

# Vehicle Testing Standards for Taxis and Private Hire Cars

## Orkney Islands Council

<b>Preliminary Notes</b>	
<ul style="list-style-type: none"><li>• These Vehicle Testing Standards are supplementary to the VOSA MOT Testers Manual.</li><li>• The technical specification will be the same as the MOT class 4 testing unless otherwise stipulated.</li><li>• It is intended that these Vehicle Testing Standards will specify the standards covering all aspects of a test for a vehicle to be licensed as a taxi or private hire car where reasonably practicable.</li><li>• These Vehicle Testing Standards must be read together with the Council's standard vehicle licence conditions and guidance notes published as Related Downloads at <a href="https://www.orkney.gov.uk/Service-Directory/T/Taxi-and-Private-Hire-Cars.htm">https://www.orkney.gov.uk/Service-Directory/T/Taxi-and-Private-Hire-Cars.htm</a>.</li></ul>	
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Standards regarding the following will be in accordance with the VOSA MOT Testers Manual:	
13.	Fuel System.
14.	Braking System.
15.	MOT Standard.
<b>Inspection Arrangements</b>	
1.1.	The Council's approved testing garage is Manse Road Motors, Manse Road, Kirkwall, Orkney KW15 1BS (telephone 01856 873750).

1.2.	Applicants are required to give the garage not less than 4 working hours' notice of the intention to present the vehicle for a vehicle inspection in connection with an application for a licence or renewal, together with any work required for an Advisory Note.
1.3.	The 4 hours' notice referred to above does not apply to any vehicle inspection at the instance of the Council i.e. a random inspection.
1.4.	The hours for the garage to undertake inspections (subject to appointments being made as referred to above) are: <ul style="list-style-type: none"> <li>• 08.30 to 17:00 Mondays to Fridays inclusive.</li> </ul>
1.5.	The garage will not undertake inspections on the following dates: <ul style="list-style-type: none"> <li>• Christmas Day;</li> <li>• Boxing Day;</li> <li>• New Year's Day;</li> <li>• 2 January;</li> <li>• Easter Monday;</li> <li>• May Day Holiday;</li> <li>• Dounby Show Day.</li> </ul>
1.6.	Applicants will not present or seek to present vehicles outwith the hours detailed above.
1.7.	Applicants wishing to remain on the premises during the inspections must remain in a waiting area at the garage premises.
1.8.	Any factor discovered which would result in the failure of the vehicle under MOT rules will automatically result in the failure of the vehicle under the Council's inspection.
1.9.	Applicants will not present any vehicle for inspection unless it has been steam cleaned immediately prior to its presentation to the garage.
1.10.	Any vehicle proposed to be used as a taxi or private hire car must: <ul style="list-style-type: none"> <li>• be equipped to carry a minimum of 4 adult seated passengers (up to a maximum of 8 adult seated passengers) in safety and comfort;</li> <li>• have a minimum of 4 doors capable of being opened from the inside;</li> <li>• be fitted with a seat belt for each passenger;</li> <li>• pass an initial inspection to an acceptable standard of safety and comfort;</li> <li>• pass a similar inspection each year on the anniversary of the initial test, if the licence has effect for a period in excess of one year;</li> <li>• pass a similar inspection at renewal of licence; and</li> <li>• be subject to random inspection on an ad hoc basis within any 12 month period.</li> </ul>

1.11.	<p>Fees in connection with vehicle inspections must be paid by the applicant direct to the garage upon presentation of the vehicle for inspection. The fees are as follows, inclusive of VAT:</p> <ul style="list-style-type: none"> <li>• vehicle inspection – £70.20</li> <li>• vehicle inspection re-test – £31.80</li> <li>• meter installation – new – £102.00</li> <li>• meter installation – transfer between vehicles – £108.00</li> <li>• meter software update – £15.12 + cost of software update.</li> </ul>
1.12.	<p>Failure to pay the appropriate fee will result in the inspection not being undertaken by the garage.</p>
1.13.	<p>Advisory Notes require to be complied with and the vehicle re-presented to the garage within 28 days from date of issue of the Advisory Note.</p>

## 2. Oil Leaks

Information.	Method of Inspection.	Reason for Test Fail.
<p>Engine and transmission should be clean and free from leaks.</p>	<ul style="list-style-type: none"> <li>• Check the engine and transmission for leakage of any type of oil.</li> <li>• Check without operating any equipment other than the engine which may be run at tick-over speed.</li> <li>• Temporary means of preventing leaked oil reaching the ground are not acceptable.</li> <li>• Check temporary repairs for oil leakage.</li> </ul>	<ul style="list-style-type: none"> <li>• Any oil leak which deposits oil on the ground during the test which forms a pool greater than 20mm diameter in a 5 minute period or a number of leaks which collectively would deposit oil at the same rate.</li> <li>• An obvious short term fix means of preventing leaked oil reaching the ground.</li> <li>• Any leak which when the vehicle is in motion could compromise the Health and Safety of its passengers.</li> <li>• Oil leakage from a temporary repair.</li> </ul>

