



## **Requirements for Hackney Carriage/Private Hire Driver's Licence**

Licences are issued for three years providing the applicant passes a medical with Occupational Health and also a written and oral knowledge test.

Applicants are also required to have an Enhanced Criminal Disclosure (DBS) check.

## **To make a Hackney Carriage or Private Hire Driver Application**

You must hold a full licence for the class of vehicle that you are intending to drive.

**All applicants must make an appointment with the Licensing Section (01785 619745) in order to submit the required documentation as indicated below.**

- Completed Driver Application form
- Both parts of your DVLA driving licence
- Completed DBS Application
- Original documents for the Licensing Service to verify and send to the DBS (See Guide to applying for a Disclosure)
- Payment for the Licence, DBS, Medical fee & knowledge test
- One passport type photograph in colour

You will be given a Medical form, on receipt of a completed application form **and** payment of the current fees (**non-refundable**). You will also be given a date to take your Knowledge test.

### **Payment:**

- Cash payments will not be taken.
- Payments must be either made by cheque or postal order, made payable to Stafford Borough Council, or by debit card.



# Stafford

## BOROUGH COUNCIL

### Application for a Dual Hackney Carriage/Private Hire Drivers Licence under the Local Government (Miscellaneous Provisions) Act 1976

I, the undersigned, do hereby apply to Stafford Borough Council for a licence to act as the driver of any vehicle licensed within the said Borough.

Full Name (BLOCK LETTERS) .....MR/MRS/MISS/MS

Address .....

Post Code ..... Phone Number ..... Date of Birth .....

I have held a full driving licence under the Road Traffic Acts permitting me to drive the class of vehicle in question for .....year.

Have you at any time been convicted of any **motoring** or **criminal** offence including **formal cautions**? YES/NO

**NB: Before completing this you should read the attached notice regarding the Rehabilitation of Offenders Act 1974**

If **YES** please state:-

OFFENCE	SENTENCE	COURT	DATE

Have you any prosecutions or formal cautions pending against you? YES/NO

If **YES** please state:-

ALLEGED OFFENCE	DATE OF COURT HEARING

It will be my intention to work for the following Operator/Proprietor .....

Applicants are reminded that to make a false declaration or to omit any particulars for the purpose of obtaining a licence may make them liable to prosecution for a criminal offence.

In the event of a licence being granted to me, I undertake:-

- (a) To observe all Byelaws, Rules, Orders and Regulations for the time being in force;
- (b) To wear the badge provided by the Council in such a manner as to be plainly visible at all times when standing or plying for hire or driving.

I declare to the best of my knowledge and belief the answers given above are true and complete.

Signature of Applicant ..... Dated.....

**FOR OFFICE  
USE ONLY**

Fee Paid £                      Receipt/Sheet No ..... Dated

..... CRB Ref No .....

Date Sent

.....

... Badge/Licence No

.....

## A GUIDE TO APPLYING FOR A DISCLOSURE & BARRING SERVICE CHECK

Please complete all sections on the D&BS application form (Previously CRB Disclosure) marked in **YELLOW** using **BLACK INK** and in **BLOCK CAPITALS**. This should then be returned to the Licensing Section with the relevant documents and registration fee as soon as possible.

### **Fee:**

**Enhanced Check:            £44.00**

You will be asked to produce certain *original documents* (not photocopies) so that your identity can be verified. You should call and make an appointment for an officer to check your original documents. *(Where it is not possible to present your documents in person, together with your form, you may post them to the Licensing Section,)*

### **Please note:**

- All documents must be in your **current name**.
- At least one document must show your **current address**
- At least one document must show your **date of birth**

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## **Documents you need to provide**

You must produce 3 documents

- 1 document from Group 1 (see below) **and**
- 2 further documents from Groups 1, 2a or 2b; one of which must verify your current address

## **LIST OF VALID IDENTITY DOCUMENTS**

### **Group 1 – Primary Trusted Identity Credentials**

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
  - Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;

- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable).

### **Group 2a – Trusted Government/State Issued Documents**

- Current UK Driving licence (old style paper version).
- Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application).
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

### **Group 2b – Financial/Social History Documents**

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted).
- Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted).
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted).
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement \*\*(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). \*\*
- Work Permit/Visa (UK) (UK Residence Permit). \*\*
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)\* – Not Mobile Telephone.
- Benefit Statement\* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted)).
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#### **Please note:**

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old.
- Denoted with \*\* - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.



