



SOUTH DERBYSHIRE DISTRICT COUNCIL

**LOCAL GOVERNMENT (MISCELLANEOUS
PROVISIONS) ACT 1982**

PRIVATE HIRE VEHICLE TESTING MANUAL

Issue 2: April 2018

Items in addition to the Ministry of Transport test for Class IV vehicles. Please note that there will be no evidence of play in any mechanical parts covered by the Ministry of Transport Test the only exception shall be where play is a design feature of the vehicle.

1. Electrical equipment

1.1 Wiring	Inspect fuses and exposed wiring for undue corrosion and chaffing
Failure Criteria	<ol style="list-style-type: none"> 1. Visible wiring is corroded or chaffed and in the opinion of the tester a short circuit is likely to occur. 2. Visible wiring is joined, terminated or connected to another component using non- industry standard methods.
1.2 Battery	Inspect for security, corrosion and leaks
Failure Criteria	<ol style="list-style-type: none"> 1. Battery mountings are corroded to such an extent that the battery may break loose. 2. Battery is not anchored securely (in accordance with the manufacturer's specification). 3. Casing of the battery is likely to allow electrolyte to escape.
1.3 Starter motor	Test for security
Failure Criteria	<ol style="list-style-type: none"> 1. Starter motor is not mounted securely (in accordance with the manufacturer's specification).
1.4 Warning and 'tell-tale' lights	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Any warning light does not illuminate correctly. (The failure of a 'tell tale' light shall be recorded as advice) 2. Any warning light remains illuminated ie. Engine Management, that identifies a potential serious malfunction.
1.5 Interior Lights	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Interior and courtesy lights, where fitted, are not operative.
1.6 Exterior Lights	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Lamp lens insecure or damaged 2. Lamps inoperative 3. Shows light of wrong colour, missing, dim, obscured, affected by operation of another lamp, intermittent, flickers when tapped, incorrectly positioned, deteriorated, incorrectly fitted, broken

	4.Head lamp aim too high/too low or too far to the right or left
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2. Engine

2.1 Mountings	Test for security
Failure Criteria	<ol style="list-style-type: none"> 1. Engine is not secured to the engine mountings. 2. Engine mounting is fractured or deteriorated 3. Integrity of one or more of the engine mounting brackets has failed.
2.2 Oil leaks	Inspect for excessive leaks
Failure Criteria	<ol style="list-style-type: none"> 1. No oil should leak from the engine or gearbox during the time taken to complete the test. (evidence of oil on the engine or the underside of the vehicle does not in itself indicate the presence of a leak) It is expected that any build up of oil deposits are removed to prevent unnecessary confusion, as the tester can only assume that an oil leak is present to account for the oil deposit which in turn may result in a failure of the test.

3. Cooling system

3.1 Hoses	Inspect for perished, damaged or leaking hoses
Failure Criteria	<ol style="list-style-type: none"> 1. Any hose which is visible in the engine or the passenger compartment is perished or damaged or is leaking.
3.2 Heater and ventilation	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Heater does not perform its function to warm the passenger compartment or demist the windscreen. 2. Heating and ventilation system cannot be adjusted from cold to hot and that any fan assistance does not function. (Failure of the air-conditioning system, if fitted, to function shall be recorded as advice).

4. Transmission

4.1 Drive shaft (rwd only)	Test for undue play etc
Failure Criteria	<ol style="list-style-type: none"> 1. Drive/propeller shaft damaged 2. Universal joints are damaged or excessively worn or that the mountings are insecure.

