehicle or not clearly available to passengers	Failed Test- Licence plates removed Vehicle off road until vehicle has been re-inspected

NOTE: The above is intended to provide a clear and concise list of the additional aspects of the inspection test which shall require compliance. It is not an exhaustive list and any additional faults which would lead to an MOT failure, or are of concern to the tester, may also result in the vehicle failing the Taxi/PHC test on public safety grounds or for the breach of a licensing condition.

Fees

The following fees will apply

Activity	Fee
Random Test (following failure of annual test or Council M.O.T. only)	£30
Retest (following on from Annual, Random, Spot checks or substitution) (This fee will be charged if any vehicle must be connected to any testing equipment or needs to be checked on a ramp)	£100
Substitution (test and plate)	£40
Substitution (plate only)	£25
Substitution admin fee	£30
Replacement plate	£15
Failure to attend a pre-arranged test	£15
Failure to attend appointment to collect licence plates	£15
Resealing of meters	£15