**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) The test will include some basic maths questions and you will also be tested on your reading skills.

Copies of items (a), (c) 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 619745.

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

## Routes

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- 1 MOD Stafford
- 2 Great Bridgeford Village Hall
- 3 Bishop Lonsdale Primary School
- 4 Amerton Farm
- 5 Chetwynd Arms, Brocton
- 6 Dog and Doublet, Sandon
- 7 Stafford Sports College, Risingbrook
- 8 Highfields Social Club
- 9 HMP/Stafford Prison
- 10 St George's Hospital, Stafford
- 11 Stone House Hotel
- 12 Railway Station, Stafford
- 13 Doxey Primary School
- 14 Tenpin, Stafford
- 15 The Moat House, Acton Trussell
- 16 Stafford County Hospital
- 17 Sainsburys, Stafford
- 18 Shugborough Hall
- 19 Tillington Hall Hotel
- 20 Stafford County Showground
- 21 Stafford Rangers FC
- 22 Queens Retail Park, Stafford
- 23 Greyhound at Yarlet
- 24 Tesco Extra (supermarket), Stafford
- 25 The Mill at Worston
- 26 Ingestre Park Golf Club
- 27 Red Lion Farm, Haughton
- 28 Gnosall Post Office
- 29 Stone Golf Club
- 30 Stafford Castle



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

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- 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 to 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 Health Services, Stafford Borough Council, Civic Centre, Riverside, Stafford telephone 01785 619745 or by emailing [ehlicensing@staffordbc.gov.uk](mailto:ehlicensing@staffordbc.gov.uk).
- Take note of the Hackney Carriage or Private Hire Licence Plate Number and vehicle registration number.
- Give details (date, time, pick-up point, destination) of journey.
- If it is a complaint against the driver, give badge number and name.

# Hackney Carriages and Private Hire Vehicles

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## HACKNEY CARRIAGE (TAXI) PRIVATE HIRE

1. Displays a “ <b>Taxi</b> ” sign.	1. Is <b>not</b> allowed to display a “ <b>Taxi</b> ” sign.
2. Displays a Hackney Carriage Licence Plate	2. Displays a Private Hire Licence Plates which includes the seating capacity and signs on the doors stating <b>Private Hire</b> , name of the firm and words “advanced bookings only” and telephone number.
3. May operate from a Hackney Carriage stand (Taxi Rank) or by telephone call	3. May <b>not</b> 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 <b>must</b> 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 <b>not</b> be picked up when the 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. <b>Extra charges</b> for more than 4 passengers and unsocial hours are then calculated from the <b>Fare Card</b> (see item 7)	6.
7. A card must be displayed giving the current table of fares. If it is <b>not</b> displayed, ask to see it.	7. No fare card is required, but some vehicles do have one and it will be produced on request.
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 an exemption certificate may refuse an assistance dog	



# Stafford

## BOROUGH COUNCIL

### LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

#### HACKNEY CARRIAGE/PRIVATE HIRE DRIVER'S LICENCE CONDITIONS

These conditions must be read in conjunction with all relevant provisions of:-

- Local Government (Miscellaneous Provisions) Act 1976
- Town Police Clauses Act 1847
- Transport Act 1980

The terms 'Operator', 'Private Hire Vehicle', 'Hackney Carriage', 'Proprietor' and 'Taximeter' are defined by the above legislation.

#### 1. General

- 1.1 The driver shall within 7 days, notify the Council of any change of their name or home address
- 1.2 The driver must deposit their Private Hire/Hackney Carriage driver's licence with the operator/proprietor of the vehicle at all times that they are employed/permitted to drive by the operator/proprietor

#### 2. Conduct

The driver shall at all times whilst the vehicle is available or being driven for hire:-

- 2.1 Attend punctually at the time and place appointed for hire unless delayed or prevented by a sufficient cause
- 2.2 Behave in a civil and orderly manner
- 2.3 Take all reasonable steps to ensure the safety of passengers when entering or leaving the vehicle, giving assistance as required
- 2.4 Afford all reasonable assistance with the hirer's and other passengers' possessions
- 2.5 Smoking in the vehicle, and the use of electronic cigarettes are **strictly prohibited** at all times, this applies to both drivers and passengers

### **3. Driver's Identification Badge**

- 3.1 The driver shall, at all times when working, wear the driver's identification badge supplied by the Council so as to be plainly visible at all times

