



Private Hire/Hackney Carriage Drivers Knowledge Test Information Pack

Stafford Borough Council
Environmental and Health Services
Civic Centre, Riverside, Stafford

In order to pass the written and oral Knowledge Test you will need to study the following material:-

- (a) The regulations and conditions made by Stafford Borough Council relating to the drivers and proprietors of hackney carriage and private hire vehicles.
- (b) The Highway Code.
- (c) Study the list of test routes and be prepared to name every **road** and **street** you travel on the shortest route between the places listed.
- (d) Find out what “plying for hire” means in connection with hackney carriage and private hire vehicles.
- (e) Applicants will be asked to describe the operation of the swivel seat, fitted to H/C and P/H Vehicles.
- (f) Familiarise yourself with the Council Penalty Point Scheme introduced to penalise drivers for breach of conditions, regulations and legislation.
- (g) The test will include some basic maths questions and you will also be tested on your reading skills.

Copies of items (a), (c) (e) and (f) are attached. A copy of the Highway Code may be purchased at a book shop or newsagents.

When calling at the office applicants should ask for the Licensing Section 01785 619402.

An appointment will be given to you in order for you to attend the Council Offices to take your knowledge test.

Routes

- 1 MOD Stafford
- 2 Alleyne's School, Stone
- 3 Amerton Farm
- 4 Chetwynd Arms, Brocton
- 5 Brocton Golf Club
- 6 BT, Yarnfield
- 7 Dog and Doublet, Sandon
- 8 Fletchers Garden Centre
- 9 Stafford Sports College, Rising Brook
- 10 Great Bridgeford Village Hall
- 11 Highfields Social Club
- 12 HMP/Stafford Prison
- 13 Ingestre Park Golf Club
- 14 Lakeside Tavern, Meaford
- 15 Railway Station, Stafford
- 16 Sainsbury's, Stafford
- 17 Shugborough Hall
- 18 Stafford Castle
- 19 Stafford County Showground
- 20 Stafford Gatehouse
- 21 Stafford Rangers FC
- 22 Stafford Rugby Club
- 23 Stafford DGH
- 24 Staffordshire University
- 25 Stone House Hotel
- 26 Barnfields Primary School, Stafford
- 27 Universal Sports Club, Doxey
- 28 Tillington Hall Hotel
- 29 Red Lion, Bradley
- 30 Tesco Extra, Stafford

Points to note when making journeys by Hackney Carriage or Private Hire Vehicles

- Hackney Carriage:** Check that the meter is started *after you* are in the vehicle.
- Private Hire Vehicle:** **Ask** what the fare will be, when you book the vehicle.
- Insurance:** Insurance companies, which insure Private Hire Vehicles have been consulted, and as a result of the information received prospective passengers are warned that where Private Hire Vehicles accept passengers who have not made a booking through the appropriate firms' office, the insurance for that vehicle may be invalidated. This could mean that any passengers injured, as a result of the vehicle being involved in an accident, may find that no claim could be made upon the insurance company.
- Complaints:** If no satisfactory settlement can be made with the firm concerned any complaint regarding fares, charges, etc should be made to the Licensing Section, Environmental and Health Services, Stafford Borough Council, Civic Centre, Riverside, Stafford telephone 01785 619402.
- Take note of Hackney Carriage or Private Hire Licence Plate Number and vehicle registration number.
- Give details (date, time pick-up point, destination) or journey.
- If a complaint against the driver, give badge number and name.

Hackney Carriages And Private Hire Vehicles

Due to common misuse of the word “**Taxi**” members of the public have come to believe that any car which takes people from “**A**” to “**B**” and a fare is charged for the journey is a “**Taxi**”.

The term “**Taxi**” or “**Taxi Cab**” applies only to vehicles which are licensed **Hackney Carriages** and display a “**Taxi**” sign. The other type of vehicle is a **Private Hire Vehicle**.