<b>3. Cooling System</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
<p>Cooling system should be in good condition and fully operational.</p>	<ul style="list-style-type: none"> <li>Examine the condition of the whole cooling system including the radiator, coolant pump, drive belts including pulleys for security, deterioration and completeness.</li> </ul>	<ul style="list-style-type: none"> <li>A cooling system component which is insecure, deteriorated, missing or inoperative.</li> <li>Coolant leak which deposits any coolant on the ground during the test forming a pool of more than 10mm in diameter.</li> </ul>
<b>4. Bodywork</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
<ul style="list-style-type: none"> <li>Bodywork should be clean and free from dents and scratches.</li> <li>All panels and trim should be secure.</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle should be inspected under natural light and not under fluorescent light when possible.</li> <li>Examine bodywork for scratches, dents, irregularities or inadequate repairs.</li> <li>Check for insecure panels or trim.</li> </ul>	<p>A 28 day bodywork rectification certificate can be issued for:</p> <ul style="list-style-type: none"> <li>scratches, dents or other irregularities;</li> <li>inadequate repair which is not properly painted and finished;</li> <li>insecure panels or trim.</li> </ul> <p>The following will result in immediate test failure and a refusal at time of test to issue a certificate of compliance:</p> <ul style="list-style-type: none"> <li>any bodywork with sharp or protruding edges likely to cause injury to a pedestrian or other road users;</li> <li>significant bodywork damage;</li> <li>any body panel not matching the vehicle's original colour ie blue door on a red car;</li> <li>continued next page –</li> </ul>

		<ul style="list-style-type: none"> <li>• scratches, dents or other irregularities on more than one panel;</li> <li>• missing trim.</li> </ul>
<b>5. Interior</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
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.		
Seats: any covering(s) used should be matching.	Seats: check the condition, security and cleanliness of seats.	Seats: <ul style="list-style-type: none"> <li>• a seat which is insecure, damaged or weakened so that the damaged seat structure or covering could endanger passengers or damage their clothes;</li> <li>• seats with covering(s) in such a condition that they are likely to soil passengers clothing;</li> <li>• headrests insecure or missing.</li> </ul>
Interior Lights.	Interior Lights: check the interior lights provide adequate illumination of the interior of the vehicle.	Interior Lights: inadequate illumination of saloon interior.
Interior Surfaces.	Interior Surfaces: check interior surfaces including roof linings, side panel covering and carpets for cleanliness, condition and security.	Interior Surfaces: <ul style="list-style-type: none"> <li>• insecure or damaged so that they are likely to injure passengers;</li> <li>• contaminated so that they are likely to soil passengers' clothing.</li> </ul>

First Aid Kit.	<p>First Aid Kit:</p> <ul style="list-style-type: none"> <li>• First aid kits should contain the minimum as recommended by the Health and Safety Executive for a 1-person kit.</li> <li>• Check that the first aid kit is not contaminated or the contents obviously deteriorated and that the receptacle which contains the first aid kit is prominently marked.</li> <li>• If the receptacle is in a sealed compartment or closed glove box the compartment or glove box should be clearly marked to indicate the position of the first aid kit.</li> </ul>	<p>First Aid Kit:</p> <ul style="list-style-type: none"> <li>• missing, inaccessible or in poor or contaminated condition;</li> <li>• receptacle not marked;</li> <li>• no notice of position is present;</li> <li>• a kit which does not contain the minimum HSE recommended vehicle kit of: 6 waterproof plasters, 1 x HSE 18 x 18 dressing, 2 triangular bandages, 2 antiseptic wipes, 1 pair of vinyl gloves, 6 safety pins, 1 first aid advice leaflet.</li> </ul>
Fire Extinguisher.	<p>Fire Extinguisher:</p> <ul style="list-style-type: none"> <li>• Check that the fire extinguisher is of the correct type – they must contain foam or powder and be marked BS 5423 or EN 3.</li> <li>• A fire extinguisher should be fitted securely in a position easily accessible by the driver.</li> <li>• If the extinguisher is hidden from view the position must be clearly marked in view of the driver and passengers.</li> </ul>	<p>Fire Extinguisher:</p> <ul style="list-style-type: none"> <li>• missing, inaccessible, discharged, incorrect type, in an obviously poor condition;</li> <li>• no notice of position is present;</li> <li>• a Halon filled extinguisher;</li> <li>• insecure.</li> </ul>
Windows.	<p>Opening windows: check all opening windows can be opened from the relevant controls.</p>	<p>Opening windows: a driver's or any passenger's window cannot be opened from the relevant controls.</p>