### **4. Medical Fitness**

- 4.1 The driver must produce a medical certificate in the form prescribed by the Council:-
- On first application
  - On every other renewal thereafter until the driver's 65<sup>th</sup> birthday
  - On the driver's 65<sup>th</sup> birthday and annually thereafter
  - At any time reasonably required by the Council
- 4.2 Whether a certificate has been produced or not, applicants may be required to submit themselves for examination by a registered practitioner of the Council's choice as to their fitness to be a driver, the Council to bear the cost.
- 4.3 The driver must stop driving vehicles for hire and contact the Council immediately if they know/become aware of any medical condition which may affect their ability to drive safely

### **5. Knowledge Test**

- 5.1 All new applicants must pass a written and oral knowledge test prior to being licensed.
- 5.2 You will receive an information pack about the test on receipt of your application and given a date to take the knowledge test.

### **6. Disclosure Barring Service**

- 6.1 Due to the changes with the above service, the Council no longer receive copies of your personal data. However, in order for you to continue as a driver, you must present the whole document to the Council within 7 days of you receiving it.
- 6.2 In order to complete the application, the Council will take a copy and keep it, no longer than is necessary, as per the requirements of the Data Protection Act.

### **7. Fares / Taximeters**

- 7.1 The driver shall not demand from any hirer any fare in excess of that previously agreed for that hiring between the hirer and the operator or if the vehicle is fitted with a taximeter the fare shown on that meter, whichever is the lesser amount.

- 7.2 The driver shall not cause the fare recorded on the taximeter to be concealed or cancelled until the hirer has had sufficient time and opportunity of examining it and has paid the fare.
- 7.3 The driver shall, when requested, provide the hirer with a written receipt for the fare paid
- 7.4 The driver shall proceed to the destination by the shortest possible route unless: (a) he/she receives express directions given by the hirer, or (b) he/she receives express consent of the hirer to an alternative route.

## **8. Passengers**

- 8.1 The driver shall not convey in the vehicle a greater number of passengers than prescribed on the Vehicle Licence and Licence Plate.
- 8.2 The driver shall not, without the express consent of the hirer convey any person other than the hirer in the vehicle

## **9. Animals**

- 9.1 The driver must **not carry any** animal in the vehicle, whilst the vehicle is in the course of trade, including his/her own or the operator's/proprietor's animal **except that:-**
- The driver may at his/her discretion carry the animal of a fare paying passenger but the animal must be carried in the rear of the vehicle.
  - Assistance dogs **MUST** be carried unless the driver has applied for and been granted an exemption certificate.

## **10. Wheelchair Accessible Vehicles**

Drivers of wheelchair accessible vehicles must:-

- 10.1 Be fully conversant with the correct method of operation of all ramps, lifts and wheelchair restraints fitted to the vehicle.
- 10.2 Before the commencement of any journey ensure that all wheelchairs are firmly secured and that the brakes of the wheelchair have been applied.

## **11. Lost Property**

- 11.1 The driver shall immediately after the termination of each hiring, or as soon as practicable thereafter, search the vehicle for any property that may have been left there
- 11.2 The driver must report it to the Operator, then take any property left in the vehicle to a police station, wherever possible within twenty four hours and

in any event no longer than within forty eight hours, and obtain a receipt for the property

- 11.3 The driver shall notify the Council of the whereabouts of the property, and wherever possible of the details of the hirer, the journey and the date found

## **12. Criminal Convictions**

- 12.1 The driver shall inform the Council in writing and within 7 days of any conviction, caution, warning or Fixed Penalty Notice imposed on them during the period of the licence



# Stafford

## BOROUGH COUNCIL

### POLICY FOR CONVICTIONS FOR HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS

#### **Applicants**

All applicants for hackney carriage or private hire driver licences (“Licences”) are required to declare any convictions or cautions, warnings, fixed penalty notices and DVLA licence endorsements - including any pending convictions and investigations. All applicants must also submit to Disclosure and Barring Service checks. The Council will deal with all information provided in strict confidence. Any information will be retained for no longer than is necessary for the purposes of processing the application for the Licence. On applying for renewal of Licences, applicants will be required to give the above details only for the preceding three years.

#### **Driver’s Duty to Inform the Council**

Once a Licence has been granted Drivers are required to inform the Council in writing and within 7 days of any conviction, caution, warning or fixed penalty notice imposed on them since the grant of the Licence. In addition Drivers are required to inform the Council in writing and within 7 days of becoming aware of any pending criminal investigation that concerns them.