All licensed vehicles must remain smoke free at all times.

The main points applying to each type and their methods of operating in Stafford Borough are compared below:-

HACKNEY CARRIAGE (TAXI)		PRIVATE HIRE	
1	Displays a “ Taxi ” sign.	1	Is not allowed to display a “ Taxi ” sign.
2	Displays a Hackney Carriage Licence Plate.	2	Displays a Private Hire Licence Plate which includes the seating capacity and signs on the doors stating Private Hire , name of the firm and telephone number.
3	May Operate from a Hackney Carriage stand (Taxi Rank) or by telephone call.	3	May not operate from a Hackney Carriage stand (Taxi Rank).
4	May pick up casual fares if returning to rank empty or standing empty.	4	All bookings must be made through an office, either by personal visit or telephone call. It may then be passed on by radio to the car, (if two way radio is fitted). Casual fares may not be picked up when vehicle is returning empty or standing empty.
5	Fitted with a Taxi meter which has been tested over a measured distance. The meter is calibrated to register in accordance with the current table of fares and should show only the normal fare.	5	No requirements for a meter (but where one is fitted, this must be tested over a measured distance). Each journey classed as a separate agreement between operator and passenger.
6	Extra Charges for more than 4 passengers and unsocial hours are then calculated from the Fare Card (see item 7).	6	May display a card in rear window not exceeding 6” x 4” giving name and telephone number.

HACKNEY CARRIAGE (TAXI)

PRIVATE HIRE

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| 7 | A card must be displayed. Giving the current table of fares. If it is Not displayed ask to see it. | 7 | No fare card is required, but some vehicles do have one and it will be produced on request. |
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Driver Information

- 8 Drivers of both types of vehicle must give a receipt for the fare paid, if a receipt is requested.
- 9 All drivers must wear an identity badge stating they are a “Licensed Hackney Carriage/Private Hire Driver” showing name and badge number and having a photograph of the holder.
- 10 Only drivers with a medical exemption certificate may refuse an assistance dog.

Stafford Borough Council
Conditions Attached to
Private Hire Vehicle Driver's Licence

- 1 The Council's Proper Licensing Officer shall issue a driver's badge in such form as they may from time to time prescribe and the driver shall at all times when acting in accordance with the private hire vehicle driver's licence wear it in such a position and manner as to be plainly and distinctly visible.
- 2 Applicants are required to undergo a medical examination in accordance with the procedure laid down by Stafford Borough Council to satisfy the Council that they are medically fit to carry out the duties of a licensed driver. Medical examinations will be required on initial application and further medicals will be carried out every 5 years unless otherwise stated by the doctor or annually from the age of 65.

Further medical examinations may be required after a serious illness/injury through accidents, etc.

- 3 Applicants are required to undergo a Criminal Record check in accordance with the procedure laid down by the Stafford Borough Council to satisfy the Council that they are a fit and proper person to carry out the duties of a licensed driver. This check is required on initial application and subsequently every 3 years.

If required this check can be carried out at more frequent intervals should information of alleged convictions come to the notice of the Council.

- 4 (a) The driver shall not, without reasonable cause, unnecessarily prolong, in distance or in time, the journey for which the private hire vehicle has been hired.

(b) The driver shall, on request, issue a receipt for the fare charged.

- 5 The driver shall, immediately after the termination of any hiring or as soon as practicable thereafter, search the vehicle for any property which may have been accidentally left therein and shall report particulars of any such property to the Operator before delivering the property to a Police Station in the District as soon as possible and in any event within 48 hours if not claimed sooner by or on behalf of the hirer.
- 6 The licensee shall not assign or in any way part with the benefit of this licence which is personal to the licensee.
- 7 The licensee shall at the request of any authorised officer of the Council or of any constable produce for inspection this licence either forthwith, or