	<p>3. Flange bolts loose or missing</p> <p>4. Carrier bearing badly worn, damaged or mounting insecure.</p>
4.2 Drive shaft (fwd)	Test for undue wear etc
Failure Criteria	<p>1. Constant velocity joint gaiter missing or excessively damaged, deteriorated or insecure to the extent that it would no longer prevent the ingress of dirt etc.</p> <p>2. Drive shaft constant velocity joint excessively worn or insecure</p> <p>3. Drive shaft coupling excessively worn or insecure</p> <p>4. Drive shaft flexible rubber or fabric coupling unit severely cracked or breaking up</p> <p>5. Drive shaft flexible rubber or fabric coupling softened by oil contamination, insecure or fouling any other part of the vehicle.</p> <p>6. Drive shaft bent or damaged</p> <p>7. Insecure or fractured fastener securing a drive shaft coupling bearing</p> <p>8. Drive shaft support bearing excessively worn.</p>
4.3 Gearbox Mountings	Test for security etc
Failure Criteria	<p>1. Gearbox mountings are insecure or corroded so as to be likely to fail.</p>

5. Clutch (if fitted)

5.1 Operation of mechanism	Test for satisfactory operation
Failure Criteria	<p>1. Clutch 'judders', 'grabs' or 'slips' outside normal limits when operated.</p>
5.2 Linkage	Inspect for undue wear
Failure Criteria	<p>1. Linkages are damaged, worn, incorrectly fitted or likely to fail.</p>
5.3 Hydraulics	Inspect for undue corrosion and leaks
Failure Criteria	<p>1. Components of the system are damaged, worn, insecure, fractured, incorrectly fitted or leaking</p> <p>2. Pipes and fittings are corroded and are likely to fail.</p>

6. Suspension/Steering

6.1 Suspension/steering system	Inspect for undue wear
Failure criteria	<ol style="list-style-type: none"> 1. Any part of the suspension/steering system is fractured, weak, displaced, distorted, damaged, repaired by welding, missing, broken, excessively worn, seriously weakened by damage, leaking, fouling other components or insecure. 2. Excessive 'free' play at steering wheel/shift.

7. Chassis

7.1 Chassis	Inspect for deterioration and weak parts around structural fastenings and jack points
Failure Criteria	<ol style="list-style-type: none"> 1. Likely to affect control of the vehicle. 2. Detachment imminent

8. Fuel system

8.1 Fuel Tank and Pipes	Inspect for security, corrosion and leaks
Failure Criteria	<ol style="list-style-type: none"> 1. Any parts of the fuel system are damaged, worn, incorrectly fitted or not securely mounted 2. System leaks or is corroded and likely to fail. 3. Fuel tank filler cap and/or sealing arrangement is missing/defective. 4. Fuel pipe damaged, chafed or insecure.

9. Exhaust System

9.1 Exhaust System	Inspect for security, corrosion and leaks
Failure Criteria	<ol style="list-style-type: none"> 1. System is incomplete, insecure or leaking. 2. Exhaust silencer holed, missing or modified. 3. A catalytic converter or particulate filter missing where one was fitted as standard. 4. A silencer in such condition, or of such a type, that the noise emitted from the vehicle is clearly unreasonably above the level expected from a similar vehicle with a standard silencer in average condition.
9.2 Exhaust Emission	Inspect for excessive emissions
Failure Criteria	<ol style="list-style-type: none"> 1. Emissions test could not be completed. 2. Engine is idling at a speed clearly above its normal

	<p>idling speed</p> <p>3. Emits dense blue or clearly visible black smoke for a continuous period of 5 seconds at idle</p> <p>4. Emits excessive dense blue or clearly visible black smoke during acceleration which would obscure the view of other road users.</p>
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10. Instrumentation

10.1 Speedometer / Odometer	Test that they are working
Failure Criteria	<p>1. Speedometer not fitted, incomplete, cannot be illuminated, inoperative or cannot be readily seen by the driver.</p> <p>2. Speedometer and odometer are not working in a normal manner (For speedometer - including not 'jerking'. Must give a stable reading across the range) Note: This test may not be possible without a road test.</p>
10.2 Other Instrumentation	Test that they are working
Failure Criteria	1. Failure of any of the other instruments to work satisfactorily shall be recorded as advice