#### **Consideration of Applications**

Each and every case will be decided on its own merits and in accordance with this policy.

#### **Public Safety is the Primary Concern**

Public safety is the primary concern for the licensing of Hackney Carriage and Private Hire Drivers (“Drivers”). The Council has a duty to ensure, so far as possible, that Drivers are “fit and proper” persons to hold Licences. The Council has to consider whether Drivers are fit and proper when they apply for Licences, and it also has to consider whether they remain fit and proper throughout the time that the Licence remains in force.

If a Driver has convictions, cautions, warnings or Fixed Penalty Notices (“Convictions”) for various offences this may mean that such a Driver is not a fit and proper person, and that the Driver should not be licensed. The Council can consider current Convictions and spent Convictions.

A person with a conviction for a serious crime need not be automatically barred from obtaining a Licence but would normally be expected to:-

- remain free from convictions for three to five years

- show sufficient evidence that they are a “fit and proper person” to hold a Licence.
- simply remaining free from convictions will not generally be regarded as sufficient
- evidence that a person is a “fit and proper person” to hold a Licence.

Some discretion may be appropriate if the offence is isolated and there are mitigating circumstances. However, the overriding consideration should be the protection of the public.

The following examples afford a general guide on the actions to be taken where convictions are admitted or discovered.

### **Offences of dishonesty**

Drivers are expected to be persons of trust. It is comparatively easy for a dishonest Driver to defraud the public by demanding more than the legal fare and in other ways. Members of the public entrust themselves to the care of Drivers for their own safety and are expected to be dealt with fairly. The Council will take a serious view of any convictions involving dishonesty. In general a period of three to five years free of convictions should be required before considering an application. In particular an application will normally be refused where an applicant has a conviction for:-

- theft
- burglary
- fraud including benefit fraud
- handling or receiving stolen goods
- forgery
- conspiracy to defraud
- obtaining money or property by deception
- other deception
- similar offences of dishonesty where the conviction is less than three years prior to the date of application

After three years have elapsed consideration can be given to the circumstances of the offence and any evidence that the applicant has mended his/her ways and can be considered a “fit and proper person”.

### **Violence**

Drivers have close contact with the public - a firm line should be taken with applicants who have convictions for this type of offence. When the commission of an offence involves loss of life, a Licence will normally be refused. In other cases, a period of three to ten years free from offences involving violence (dependent on the seriousness of the offence) will be required before an application is likely to be considered.

An application will normally be refused where the applicant has a conviction for:-

- murder
- manslaughter
- manslaughter or culpable homicide whilst driving



- similar offences which may have replaced the ones listed.

An application will normally be refused for a period of five years from the date of conviction where the applicant has convictions for:-

- arson
- malicious wounding or grievous bodily harm
- any of the above which are racially aggravated
- grievous bodily harm (GBH) with intent
- wounding with intent
- robbery
- racially aggravated offences of criminal damage
- racially aggravated public order offences (e.g. aggravated fear or provocation of)
- violence, aggravated intentional harassment alarm or distress, aggravated fear of violence)
- riot
- violent disorder
- assaulting a police officer in execution of duty
- possession of offensive weapon or firearm
- similar offences where the conviction is less than five years prior to date of application.

An application will normally be refused for a period of three years from the date of conviction where an applicant has convictions for:-

- common assault including racially aggravated assault
- assault occasioning actual bodily harm
- affray
- racially aggravated public order offence (harassment, alarm or distress)
- obstruction
- criminal damage
- resisting arrest
- similar offences when the conviction is less than three years prior to the date of application.

### **Supply of drugs**

An application will normally be refused when an applicant has a conviction related to the supply of drugs and the conviction is less than five to ten years prior to the date of application. After five years have elapsed, consideration will be given if an applicant can provide evidence that they can be considered a “fit and proper person”.

### **Possession of drugs**

An application will generally be refused where the applicant has more than one conviction relating to the possession of drugs and the conviction is less than five years prior to the date of application. An application from an applicant who has an isolated conviction for possession of drugs within the last three to five years will require serious consideration before a decision is made regarding their suitability.

