



**Epping Forest
District Council**

**HACKNEY CARRIAGE DRIVER'S
LICENCE GUIDANCE**

Epping Forest District Council (“the Council”) is the Licensing Authority in respect of Hackney Carriages.

In granting the licence the Council will regard adherence to the following guidance to be good practice and evidence of a driver being of “good character”.

This guidance has been approved by the Authority as its policy and Licence holders not adhering to this guidance may be referred to the Licensing Sub-Committee for determination of their licence.

Conduct of Driver

1. The licence holder shall not permit any person to drive a vehicle licensed as a Hackney Carriage without a Hackney Carriage Driver’s Licence which shall be renewed every three years. The license holder shall require the driver to produce that Licence for examination by the proprietor of the vehicle, both at the commencement of his/her employment and immediately after its renewal.
2. The driver must renew his/her licence every three years. The driver must produce to the Hackney Carriage Vehicle Proprietor’s Licence holder his or her driver’s licence both before the commencement of his/her employment and immediately after its renewal.

The driver must:

- be clean, respectable and act with civility towards every person travelling in the vehicle and shall comply with the following requirements:
 - Comply with minimum standards of dress and must not wear vests or singlets. Shorts may be worn only if properly tailored and of sufficient length when the driver is seated as not to offend against decency;
 - not smoke in the vehicle at any time;
3. If a driver carries a hirer to a certain place and the hirer asks the driver to wait, the driver may ask for his/her fare for driving there and ask also for a deposit against a mutually agreed waiting time. After accepting such a deposit, the driver should not drive away without the hirer until the expiry of the mutually agreed waiting time.
 4. The driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the vehicle at an appointed time and place should, unless delayed or prevented by some sufficient cause, punctually attend with such vehicle at the appointed time and place and should confirm the identity of the hirer.
 5. When picking up the hirer, the driver should make his/her presence known in person and not attract the hirer’s attention by sounding the car horn, shouting or making any other disturbing noise.

6. The driver of a Hackney Carriage, when hired to drive to any particular destination should, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
7. The driver should not drive a vehicle that is a Hackney Carriage unless it is properly displaying the licence plate in compliance with the vehicle licensing conditions. The light for the roof sign 'Taxi' must be extinguished when the Hackney Carriage has been hired.

Badges

8. A driver should, at all times, display his/her badge so that it is clearly visible.
9. The driver will return their badges to the Licensing Section of the Council upon the expiry, revocation or suspension of his or her licence.
10. After the expiry date shown on any drivers licence that is no longer valid any badge must be returned to the Licensing Section of the Council immediately.
11. A Licence holder, on changing his/her address should notify the Council of such a change within seven days.

Insurance /MoT/ DVLA Licence.

12. The driver is responsible for ensuring that any vehicle in his/her charge is insured for use as a Hackney Carriage prior to driving the vehicle.
13. The driver should ensure that the appropriate MOT Certificate and insurance documents covering the use of that vehicle and driver should be produced within seven days when required by the Council. A copy of these documents should also be carried on the vehicle and must be produced on request by an authorised officer of the Council or a police officer.
14. The driver of a Hackney Carriage should produce his/her Driver and Vehicle Licensing Authority ('DVLA') Licence on request for inspection by an authorised officer of the Council, or any police officer

Passengers and Luggage

15. A driver should not carry or permit to be carried in his/her vehicle any greater number of persons than the number specified in the licence issued to that particular vehicle and must not refuse to carry fewer persons than the number marked on the plate.
16. Once a Hackney Carriage has been hired, a driver should not carry anyone else during that hire, without the consent of the first hirer.
17. Adequate safe luggage facilities must be provided and the driver should, when requested by the hirer:
 - afford reasonable assistance in loading and unloading such luggage;

- afford reasonable assistance in removing such luggage to or from the entrance of any building, station or place at which he/she may take up or set down such person.
18. A driver must take reasonable precautions to ensure the safety of persons entering or alighting from the vehicle and also to ensure that the relevant legislation regarding seat belts and child restraints are complied with.

Lost Property

19. The driver of a Hackney Carriage shall immediately after the termination of the hiring search the vehicle for any property, which may have been accidentally left therein. The driver shall on finding such property, give details of the lost property to the licensing office and take all reasonable steps to return the property to the hirer.

Animals

20. Subject to condition 21, any animal belonging to or in the custody of any passenger can be conveyed in a licensed vehicle at the driver's discretion.
21. A driver of a licensed vehicle must carry the following assistance dogs free of charge, unless the driver has a proven medical condition that would preclude such actions:
- guide dogs for the blind;
 - hearing dogs;
 - dogs for the disabled;
 - support dogs (e.g. epilepsy).

All assistance dogs can be identified usually by their harness or their identification coat.

22. A driver shall only be exempt from condition 21 on medical grounds and on having obtained an exemption notice from the Council. The notice of exemption shall be displayed in a prominent position.

Fares

23. The driver shall not demand from the hirer a fare in excess of any previously agreed fare for that hiring.
24. Where a tariff is enforced, a tariff card shall be displayed on the inside of the vehicle in such a position as to be plainly visible to persons travelling in the vehicle.
25. If requested, the driver shall provide the hirer with a written receipt for the fare paid.

Use of Hackney Carriage

26. No driver shall act as a Hackney Carriage driver without the consent of the owner of the Hackney Carriage.

27. A driver shall not obstruct or hinder another Public Hire Vehicle driver in any way.

Trailers and Roof Boxes

28. A driver of a licensed hackney carriage vehicle will be permitted to tow a trailer provided that: -
- The trailer complies with all legal requirements.
 - He/she holds the appropriate category on his/her DVLA driving licence, which must be produced to the Council.
 - He/she ensures that the Hackney Carriage Vehicle Plate must be visible at all times
 - He/she ensures that any trailer affixed to any Hackney carriage which he/she drives has been inspected and approved in accordance with the Council's conditions of the Hackney Carriage Proprietor's Licence.
29. A driver must not drive a hackney carriage vehicle with any form of roof box or luggage on the roof of the vehicle.

Medical Conditions

30. The driver shall notify the Council in writing of any medical condition that arises after the issue of the licence that may affect their ability to drive safely.

Criminal Convictions

30. In the event that a Licence holder is charged or summoned for any alleged criminal offence, then he/she shall within seven days of being charged or on receipt of the summons (as the case may be) report the fact, in writing, to the Council giving particulars of each alleged offence and in which court the proceedings are pending.
31. In the event that a licence holder is convicted of any criminal offence, or has an official caution administered, he/she shall within seven days of such conviction or caution report such conviction or caution in writing to the Council, and give particulars of each conviction or caution and any penalty points imposed in respect of it. **All driving offences shall be reported to the Council (this also includes a totting up of points.)**
32. Following any conviction or the issue of a fixed penalty notice which results in penalty points being endorsed on the Licence holder's DVLA driving licence, that Licence must be produced to the Council within seven working days of its return from the DVLA or a Court or a Fixed Penalty Office, following the endorsement of the offence thereon.

Safeguarding

33. All drivers must have available in the vehicle at all times any safety/ safeguarding information that the Council deems fit. NB This information will be supplied to the driver free of charge. In addition all drivers shall undergo such safeguarding training as the Council deems fit.

Failure to comply with any of the conditions will result in a referral to the appropriate officer of the Council or to the Licensing Sub Committee for consideration of suspension or revocation of licence.