

# Hackney carriage and private hire vehicle maintenance best practice guidelines



The Council is concerned about the failure rate of licensed vehicles being inspected by the Council's test centre. To help address this issue, the Council's licensing officers have prepared these hackney carriage and private hire vehicle maintenance best practice guidelines for vehicle proprietors. It is important to note that these guidelines are produced to provide assistance to vehicle proprietors in ensuring that hackney carriages and private hire vehicle remain fit for use at all times when they are licensed, but are not compulsory. They do not replace the responsibility of proprietors in relation to vehicle maintenance and only provide guidance. However, when considering matters relating to the fitness of vehicles the Council will take into consideration whether or not the guidelines are being followed.

## ▪ **Vehicle Maintenance Log Book (the maintenance log book)**

A maintenance log book with the registration number and licence number of the vehicle on it should be kept in each licensed vehicle and the matters in these guidelines should be recorded in it.

## ▪ **Repairs and Maintenance**

Where any repair or maintenance is carried out on or to the vehicle, a record shall be kept in the log book together with the details of the person carrying out that repair or maintenance.

## ▪ **Servicing**

Vehicles should be serviced in accordance with the vehicle manufacturer's recommended service schedules. The services should be recorded in the maintenance log book together with details of the person carrying out the service.

## ▪ **Faults**

If a vehicle is found to have a fault, it should be recorded in the maintenance log book straight away and steps should be taken to repair it as soon as is possible. A licensed vehicle should not be used whilst it is faulty.

## ▪ **Daily Inspections**

Before a vehicle is used, the driver should inspect the vehicle to make sure that it is fit for use and record that inspection in the maintenance log book. It is recommended that such an inspection should include the following:

- Check all obligatory lights to ensure that they are working correctly;
- Check that all dashboard warning lights are working correctly;
- Check that the direction indicators are working correctly;
- Check that the windscreen wipers are working and are free from faults;
- Check that there is sufficient water in the windscreen washer reservoir;
- Check the oil levels are correct;
- Check to coolant levels are correct;
- Check the brake fluid levels are correct;
- Check the power steering fluid levels are correct;

- ☑ Check for fluid leaks;
- ☑ Check the wheels are not damaged;
- ☑ Check the tyres for wear and pressure;
- ☑ Check the spare wheel for damage and the tyre for wear and pressure;
- ☑ Check the outside of the vehicle to make sure it is clean and free from faults;
- ☑ Check the inside of the vehicle to make sure that it is clean and free from faults;
- ☑ Check that the vehicles horn is working;
- ☑ Check that the heater, demister and rear screen heater are working;
- ☑ Check the boot to make sure that it is clean and able to carry passenger luggage;
- ☑ Check that the vehicle has a working fire extinguisher;
- ☑ Check to make sure that the vehicle complies with the Council's licence conditions;
- ☑ Where the vehicle is fitted with a taximeter, check that the meter is working correctly;
- ☑ Where the vehicle is a private hire vehicle and is fitted with an approved taximeter, check that the table of fares is displayed and where the vehicle is a hackney carriage check the table of fares is displayed.

This list is not exhaustive and there may be other items that proprietors may wish to include. When the check has been carried out and any faults found, they must be recorded in the maintenance log book. A faulty vehicle should not be used until the fault(s) have been repaired.

#### ▪ **Other Inspections**

It is recommended that following the Council examination the vehicle should be examined at least every eight weeks or after 3500 miles whichever is the sooner. This examination should be done by a competent person to make sure that it has no faults and is fit for use as a hackney carriage or private hire vehicle. Details of those inspections and the person doing them should be recorded in the maintenance log book.

#### ▪ **Suspected Faults**

Where a licensed vehicle is suspected of being faulty and it is not clear what the fault is, an entry should be made in the maintenance log book. The vehicle should then be examined as soon as possible by a competent person to find out if the vehicle has a fault. Details of the examination, its finding and the actions to repair any fault found should be recorded in the maintenance log book together with details of the person carrying out the inspection.

*April 2016*