### **Sexual and indecency offences**

As Drivers often carry unaccompanied passengers, applicants with convictions for rape, indecent assault or similar offences under the Sexual Offences Act will normally be refused a Licence. Applicants with convictions for soliciting or prostitution importuning indecent exposure or like offences under the Sexual Offences Act will normally be refused a Licence until they can show a period of five to ten years free from such a conviction. After five years have elapsed consideration will be given if an applicant can provide evidence that they can be considered a “fit and proper person”.

### **Minor traffic convictions - see Table 1**

Convictions for minor traffic offences will not prevent a person from being considered for a Licence. If an applicant has six live penalty points on their DVLA licence for such offences then the applications may be granted subject to a strong written warning. If an applicant has between six and nine penalty points on their DVLA licence then the applications will be referred to the Public Appeals Committee who may decide to refuse the application or at the very least issue a severe warning that further convictions could lead to revocation. Where an applicant has more than nine penalty points on their DVLA licence they must normally show a period of 12 months free from convictions before their application is considered. A Driver with 12 penalty points is likely to have their Licence revoked. An isolated conviction for, for example, driving without due care and attention should normally merit a warning as to future driving standards expected of Drivers. More than one conviction for this type of offence within the last two years is likely to merit refusal and the decision that no other application should be considered until a period of one to three years free from convictions have elapsed.

In totting up cases where disqualification is considered by the court, even if the court does not disqualify (e.g. exceptional circumstances) the council may still refuse on applications because different criteria apply.

### **Major traffic offences - see Table 2**

If an applicant has live endorsements or has been disqualified from driving in respect of major traffic offences then the application will be referred to the Public Appeals Committee and will normally be refused until at least five years after the most recent such convictions.

In totting up cases where disqualification is considered by the court, even if the court does not disqualify (e.g. exceptional circumstances) the council may still refuse on applications because different criteria apply.

### **Drink Driving / Driving Under the Influence of Drugs**

A serious view should be taken of a person who has been convicted of driving or being in charge of a vehicle while under the influence of alcohol and / or drugs. Applicants must show at least three years free from convictions after the restoration of their DVLA driving licence before their application will be considered. More than one “live” conviction for this type of offence would require a period of at least five years free from convictions before the application would be considered. Such an applicant would also be required to pass a further medical examination, and if found

to be alcoholic or addicted to drugs a further period of five years should elapse after treatment is complete before an application is considered.

### **Alcohol Related Offences Other Than Drink Driving**

An isolated conviction for drunkenness need not debar an applicant from gaining a Licence. However, a number of convictions for drunkenness could indicate a medical problem necessitating medical examination.

### **Offences by licensed Drivers**

Any conviction which results from an offence committed by any person whilst working as a Driver (especially the offence of illegally plying for hire) is regarded as extremely serious and may lead to a Licence being suspended or revoked or an application to renew the Licence being refused. More than one conviction for the above would certainly lead to the Licence being revoked. This includes any offences against the Town Police Clauses Act 1847, The Local Government (Miscellaneous Provisions) Act 1976 or any breach of the conditions or byelaws made under the relevant legislation.

Convictions of any description listed in table 1 committed by Drivers during the duration of their Licence must be declared to the licensing section in writing within seven days of the conviction date.

### **Spent convictions**

Under the Rehabilitation of Offenders Act 1974 convictions become spent as defined below –

Imprisonment of between six and 30 months	Ten years
Imprisonment of up to six months	Seven years
Borstal training	Seven years
Community service order	Five years
Absolute discharge	Six months
Probation order, conditional discharge or bind cover	One year (or until the order expires, whichever is the longer)
Detention centre order	Three years
Remand home, attendance centre or approved school order	The period of the order and a further year after the order expires

Hospital order under the Mental Health Act	The period of the order and a further two years after it expires
Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces	Ten years
Dismissal from the armed forces	Seven years
Detention in HM service	Five years
A fine or other sentence not otherwise covered in this table	Five years

- (i) A sentence of more than 30 months imprisonment can never become spent
- (ii) A person under 17 years of age on the date of conviction should halve the period in the right column.

Drivers are exempt from the provisions of The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002, Part 1 of Schedule 1, paragraph 12(e).

Applicants must disclose all previous cautions and convictions whether they are spent or not.