- (a) in the case of a request by an Officer authorised by the Council's Proper Licensing Officer at the Environmental and Health Services, Civic Centre, Riverside, Stafford, before the expiration of the period of 5 days from the time when the request is made;
 - (b) in the case of a request by a constable, before the expiration of the period aforesaid at any police station which is within the area of the Council and is nominated by the licensee when the request is made.
- 8 The driver's badge shall at all times remain the property of the Council and upon the Council suspending, revoking or refusing to renew this licence the licensee shall, on demand, return the driver's badge to this Council.
- 9 The licensee shall not, whilst driving or in charge of a private hire vehicle:-
 - (a) stand or ply for hire or solicit on a road or other public place any person to hire or be carried for hire and reward in any private hire vehicle; and
 - (b) cause or procure any other person to solicit or procure on a road or other public place any person to hire or be carried for hire and reward in any private hire vehicle.
- 10 The licensee shall not permit or cause or suffer to be conveyed in a private hire vehicle a greater number of persons than specified in the licence issued in respect of that private hire vehicle, provided that children under the age of three, if carried in the arms of an adult occupying a rear seat, will not contravene this condition. A carry cot will count as occupying 2 seats.
- 11 The licensee, not being the proprietor of the private hire vehicle, shall report or cause to be reported to the proprietor of that vehicle any accident in which the vehicle is involved as soon as is reasonably practicable after the occurrence.
- 12 Unless delayed or prevented by some unforeseeable cause, the licensee shall attend punctually when hired and shall assist with the loading and unloading of luggage when necessary.
- 13 The licensee shall at his/her discretion carry household pets within the licensed private hire vehicle provided that the pet is suitably contained so as not to cause a nuisance.
- 14 The Driver shall be cleanly and tidily dressed at all times when driving a licensed vehicle.
- 15 This licence may be suspended, revoked or not renewed in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1976.
- 16 The Council may vary any or all of the conditions herein contained at any time after consultation with the trade.

- 17 The Licensee should notify the Licensing Team of the change of address within 7 days.
- 18 The Licensee must maintain satisfactory personal behaviour towards passengers and any member of the public.
- 19 The Licensee must notify the Licensing Team of all details of convictions as soon as reasonably practicable and in any case within 7 days of the conviction.
- 20 The Licensee must notify the Licensing Team of any change in base of operation/company.
- 21 Penalty points will be issued for any breach of legislation, regulation or conditions and for any endorsement or disqualification of a DVLA driving licence in accordance with the Council Penalty Point Scheme. (This penalty point scheme does not preclude the right of the local authority to take other legal action in appropriate circumstances).

Note: A licensee who is aggrieved by any of these conditions has a right of appeal to a Magistrates' Court.

Offences And Penalties

The contravention of certain of these conditions may also constitute the commission of an offence under the various provisions of the Local Government (Miscellaneous Provisions) Act 1976, for which specific penalties are provided. In the case of the Local Government (Miscellaneous Provisions) Act 1976 there is a general penalty, applicable where specific penalties are not provided, with a fine not exceeding level 3 on the standard scale. In addition it is also an offence to obstruct an authorised officer or Police Constable in his duty.

Stafford Borough Council
Conditions Attached To
Hackney Carriage Driver's Licence

- 1 The Council's Proper Licensing Officer shall issue a driver's badge in such form as they may from time to time prescribe and the driver shall at all times when acting in accordance with the hackney carriage driver's licence wear it in such a position and manner as to be plainly and distinctly visible.
- 2 Applicants are required to undergo a medical examination in accordance with the procedure laid down by Stafford Borough Council to satisfy the Council that they are medically fit to carry out the duties of a licensed driver. Medical examinations will be required on initial application and further medicals will be carried out every 5 years unless otherwise stated by the doctor or annually from the age of 65.

Further medical examinations may be required after a serious illness/injury through accidents, etc.

- 3 Applicants are required to undergo a Criminal Record check in accordance with the procedure laid down by the Stafford Borough Council to satisfy the Council that they are a fit and proper person to carry out the duties of a licensed driver. This check is required on initial application and subsequently every 3 years.