<p>Heating and Demisting.</p>	<p>Heating and Demisting:</p> <ul style="list-style-type: none"> <li>• Examine presence, condition and operation of heating and demisting equipment.</li> <li>• A system with variable speed control must be operable in all speeds as designed.</li> </ul>	<p>Heating and Demisting: missing, inoperative or ineffective demisting, heating or cooling equipment.</p>
<p>Insurance.</p>	<p>Insurance: confirmation of valid insurance (or a copy thereof) is to be carried in the vehicle at all times.</p>	<p>Insurance: confirmation of valid insurance (or a copy thereof) is not carried in the vehicle, has expired, is defaced or illegible.</p>
<ul style="list-style-type: none"> <li>• If the vehicle is already licensed as a taxi or private hire car, the interior vehicle licence plates should be fixed in the correct position within the interior of the vehicle.</li> <li>• If the plate is not current, because the vehicle is the subject of an application for renewal of vehicle licence, the garage must be informed when making the appointment and asked to check, by email, with <a href="mailto:licensing@orkney.gov.uk">licensing@orkney.gov.uk</a>.</li> </ul>	<p>Interior Vehicle Licence Plate: the interior vehicle licence plate should be current (subject to being an application for renewal), located in a position in clear view of the front seat passenger and should not obscure the driver's view.</p>	<p>Interior Vehicle Plate:</p> <ul style="list-style-type: none"> <li>• the plate information is not correct (subject to being an application for renewal);</li> <li>• defaced or illegible;</li> <li>• missing;</li> <li>• fitted in the incorrect position and is not easily read by the front seat passenger or obscures the driver's view.</li> </ul>
<ul style="list-style-type: none"> <li>• Instruments and controls including all gauges and warning lights.</li> <li>• Trim and passenger controls.</li> </ul>	<ul style="list-style-type: none"> <li>• Check all instruments, controls, gauges and safety related warning lights for correct operation.</li> <li>• Check trim for excessive wear and correctly fitted items.</li> <li>• Check passenger controls for correct operation and damage.</li> </ul>	<ul style="list-style-type: none"> <li>• Lights not extinguishing correctly;</li> <li>• Lights not working;</li> <li>• Gauges inoperative;</li> <li>• Controls ineffective or damaged;</li> <li>• Speedometer not working correctly on road test;</li> <li>• continued next page –</li> </ul>

		<ul style="list-style-type: none"> <li>• Lights, gauges or lighting components missing;</li> <li>• Worn, damaged, incorrectly fitted or missing trim or accessories;</li> <li>• Inoperative or damaged passenger controls including sharp edges.</li> </ul>
All additional accessories and fittings i.e. vehicle meter, sat nav, two way radio.	Check for security, tidiness and safe wiring.	<ul style="list-style-type: none"> <li>• Insecure accessories or fittings;</li> <li>• Loose, dangerous or untidy wiring.</li> </ul>
<b>6. Tyres</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
<ul style="list-style-type: none"> <li>• Tyres including spare should have not less than 2mm tread depth.</li> <li>• 2mm will replace 1.6mm in the main MOT Testing Manual where stated.</li> </ul>	<ul style="list-style-type: none"> <li>• Check the tread pattern over the complete circumference of the tyre.</li> <li>• Check also that the tread depth meets the requirement using, as necessary, a depth gauge accepted for MOT testing.</li> <li>• Check that central three-quarters of the breadth of tread is continuous around the entire outer circumference of the tyre.</li> </ul>	The grooves of the tread pattern are not at least 2mm throughout a continuous band comprising the central three-quarters of the breadth of tread. This band must be continuous around the entire outer circumference of the tyre.
<ul style="list-style-type: none"> <li>• Spare wheel and tyre must be stored securely in the correct location and be compatible.</li> </ul>	<ul style="list-style-type: none"> <li>• Check security.</li> <li>• Check serviceability to the same standards as fitted tyres.</li> <li>• Ensure bi-directional fitting.</li> <li>• Check size and specification.</li> </ul>	<ul style="list-style-type: none"> <li>• Under inflation.</li> <li>• Insecure.</li> <li>• Not serviceable as per fitted tyres.</li> <li>• Not bi-directional.</li> <li>• Different size or specification to fitted tyres except in the case of a manufacturer fitted space saver.</li> </ul>