**Table 1: Minor traffic offences**

CU10	Using vehicle with defective brakes
CU20	Causing or likely to cause danger by reason of use or unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition
CU30	Using a vehicle with defective tyres
CU40	Using a vehicle with defective steering
CU50	Causing or likely to cause danger by reason of load or passengers
SP10	Exceeding goods vehicle speed limit
SP20	Exceeding speed limit for type of vehicle (excluding goods or passenger vehicles)
SP30	Exceeding statutory speed limit on a public road
SP40	Exceeding passenger vehicle speed limit
SP50	Exceeding speed limit on a motorway
SP60	Exceeding speed limit offence
MS10	Leaving a vehicle in a dangerous position
MS40	Driving with uncorrected defective eyesight or refusing to submit to a test
MS70	Driving with uncorrected defective eyesight
MS80	Refusing to submit to an eyesight test
MS90	Failure to give information as to identity of driver, etc
MW10	Contravention of special road regulations (excluding speed limit)
PC10	Undefined contravention of pedestrian crossing regulations
PC20	Contravention of pedestrian crossing regulations with moving vehicle

PC30	Contravention of pedestrian crossing regulations with stationary vehicle
TS10	Failing to comply with traffic light signals
TS20	Failing to comply with double white lines
TS30	Failing to comply with a „stop sign
TS40	Failing to comply with direction of a constable or traffic warden
TS50	Failing to comply with traffic sign (excluding “stop” sign, traffic lights or double white lines)
TS60	Failing to comply with school crossing patrol sign
TS70	Undefined failure to comply with a traffic direction sign

Aiding, abetting, counselling or procuring, offences as coded above. Causing or permitting, offences as coded above.

Inciting, offences as coded above.

## **Table 2: Major traffic offences**

AC10	Failing to stop after an accident
AC20	Failing to give particulars or to report an accident within 24 hours
AC30	Undefined accident offences
BA10	Driving while disqualified by order of the court
BA30	Attempting to drive while disqualified by order of the court
CD10	Driving without due care and attention
CD20	Driving without reasonable consideration for other road users
CD30	Driving without due care and attention or without reasonable consideration for other road users
CD40	Causing death through careless driving when unfit through drink
CD50	Causing death through careless driving when unfit through drugs
CD60	Causing death through careless driving with alcohol above limit
CD70	Causing death by careless driving then failing to supply a specimen for analysis
CD71	Causing death by careless driving then failing to supply a specimen for drug analysis
DD40	Dangerous driving
DD60	Manslaughter or culpable homicide while driving a vehicle
DD80	Causing death by dangerous driving
DR10	Driving or attempting to drive with alcohol level above limit
DR20	Driving or attempting to drive while unfit through drink
DR30	Driving or attempting to drive then failing to supply a specimen for analysis
DR31	Driving or attempting to drive then failing to supply a specimen for drug analysis
DR40	In charge of a vehicle while alcohol level above limit
DR50	In charge of a vehicle while unfit through drink
DR60	Failure to provide a specimen for analysis in circumstances other than driving or attempting to drive
DR61	Failure to supply drug specimen for analysis in circumstances driving or to drive
DR70	Failing to provide specimen for breathe test
DR80	Driving or attempting to drive when unfit through drugs
DR90	In charge of a vehicle when unfit through drugs
IN10	Using a vehicle uninsured against third-party risks

LC20	Driving otherwise than in accordance with a licence
LC30	Driving after making a false declaration about fitness when applying for a licence
LC40	Driving a vehicle having failed to notify a disability
LC50	Driving after a licence has been revoked or refused on medical grounds
MS50	Motor racing on the highway
MS60	Offences not covered by other codes
UT50	Aggravated taking of a vehicle

Aiding, abetting, counselling or procuring offences as coded above. Causing or permitting offences as coded above.

Inciting offences as coded above.

# TAXI DRIVER BOOKLET

## Child Sexual Exploitation (CSE)

### Safeguarding Children



Policy and Improvement | [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

All children and vulnerable adults have the right to live their lives to the fullest potential, to be protected, to have the opportunity to participate in and enjoy any activity, and to be treated with dignity and respect.

Stafford Borough Council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Council.

Stafford Borough Council has a legal responsibility to safeguard, promote wellbeing and protect children and vulnerable adults.