11. Speed limiters

11.1 Speed limiters (where vehicle type requires)	Test that they are fitted, secure and tamperproof
Failure Criteria	<p>1. A speed limiter not fitted or insecure.</p> <p>2. Actuating rods/cables disconnected or damaged to the extent that the operation of the speed limiter is obviously affected.</p> <p>3. Electrical wiring is obviously disconnected or can be easily disconnected by unauthorised means.</p> <p>4. Tamperproof device missing or defective, or showing evidence of obvious disturbance.</p>
11.2 Speed limiter Plate	Correct type fitted
Failure Criteria	<p>1. Speed limiter plate is missing, insecure or not in a conspicuous position.</p> <p>2. Speed limiter plate is not clearly and indelibly marked with the set speed or shows a set speed greater than that permitted.</p>

12. Vehicle exterior

12.1 Registration Plates	Inspect condition, position and specification
Failure Criteria	<ol style="list-style-type: none"> 1. Plates do not conform to legal requirements – position, colour, lettering etc 2. Plates are not in good condition, insecure or illegible.
12.2 Bumper Bars	Inspect for security
Failure Criteria	<ol style="list-style-type: none"> 1. Front or rear bars are missing 2. Either bumper bar is not securely mounted or damaged.
12.3 Doors and Locks etc	Test for security and operation
Failure Criteria	<ol style="list-style-type: none"> 1. Doors, bonnet or boot do not open and close easily from inside or outside the vehicle. 2. Door locking mechanism does not operate as designed. 3. Doors are not secure when shut/rubber seals missing or failing to prevent water penetration or draughts.
12.4 Windscreen	Inspect for scratches
Failure Criteria	<ol style="list-style-type: none"> 1. Scratches impair the driver's view through the windscreen. (in addition to MOT requirements). 2. Items attached to the windscreen i.e. Sat Nav/ Phone Holders obscure the view of the driver. 3. Windscreen is cracked, damaged, discoloured, obscure or insecure.
12.5 Mirrors	Legal requirements satisfied, good condition
Failure Criteria	<ol style="list-style-type: none"> 1. Mirrors are not securely mounted or that mirrors or housings/brackets are cracked, broken or corroded so as to distort any view to the rear due to vibration or otherwise.
12.6 Window Glass	Inspect to ensure safety glass is fitted
Failure Criteria	<ol style="list-style-type: none"> 1. Any window glass fitted to vehicle is not of the correct type 2. Windscreen is cracked, damaged, discoloured, obscure or insecure. 3. Any tinted glass does not comply with RTA requirements

	4. Any tinting is achieved via the application of film or spray
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13. Interior

13.1 Grab Handles		Test for security
Failure Criteria	1. Grab handles are not securely fitted. (grab handles should be present where they were fitted by the manufacture as original equipment)	
13.2 Seats/ upholstery/ carpets etc		Inspect for operation and general condition
Failure Criteria	1. Any 'tip-up' seats do not operate satisfactorily or any passenger seats insecure or frame fractured. 2. Driver seat loose on its mounting or frame fractured or seriously weakened, adjustment inoperative. 3. Seats, upholstery, trim and carpets are not in an acceptable state of cleanliness or are stained. 4. There are sharp edges or damaged items which may cause injury or damage to person or clothing etc. 5. Seat upholstery is excessively holed or 'threadbare', splits or tears, or that the interior springs of any seat fail to provide proper support. This will include any seat covers covering the original seat upholstery. 6. Unacceptable smells of vomit, food, damp or other contaminates.	
13.3 Floor Condition		Inspect for soundness
Failure Criteria	1. Floor is unsound or that it is not adequately covered by carpets or mats. 2. Floor covering is worn and may be hazardous to passengers.	
13.4 Window Openings		Test for satisfactory operation
Failure Criteria	1. Windows do not open and close easily and conveniently by the use of the mechanism fitted by the vehicle manufacturer	
13.5 Fittings		Test for satisfactory operation
Failure Criteria	1. Rear view mirror and/or glass missing, insecure or damaged. 2. Horn missing, insecure or inoperative.	