If required this check can be carried out at more frequent intervals should information of alleged convictions come to the notice of the Council.

- 4 (a) The driver of a hackney carriage undertaking for any hirer a journey ending outside the Borough of Stafford and in respect of which no fare and no rate of fare was agreed the hiring was effected, shall not require for such journey a fare greater than that indicated on the taximeter with which the hackney carriage is equipped.
(b) The driver shall, on request, issue a receipt for the fare charged.
(c) The driver of a hackney carriage shall not without reasonable cause unnecessarily prolong, in distance or in time, the journey for which the hackney carriage has been hired.

- 5 The driver shall, immediately after the termination of any hiring or as soon as practicable thereafter, search the vehicle for any property which may have been accidentally left therein and shall report particulars of any such property to the Proprietor before delivering the property to a Police Station in the District as soon as possible and in any event within 48 hours if not claimed sooner by or on behalf of the hirer.

- 6 The licensee shall not assign or in any way part with the benefit of this licence which is personal to the licensee.
- 7 The licensee shall at the request of any authorised officer of the Council or of any constable produce for inspection this licence either forthwith, or
 - (a) in the case of a request by an Officer authorised by the Council's Proper Licensing Officer at the Environmental and Health Services, Civic Centre, Riverside, Stafford, before the expiration of the period of 5 days from the time when the request is made;
 - (b) in the case of a request by a constable, before the expiration of the period aforesaid at any police station which is within the area of the Council and is nominated by the licensee when the request is made.
- 8 The driver's badge shall at all times remain the property of the Council and upon the Council suspending, revoking or refusing to renew this licence the licensee shall, on demand, return the driver's badge to this Council.
- 9 The licensee shall not permit or cause or suffer to be conveyed in a hackney carriage a greater number of persons than specified in the licence issued in respect of that vehicle, provided that children under the age of three, if carried in the arms of an adult occupying a rear seat, will not contravene this condition. A carry cot will count as occupying 2 seats.
- 10 The licensee, not being the proprietor of the hackney carriage, shall report or cause to be reported to the proprietor of that vehicle any accident in which the vehicle is involved as soon as is reasonably practicable after the occurrence.
- 11 Unless delayed or prevented by some unforeseeable cause the licensee shall attend punctually when hired and shall assist with the loading and unloading of luggage, when necessary.
- 12 The licensee shall at his/her discretion carry household pets within the licensed hackney carriage provided that the pet is suitably contained so as not to cause a nuisance.
- 13 The Driver shall be cleanly and tidily dressed at all times when driving a licensed vehicle.
- 14 This licence may be suspended, revoked or not renewed in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1976.
- 15 The Council may vary any or all of the conditions herein contained at any time after consultation with the trade.
- 16 The Licensee should notify the Council of the change of address within 7 days of moving.

- 17 The Licensee must maintain satisfactory personal behaviour towards passengers and any member of the public.
- 18 The Licensee must notify the Council of all details of convictions as soon as reasonably practicable and in any case within 7 days of the conviction.
- 19 The Licensee must notify the Council of any change in base of operation/company.
- 20 Penalty points will be issued for any breach of legislation, regulation or conditions and for any endorsement or disqualification of a DVLA driving licence in accordance with the Council Penalty Point Scheme. (This penalty point scheme does not preclude the right of the local Authority to take other legal action in appropriate circumstances).

Note: The attention of the licence holder is drawn to the Hackney Carriage Byelaws, a copy of which can be obtained from the Licensing Officer, Licensing Section, Civic Centre, Riverside, Stafford. ST16 3AQ

A licensee who is aggrieved by any of these conditions has a right of appeal to a Magistrates' Court.

