

VEHICLE INSPECTION CHECKLIST

A taxi /private hire vehicle shall be either

- (a) a saloon or estate car with four doors, an internal luggage capacity of not less than 11.5 cubic feet, shall measure at least 48" across the back seat and shall be large enough to carry no fewer than four and no more than five passengers (the seating capacity to be determined in accordance with Regulation 42 of the Road Vehicles (Registration and Licensing Regulations 1971); or
- (b) a vehicle permanently adapted to carry up to eight passengers, with transverse seats in an approved layout and use for hire or reward
- (c) a motorised tricycle (with an unladen weight exceeding 450 Kg i.e. class 4) with European Whole Vehicle Type Approval or equivalent national approval specified in terms of The Road Vehicles (Approval) Regulations 2020 (or any equivalent replacement legislation).

All applicants must ensure before a vehicle is presented for test that the bodywork and interior are clean, also the engine and other mechanical parts are free from excessive amounts of oil, grease and dirt, so as to enable a full and proper inspection to take place.

A vehicle that fails to comply with the above may not be tested and another date and time may be issued for which an extra fee may be due. If the test is underway before any of the above is found the vehicle may fail the test for inability to complete test.

The test will follow MOT procedures, but will be with a view that any mechanical, body, interior or other part covered by the test will last safely between yearly tests.

1. Documents – You require to bring to the testing centre

- (a) Certificate of Insurance (in name of owner/operator)
- (b) Registration Document (in name of owner/operator)
- (c) A valid MOT for vehicles more than 12 months old
- (d) Yearly Fee Receipt

2. Emission

- (a) Petrol engines (all)
- (b) Diesel engines (all)

Note No liability will be accepted by Angus Council, Tayside Police or any employee of the aforementioned for any engine damage due to timing belt failure during diesel emission testing.

3. Lights

All lights, lamps, lenses will be complete, clean, free from cracks, chips, holes, discoloration and moisture build up.

- (a) Head lamp main/dip (alignment and tell tale)
- (b) Front and rear side lights (Ign. on/off)
- (c) Brake lights
- (d) Reverse lights
- (e) Fog lights (inclusive tell tale)
- (f) Rear reflectors

- (g) Number plate lamps
- (h) Direction indicators, repeaters (inclusive tell tale)
- (i) Hazard lights (Ign. on/off inclusive tell tales)
- (j) Passenger compartment light

4. Steering

Checked for play, adjustment, stiffness, condition, security, wear, alignment and damage.

- (a) Steering wheel
- (b) Steering column and bushes (top and bottom)
- (c) Steering box, idlers, mountings, drag links, ball ends, king pins etc.
- (d) Steering rack, rubber boots, clips, mountings, linkages
- (e) Steering rack, ball ends, ball joints and dust covers of ball joints
- (f) Power steering as above including leakage and pipe work routing.

5. Suspension

For play, adjustment, leakage, ride height, security, wear and damage.

- (a) Road springs front and rear inc. bump stops
- (b) Mountings and bushes for rubber to metal bonding failure and splitting
- (c) Suspension ball joints and links inc. dust covers
- (d) Fluid/gas suspension inc. pipe work, operation levers and pumps
- (e) Shock absorbers inc. mounting points and bushes

6. Wheels - Tyres - Hubs as listed

- (a) Wheel rims size, type, damage
- (b) Tyres size, rating, damage, punctures, wear, rotation
- (c) Spare wheel, as (a) and (b) above
- (d) For new vehicles with no spare tyre - a Tyre Repair Kit must be available for inspection
- (e) Wheel trims to be fitted where applicable in good clean and uniform condition
- (f) Wheel bearings front and rear for play, noise and security

7. Brakes

For leaks, operation, security, excessive wear, corrosion, binding.

- (a) Footbrake efficiency
- (b) Footbrake pedal rubber for cuts, wear
- (c) Handbrake efficiency
- (d) Handbrake cable

- (e) Pipework metal and rubber/flexy
- (f) Master cylinder reservoir cap
- (g) Brake discs, pads, drums, shoes where visible

8. Drive shafts as listed

- (a) C/V joints for excessive play, noise
- (b) C/V boots for security, leakage and excessive deterioration of rubber boots where leakage may soon occur
- (c) Propshafts for condition of mounting points, bearings, spliced joints and rubber doughnuts.

9. Bodywork and Chassis as listed

- (a) Chassis members for excessive corrosion, damage, security
- (b) Inner wings for excessive corrosion, damage, security
- (c) Floor panels for excessive corrosion, damage, security
- (d) Sills inner and outer for excessive corrosion, damage, security

10. Exterior Body and Paintwork as listed

- (a) Doors for rust, corrosion, operation, dents, chips, scratches
- (b) Boot lid for rust, corrosion, operation, dents, chips, scratches
- (c) Bonnet for rust, corrosion, operation, dents, chips, scratches
- (d) Bumpers for cracks, security, scratches, dents
- (e) All other painted surfaces for corrosion, dents, scratches
- (f) All exterior trims for completeness, security, corrosion, scratches, peeling

Note: All painted surfaces including repairs shall be of a uniform colour, professionally finished and include clear lacquer top coat on metallic paint.