	3. Seat belts not fitted where legally required, wrong type of belt, not securely fixed, webbing damaged or deteriorating, faulty belt locking mechanism.
13.6 Vehicle modification	Check for vehicle modification
Failure Criteria	1. If vehicle has been modified since manufacture or last depot test and no Confirmation of Compliance notification from the DVSA.

14. Tyres/Axles

14.1 Spare Wheel/Tyres	Present
Failure Criteria	<p>1. Spare wheel is missing, bulging, fabric cut, fabric exposed, tread worn below 3mm</p> <p>2. Spare wheel/tyre do not satisfy the legal requirements for it to be used on the vehicle (Space saver spare wheels are permitted where these are specified by the manufacturer of the vehicle)</p> <p>3. Fractured, badly distorted or stud holes elongated.</p>
14.2 Tyres	Legal requirements satisfied
Failure Criteria	<p>1. Tyres fitted are of a different size or speed rating.</p> <p>2. Tyre tread depth is less than 2mm for any part of the whole of the tread area.</p> <p>3. Tyre walls are in contact, bulging or there is a break in the fabric or deep cut, underinflated or sitting incorrectly on rim.</p> <p>4. Hub cap missing (if fitted)</p> <p>5. Wheel hub fractured</p> <p>6. Wheel stub holes elongated or damaged</p> <p>7. Wheel stud or nut missing, loose, fractured.</p> <p>8. Tyre overloaded.</p> <p>9. Tyre fouling.</p>
14.3 Axles, stub axles and wheelbearings	Test for satisfactory operation
Failure Criteria	<p>1. Excessive lift in stub axles or swivel joints</p> <p>2. Axle or stub axles fractured or distorted</p> <p>3. Excessive free play or roughness in wheel bearings</p>

15. Brakes

15.1 Braking Efficiency	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Performance does not meet required standard requirements 2. Performance below normal expectation. 3. Does not operate on every road wheel. 4. Binding excessively, unbalanced, 'grabbing' or 'juddering'.
15.2 Hand brake lever	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Fractured, incomplete, seized or insecure 2. Fails to fulfil its function or failure imminent 3. Cannot be readily operated, travel impeded or excessive play 4. Insufficient reserve travel. 5. Pawl and/or ratchet worn
15.3 Foot brake pedal	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Fractured, incomplete, seized or insecure 2. Travel impeded or cannot be readily operated 3. Creeps to floor or is excessively spongy 4. Insufficient reserve travel 5. Anti-slip provision missing, loose, deteriorated or worn smooth.
15.4 Brake pad/discs	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Excessively worn, fractured, pitted or insecure

16. Miscellaneous

16.1 Washers and wipers	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Windscreen wiper missing, inoperative, blades worn, does not operate over an adequate area. 2. Windscreen washer not fitted, inoperative, system incomplete or inadequate.
16.2 Road Test	Test for satisfactory operation
Failure Criteria	<ol style="list-style-type: none"> 1. Unreasonable vibration through the steering. 2. Juddering or pulling when the footbrake is applied.

	<p>3. Unacceptable engine or transmission noise.</p> <p>4. Any evidence that there is a problem affecting the performance or reliability of the vehicle.</p>
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17. Licensing Requirements

17.1 Fire Extinguisher/First Aid	Correct type, fitted correctly and filled
Failure Criteria	<p>1 Fire extinguisher is not of the correct type (Currently 5A/34B Rating) and indelibly marked with the vehicle's registration number</p> <p>2. No fire extinguisher in the vehicle</p> <p>3. Fire extinguisher is not fully charged.</p> <p>4. No first aid kit which conforms to the Council specifications and is not indelibly marked with the vehicle's registration number in the vehicle.</p>
17.2 Signs	Check present and position
Failure Criteria	<p>1. Failure to display signs on both sides of the doors that include the following private hire operator name, telephone number and statement 'Advance Bookings Only'.</p> <p>2. Sign includes the words 'Taxi' or 'Cab'</p> <p>3. Signs not legible so as to be easily readable by members of the public.</p> <p>4. No other signs present unless approved by the Council in writing.</p> <p>5. No smoking signs not displayed.</p>
17.3 Fare Card	Present/position
Failure Criteria	<p>1. A Fare Card shall be present and correctly displayed in all Private Hire Vehicles that are fitted with a meter. Check meter is sealed and set to the fare table present. Make note of the serial number on the depot sheet.</p>
17.4 Licence Plates	Present/position/fitting
Failure Criteria	<p>1. Plate not displayed on the outside rear of the vehicle (unless exemption letter produced).</p> <p>2. Internal windscreen sticker not displayed.</p>