Offences and Penalties

The contravention of certain of these conditions may also constitute the commission of an offence under the various provisions of the Local Government (Miscellaneous Provisions) Act 1976, for which specific penalties are provided. In the case of the Local Government (Miscellaneous Provisions) Act 1976 there is a general penalty, application where specific penalties are not provided, with a fine not exceeding level 3 on the standard scale. In addition it is also an offence to obstruct an authorised officer or Police Constable in his duty.

Penalty Points System

Hackney Carriages, Private Hire Vehicles, Drivers And Operators

Details of the penalty points system, approved by the Council, are given below. A list of the offences and points is also enclosed.

Allocation of points will be as shown in the list. Any points allocated will be “live” for 3 years from the date allocation.

Drivers

When the numbers of points allocated reaches 12, the licence held by that individual shall be suspended for 21 days. If any driver is suspended for 2 periods of 21 days in any 3 year period then on accumulating a third set of 12 points, within the 3 year period, the licence of that individual would be revoked.

Proprietors

When the number of points allocated to a proprietor’s vehicle licence reaches 15, the licence shall be suspended for a period of 21 days. If any proprietor’s licence is suspended for 2 periods of 21 days in any 3 year period, then on accumulating a third set of 15 points, within the 3 year period, the vehicle licence held by that proprietor would be revoked.

Operators

When the number of points allocated to an operator reaches 30, the licence of that operator shall be suspended for a period of 21 days.

If any operator’s licence is suspended for 2 periods of 21 days in any 3 year period, then, on accumulating a third set of 30 points within the 3 year period, the licence of that operator would be revoked.

**Stafford Borough Council
Hackney Carriage and Private Hire Penalty Points System**

OFFENCE	POINTS	PERSONS RESPONSIBLE	OFFENCE	POINTS	PERSONS RESPONSIBLE
Failure of Hackney Carriage Proprietor to notify change of address.	3	P	Using a vehicle as a Private Hire car without a Licence (or permitting the use of)	6	DPO
Plying for hire without a Hackney Carriage Vehicle Licence	6	DPO	Driving a Private Hire Vehicle without a Private Hire Driver's Licence.	5	D
Driving without a Hackney Carriage Driver's Licence.	5	D	Employing a non-licensed driver to drive a Private Hire Vehicle	5	P
Employing an unlicensed driver.	5	P	Operating Private Hire Vehicle(s) without a Licence.	5	O
Failure of Proprietor to retain Hackney Carriage Driver's Licence.	3	P	Operating a Private Hire Vehicle where the driver does not hold a Private Hire Driver's Licence.	5	O
Failure to carry the prescribed number of passengers.	3	DP			
Driver refusing to drive.*	4	D	Operating a vehicle as a Private Hire Vehicle without a Vehicle Licence.	5	O
Driver charging more than is displayed on meter in accordance with the fare tariff.	5	DP	Failure to display a Private Hire plate as prescribed by regulation.	5	DPO
Permitting persons to ride without consent of hirer.	3	DP	Failure to notify transfer of interest in a licensed vehicle within 14 days.	5	P
No unauthorised person to act as driver (without the authority of the Proprietor).	5	D	Failure to produce the Private Hire Operators Licence for inspection by an authorised officer or a Police Constable.	5	O
Penalty for drunkenness, furious driving, etc. (on conviction).	3-10	D	Knowingly, or recklessly, making a false statement or omitting relevant information when applying for a Private Hire Operator's Licence.	5	DPO
Failure to present a vehicle for testing	5	P			
Failure to provide facilities for the testing of a vehicle.	5	P	Failure to return licence plate upon suspension or revocation of Licence within seven days.	5	P
Failure to report an accident.	5	P	Failure to return badge on demand upon the suspension or revocation of Licence.	3	D
Failure to produce the Vehicle Licence.	5	P	Charging of a fare that is greater than that indicated on the meter.	5	DP
Failure to produce a Certificate of Insurance (or equivalent).	5	P	Prolongation of journey.	5	D
Failure to produce Driving Licence within five days.	5	D	Wilfully obstructing an authorised officer or Constable acting in pursuance of his duties.	5	DPO (ANY PERSON)

* Right of appeal to the Public Appeals Committee within 21 days.