<b>7. Lights</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
Reverse lamps: reverse should be fitted in accordance with manufacturer's specification.	Check that a reverse lamp: <ul style="list-style-type: none"> <li>• is working; and</li> <li>• is illuminated when vehicle is in reverse gear.</li> </ul>	A reverse lamp: <ul style="list-style-type: none"> <li>• is missing, does not emit a steady white light or emit a light other than white whilst in reverse gear;</li> <li>• is incomplete, not in good working order or not visible from a reasonable distance;</li> <li>• is insecure, obscured or not facing to the rear;</li> <li>• flickers when tapped lightly by hand;</li> <li>• is adversely affected by the operation of any other lamp.</li> </ul>
All lamps.	All fitted lamps must work correctly.	A fitted lamp: <ul style="list-style-type: none"> <li>• is not working correctly;</li> <li>• is incomplete, not in good working order or not visible from a reasonable distance;</li> <li>• is insecure, obscured or not facing to the rear;</li> <li>• flickers when tapped lightly by hand;</li> <li>• is adversely affected by the operation of any other lamp.</li> </ul>

<b>8. Vehicle Meter</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
<ul style="list-style-type: none"> <li>• It is Council policy that all licensed taxis must be fitted with a taximeter.</li> <li>• Meters are optional for private hire cars.</li> <li>• The vehicle meter will be checked for security and accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Check that a vehicle meter is fitted, correctly, and is complete.</li> <li>• Check for condition and position.</li> <li>• Check for accuracy with respect to distance and time.</li> <li>• Check vehicle meter seals for presence and condition and that they are of the correct type.</li> </ul>	Vehicle meter is: <ul style="list-style-type: none"> <li>• defective;</li> <li>• fitted in a position not approved by the Licensing Authority;</li> <li>• found to be inaccurate after testing with respect to distance and time;</li> <li>• has seal missing or which has been tampered with;</li> <li>• obscures the forward vision of the driver;</li> <li>• in a dangerous position;</li> <li>• insecure.</li> </ul>
<b>9. External Vehicle Licence Plate</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
<ul style="list-style-type: none"> <li>• If the vehicle is already licensed as a taxi or private hire car, the appropriate external licence plate must be in good condition and fitted to an external surface on the rear of the vehicle.</li> <li>• If the plate is not current, because the vehicle is the subject of an application for renewal of vehicle licence, the garage must be informed when making the appointment and asked to check, by email, with <a href="mailto:licensing@orkney.gov.uk">licensing@orkney.gov.uk</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Check that there is a vehicle taxi or private hire car licence plate fitted to an external surface on the rear of the vehicle (the plate should be current, subject to being an application for renewal).</li> <li>• Check for security and condition.</li> </ul>	The external vehicle licence plate is: <ul style="list-style-type: none"> <li>• missing or incorrect (subject to being an application for renewal);</li> <li>• so insecure that it is likely to fall off;</li> <li>• defaced by missing or incomplete letters or figures;</li> <li>• faded, dirty, deteriorated or obscured;</li> <li>• not affixed to an external surface on the rear of the vehicle.</li> </ul>

<b>10. Mirrors</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
Mirrors.	Check the presence, security, condition and visibility of: <ul style="list-style-type: none"> <li>• an exterior mirror fitted to the offside;</li> <li>• an exterior mirror fitted to the nearside;</li> <li>• an interior mirror.</li> </ul>	Vehicle does not have at least: <ul style="list-style-type: none"> <li>• one main exterior rear view mirror on offside;</li> <li>• one main exterior rear view mirror on nearside;</li> <li>• an interior mirror;</li> </ul> or has: <ul style="list-style-type: none"> <li>• deteriorated or cracked mirror lens;</li> <li>• insecure mirror or holder.</li> </ul>
<b>11. Performance</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
Road test.	Carry out a road test and check performance and noise levels.	<ul style="list-style-type: none"> <li>• Where a vehicle has been road tested but the tester knows more efficient operation is normally obtained for the type of vehicle.</li> <li>• Noise levels in excess of what the tester knows are normally obtained for the type of vehicle.</li> </ul>
Gear box, drive shafts and bearings.	Check noise levels.	Abnormal noises from the engine, transmission, drive shafts or bearings.
<b>12. Roof Signs</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
<ul style="list-style-type: none"> <li>• It is Council policy that all licensed taxis must display a roof sign showing that the vehicle is a taxi; the name of the operator; and the booking telephone number.</li> <li>• There is no requirement for the roof sign to be lit.</li> </ul>	Check that there is a roof sign and that it: <ul style="list-style-type: none"> <li>• displays the vehicle's services as a taxi, the name of the operator and telephone number;</li> <li>• has been installed in a tidy manner i.e. no loose wires, protruding screws, etc.</li> </ul>	There is no roof sign or it: <ul style="list-style-type: none"> <li>• does not display all required information;</li> <li>• has been installed in an untidy manner, for example, loose wires, protruding screws, etc.</li> </ul>

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Revised July 2019 – Section 1.11.

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