11. Vehicle Interior and Boot as listed

- (a) Seats for security, operation, cuts, burns, stains, abrasive edges
- (b) Seat covers for security, uniform type and colour, cuts, stains, wear, burns
- (c) Carpets and mats clean, intact (not excessively worn)
- (d) Door trims clean, intact, secure and of a uniform type and colour
- (e) All other trims/covers clean, intact and serviceable, not excessively worn
- (f) Windows and wipers working and intact.

12. General

- (a) Engine, gearbox, and diff for security, any leakage (oil/water), excessive noise, judders or misfires
- (b) Suspension for any excessive noise, knocking or vibration
- (c) Fuel system for leakage, security, condition

- (d) Windscreen free from any cracks, chips, defects
- (e) Wipers/washers for operation, security, type
- (f) Seat belts, all operation, cuts, tears, fraying, security, completeness
- (g) Interior gauges for operation including tell tale lamps
- (h) Registration plates free from cracks, separation, discoloration
- (i) Clutch pedal rubber for excessive wear, cuts and security
- (j) Radio aerial intact or removed and suitably blanked off
- (k) Passenger forward restraint bar (where fitted), free from defects
- (l) Two way driver/passenger communication system, including headsets, required for Tricycles, fully functional.
- (m) Passenger foot plates, required for Tricycles, secure, prevent feet and ankles passing through, non-slip surface, no trip hazard or sharp edges.
- (n) Passenger head restraints, required for Tricycles, complete, cuts, tearing.

13. Requirements

- (a) Fire extinguisher, minimum of 1kg dry powder type, to be fitted via a suitable fastener in the driver/front seat passenger compartment of the vehicle and must comply with BS7863/BSEN3.
Every extinguisher must be inspected/serviced annually by an accredited person or company and a current certificate of service produced.
- (b) First Aid Kit which complies with HSE recommendations and Health & Safety First Aid Regulations, 1981.
In respect of vehicles licensed to carry up to 5 passengers - Scale 1.
In respect of vehicles licensed to carry more than 5 passengers - Scale 2.
- (c) Owner/operator name and licence number. Lettering to be not less than 1" and not more than 3 1/2" in height and of proportionate breadth in a colour conspicuously different from the ground colour of the vehicle. If the numbers and letters are not painted on to the doors themselves then only numbers and letters printed on adhesive backgrounds may be used on taxis/private hire cars. Magnetic Lettering is Not Permitted.

J BLOGGS T1000 (for taxi car/bus)
J BLOGGS PH1000 (for private hire car/bus)
- (d) Licence plate to be complete, legible and affixed to the LH or RH side rear of vehicle at bumper height or similar
- (e) Roof signs (taxi/taxi bus only)

All vehicle signs should be white or yellow in colour and shall be centrally mounted on the roof of the vehicle in a position approved by the licensing authority or its agent.

Any writing on the sign should be black in colour.

The sign must be capable of being internally illuminated.

The sign should be electrically connected to the taxi meter and should be illuminated when the taxi meter is switched on and the taxi is available for hire.

The illumination of the sign should be extinguished when the meter is activated on hire of the taxi.

Two sizes of taxi sign are permitted – REGULAR size for all car-sized taxis (maximum 4 passengers) and LARGE size for all MPVs and minibuses (more than 4 passengers).

With regards to REGULAR sized taxi signs, the following conditions will apply: -

All dimensions given should be considered as maximum permitted.

When viewed from the front of the vehicle, the sign should be no more than 450 mm wide, 150 mm high and should only have the single word "TAXI" visible, written in black with lettering no more than 125 mm high.

When viewed from either side of the vehicle, the sign should be no more than 150mm wide. No lettering is allowed on the side of the sign.

When viewed from the rear of the vehicle, the only visible wording allowed on the sign is the licence holder's name and telephone number.

The licence holder's name should be no greater than 25 mm in height. The telephone number should be no greater than 100 mm in height.

With regards to LARGE sized Taxi signs, the following conditions will apply: -

All dimensions given should be considered as maximum permitted.

When viewed from the front, the sign should be no more than 900 mm wide, 175 mm high and can only have the single word "TAXI" written in black with lettering no more than 125 mm high.

When viewed from either side of the vehicle, the sign should be no more than 150mm wide. No lettering is allowed on the side of the sign.

When viewed from the rear of the vehicle, the only visible wording on the sign allowed is the licence holder's name and telephone number.

The licence holder's name should be no greater than 25 mm in height. The telephone number should be no greater than 100 mm in height.

14. Meter and Test

- (a) Meter to be safely and securely fixed to vehicle in full view of all passengers
- (b) Meter fare lamp and glass in full working order, clean and scratch free
- (c) Fare card to be displayed at all times in a suitable position so as to allow easy reading if read by a passenger
- (d) Fares for distance check
- (e) Waiting time checked

Note: All repair work to have a professional finish. Repair work to body panels involving welding to be left exposed in order that standard of weld repair can be inspected before final finish.