D = DRIVER P = PROPRIETOR O = OPERATOR

OFFENCE	POINTS	PERSONS RESPONSIBLE	OFFENCE	POINTS	PERSONS RESPONSIBLE
Failure to wear Private Hire badge.	5	D	Failing to comply with a requirement properly made to him by an authorised officer or Constable.	5	DPO (ANY PERSON)
Failure to keep records in the prescribed form.	5	O	Failure to provide assistance or information which may reasonably be required by an authorised officer or Constable in pursuance of his duties.	5	DPO (ANY PERSON)
Failure to produce records (bookings) for inspection by an authorised officer or Constable.	5	O		5	
Failure to keep a record on all Private Hire Vehicles operated.	5	O		5	
			DRIVING CONVICTIONS		
Failure to produce records of Private Hire Vehicles for inspection by an authorised officer or Police Constable.	5	O	Any endorsement on driving licence.	3	D
Failing to wear Hackney Carriage Driver's Badge.	5	D	Disqualification from driving.	10	D

D = DRIVER

P = PROPRIETOR

O = OPERATOR

Contraventions Of Regulations And Conditions

OFFENCE	POINTS	PERSONS RESPONSIBLE
Carrying more than the permitted number of passengers	6	D
Transfer of a licence plate from one vehicle to another without the prior consent of the Council		
Failing to notify the Council for any Changes:-		
(i) In the particulars disclosed on the application	3	
(ii) In respect of a vehicle registration document	4	P
Failing to notify details of a conviction	6	DPO
Failing to display approved signs	4	DP
Failing to maintain full documentation in respect of drives used for the purpose of driving a vehicle	4	O
Using or permitting the use of a licensed vehicle whilst not equipped with:-		
(a) Booster Cushion	3	DPO
(b) Fire extinguisher	3	DPO
Failure to deposit licence with proprietor	3	D
Failure to provide medical certificate/submit for medical examination	5	D
Failure to attend punctually to pick-up passengers *	5	D
Failing to provide a written receipt on request *	3	D
Failure of a Driver to be cleanly and tidily dressed at all times	3	D
Failure to keep a Licensed Vehicle in a clean and tidy condition either internally or externally	3	DP
Failure to engage the Hackney Carriage Meter upon commencement of the hiring until the termination of the hiring in order to calculate the approved fare	6	D
Failing to carry and/or provide reasonable assistance with luggage *	3	D
Failure to deliver lost property to owner or Police Station within forty eight hours	3	DP
Unsatisfactory personal behaviour of driver towards passenger and any member of the public *	3 - 6	D
Failure to present a vehicle for testing or inspection as required by the relevant legislation (ie Section (68) Notices) and failure to attend any appointment made by Officers of the Council without reasonable excuse	5	P

* Right of appeal to the Licensing Appeals Committee within 21 days.

Swivel Seats

All vehicles are to be fitted with a **double-sliding and swivelling** front passenger seat of a type approved by the Licensing Authority. A fitting certificate must accompany the application. It is essential that applicants establish that an approved seat is available for their particular vehicle prior to purchasing or licensing. Swivel seats are not available for **every** make and model of vehicle manufactured.

Vehicles in which it is not possible to install such a seat, will **NOT** be acceptable for licensing unless the height of the seat (28" from the ground to highest part of seat squab) is such that it offers no benefit to the disabled (eg some MPV's and purpose built people carriers).

A swivel seat is required to allow access for disabled or elderly people in and out of the vehicle. The seat works by rotating 90° and then sliding forwards. The person can then sit on the seat and rotate back in to the vehicle. You must ensure that the seat is then locked back in to position

A demonstration video can be found on www.elap.co.uk