Bodywork Standards

Private Hire Vehicles

General

The Council requires private hire vehicles, which are licensed by it for the use of fare paying passengers to maintain a high standard of presentation. It is expected that a vehicle presented for inspection shall be washed and polished prior to test. The tester given the weather conditions evident at the time of test may exercise discretion.

Paintwork

The Council recognises that vehicle paintwork can deteriorate with time and that paintwork is easily damaged yet costly and difficult to repair. The conditions relating to the standard of the paint finish reflect this.

Uniform colour

Paintwork should be uniform in colour over the whole of the vehicle. Where repairs have been carried out best practice bodyshop techniques should be followed to ensure that the best colour match possible is obtained using recognised automotive re-finishing products.

Gloss finish

Paintwork should have a gloss finish over the whole of the vehicle. Where the paintwork has begun to fade due to age and the effects of ultra violet degradation over large areas of the vehicle and where it cannot be returned to an acceptable level of gloss by the use of 'cutting' compounds re-finishing may be required, particularly where a none uniform appearance results.

Poor workmanship

Repairs should be carried out to a high standard. Defects, which result from poor preparation or poor application of the paint finish, are likely to result in the vehicle **not** reaching the required standard. Such defects including runs, 'orange peel', 'fish eyes', dust in the paint, orbital sander marks, poor paint coverage, overspray etc. should not be evident when the vehicle is viewed in normal light conditions.

'Cosmetic' damage

The Council recognises that vehicles suffer minor 'cosmetic' damage during day-to-day use and that this type of damage can be the most difficult and the most costly to repair. The conditions reflect that this type of defect is inevitable on Private Hire Vehicles and permit areas of 'cosmetic' damage as detailed below subject to there being **no more than three** such defects on any panel and **no more than five** such defects on the vehicle.

Compliance with the requirements can be achieved by repairing only some of the defects where this is to the advantage of the proprietor.

- **Small dents**

Small dents, which fit completely inside the test template, will not cause the vehicle to fail the test unless the paint film has been broken and rusting is evident.

(Definition: A dent is where the bodywork has been deformed as a result of an impact or other contact and may or may not include damage to the paint film).

- **Rust spots**

A single rust spot or a group of rust spots, which fit completely inside the template, will not cause the vehicle to fail the test unless the metal is corroded and unable to withstand 'thumb' pressure without crumbling or permanent distortion. Perforation of the panel due to corrosion from the underside of the panel will result in failure of the test.

(Definition: A rust spot is a defect caused by oxidation of the metal due to a failure of the paint film to protect it but without obvious damage).

- **Flaking etc**

Areas of flaking paint or lacquer, which fit inside the test template, will not cause the vehicle to fail the test.

(Definition: Flaking is where an area of the paint or lacquer film loses its adhesion to the substrate due to poor preparation, contamination, water ingress etc).

Panels

A 'panel' is the roof, front wing, rear wing, front door (including 'A' pillar), rear door (including 'B' pillar), bonnet (including the area below the windscreen), boot or tailgate, sill, front panel (including bumper), rear panel (including bumper).

- **Replacement Panels**

Vehicles, which have been damaged and had replacement panels fitted, are acceptable as private hire vehicles provided that the repairs have been carried out to a high standard.

- **Fitting**

Replacement panels should be fitted to the vehicle manufacturers specification using approved fittings.

- **Alignment**

Replacement panels should be correctly aligned. They should be level with all adjacent panels and the gaps between panels should be uniform and similar to those between original panels.

Trim

Vehicle trim serves a number of purposes and can make a significant contribution to the overall appearance of the vehicle. Bearing this in mind, the Council accepts that some items of trim are delicate and damage easily, whilst others are designed to prevent panel damage and may themselves become damaged whilst performing that function.

- **Fixing**

All trim should be present, correctly aligned and fixed in accordance with the manufacturers specification.

- **Damage**

'Scuffing' etc of 'protective' trim will not cause the vehicle to fail the test.
Minor damage of 'cosmetic' trim will not cause the vehicle to fail the test.

Major accident damage etc

Vehicles, which have been involved in serious accidents, may be used as private hire vehicles provided that they have been professionally repaired.

Vehicles with registration documents, which carry a Category S (formerly Category C) marker, must undergo specialist testing (or prove to the satisfaction of the Licensing Officer that such testing has been carried out)

Vehicles which carry a 'Q' registration prefix (or any successor procedure) must undergo specialist testing (or prove to the satisfaction of the Licensing Officer that such testing has been carried out) and may be required to provide additional proof of ownership. It is unlikely that Q plated vehicles (vehicles where the true identity cannot be ascertained), will be granted a licence as private hire vehicles.

Assessment

Where a vehicle tester detects evidence that a vehicle has been involved in an accident which may have caused damage to the structural integrity of the vehicle or may have caused safety critical components to become misaligned, the proprietor must prove to the satisfaction of the Licensing Officer that repairs were effected to an acceptable standard or the vehicle must be submitted, at the proprietors expense, for specialist examination at an approved centre before a licence will be granted or renewed.

Appeals – Bodywork etc.

Where a proprietor is aggrieved by the decision of a vehicle tester concerning the standard of bodywork etc, the vehicle will be re-examined by the Licensing Officer to determine whether or not the requirements of the Council have been met.

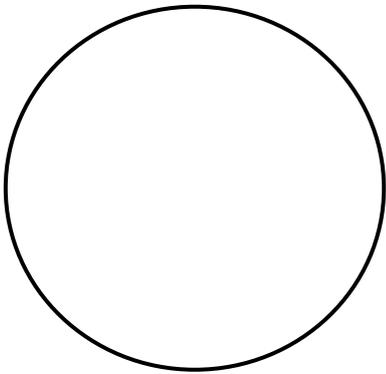
Where the decision of the tester is upheld and the vehicle is found to fail to satisfy the requirements of the Council, a licence will be refused. Written details of the defects noted will be provided to the vehicle proprietor.

Where the decision of the tester is not upheld, the vehicle will be deemed to satisfy the requirements of the Council relating to the condition of bodywork etc. and can be licensed by the Council as a private hire vehicle provided that all other requirements are met.

Any other person who, in the opinion of the Licensing Officer, has a reasonable interest in the test provided that they do not interfere with or obstruct the test or behave in an unreasonable manner can witness the Appeals test.

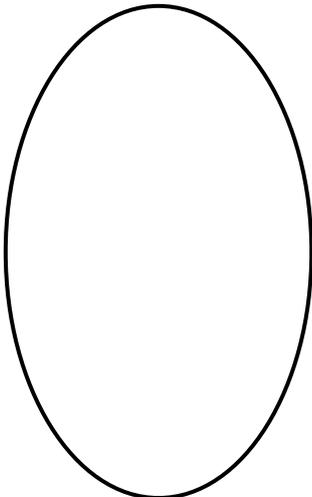
Where a proprietor remains aggrieved by the decision of the Council after having followed this appeals procedure, a right of appeal to the Magistrates Court can be exercised by virtue of the provisions of section 48(7) of the Local Government (Miscellaneous Provisions) Act 1976.

Bodywork Damage template Private Hire Vehicles



Dents
rust spots
flaking paint
50mm circle
(nominal)

OR



60mm x 40mm ellipse
(nominal)

Damage must fit *completely* within the lines of
the appropriate template in order to be acceptable