We will aim to comply with our duties by:

- Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
- Raising the awareness of the duty of care and responsibilities relating to children and vulnerable adults throughout the Council.
- Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults to protect them from harm.
- Creating a safe and healthy environment within all our services, to protect all parties and reduce the risk of abuse or allegations of abuse from occurring.
- Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and to also minimise any risks to themselves.
- Responding promptly to any suspicions or allegations of misconduct or abuse of children or vulnerable adults in line with the Staffordshire Safeguarding Children Board (SSCB) and Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership (SSAP) policies and procedures.
- Requiring staff, elected members and volunteers to adopt and abide by the Council's Safeguarding Children and Vulnerable Adults Policy and Procedures, codes of conduct and associated procedures.
- Reviewing and evaluating the Policy and Procedures on an annual basis or in line with best practice, changing legislation, organisational requirements and service delivery.
- Ensuring representatives of Stafford Borough Council who have contact with children, young people or vulnerable adults are subject to safer recruitment procedures. This is also applicable for all employees who the council is working in partnership with, private and voluntary organisations. Also who the Council issue a licence to and who they are in contract with.



The purpose of this booklet is to provide you with an 'at a glance' and easy to read version of the signs and symptoms of abuse and also the referral processes. We hope you find it useful

<b>TYPES AND SIGNS OF VULNERABLE ADULT &amp; CHILD ABUSE</b>	
<b>PHYSICAL ABUSE</b>	
<b>Examples Include</b>	<b>Signs Include</b>
<ul style="list-style-type: none"> <li>• Shaking</li> <li>• Pinching</li> <li>• Slapping</li> <li>• Force-feeding</li> <li>• Biting</li> <li>• Burning or scalding.</li> <li>• Causing needless physical discomfort</li> <li>• Inappropriate restraint</li> <li>• Locking someone in a room</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained bruising, marks or injuries on any part of the body</li> <li>• Frequent visits to the GP or A&amp;E</li> <li>• An injury inconsistent with the explanation offered</li> <li>• Fear of parents or carers being approached for an explanation</li> <li>• Aggressive behaviour or severe temper outbursts</li> <li>• Flinching when approached</li> <li>• Reluctance to get changed or wearing long sleeves in hot weather</li> <li>• Depression</li> <li>• Withdrawn behaviour or other behaviour change</li> <li>• Running away from home/ residential care</li> <li>• Distrust of adults, particularly those with whom a close relationship would normally be expected</li> </ul>
<b>EMOTIONAL/PSYCHOLOGICAL ABUSE</b>	
<b>Examples Include</b>	<b>Signs Include</b>
<ul style="list-style-type: none"> <li>• Intimidation and/or threats</li> <li>• Bullying</li> <li>• Rejection</li> <li>• Shouting</li> <li>• Indifference and the withdrawal of approval</li> <li>• Denial of choice</li> <li>• Deprivation of dignity or privacy</li> <li>• The denial of human and civil rights</li> <li>• Harassment</li> <li>• Being made to fear for one's well being</li> </ul>	<ul style="list-style-type: none"> <li>• A failure to thrive or grow</li> <li>• Sudden speech disorders</li> <li>• Developmental delay, either in terms of physical or emotional progress</li> <li>• Behaviour change</li> <li>• Being unable to play or socialise with others</li> <li>• Fear of making mistakes</li> <li>• Self-harm</li> <li>• Fear of parent or carer being approached regarding their behaviour</li> <li>• Confusion</li> </ul>
<b>SEXUAL ABUSE</b>	
<b>Examples Include</b>	<b>Signs Include</b>
<ul style="list-style-type: none"> <li>• Rape and other sexual offences</li> <li>• For adults, sexual activity including sexual contact and non-sexual contact that the person does not want, to which they have not consented, could not consent, or were pressured into consenting to</li> <li>• For adults, being denied access to a sexual life</li> <li>• Being encouraged or enticed to touch the abuser</li> <li>• Coercing the victim into watching or participating in pornographic videos, photographs, or internet images</li> <li>• Any sexual relationship that develops where one is in a position of trust, power or authority</li> </ul>	<ul style="list-style-type: none"> <li>• Pain or itching in the genital/anal areas</li> <li>• Bruising or bleeding near genital/anal areas</li> <li>• Sexually transmitted disease</li> <li>• Vaginal discharge or infection</li> <li>• Stomach pains</li> <li>• Discomfort when walking or sitting down</li> <li>• Pregnancy</li> <li>• Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn</li> <li>• Fear of being left with a specific person or group of people</li> <li>• Nightmares</li> <li>• Leaving home</li> <li>• Sexual knowledge which is beyond their age or development age</li> <li>• Sexual drawings or language</li> <li>• Bedwetting</li> <li>• Saying they have secrets they cannot tell anyone about</li> <li>• Self-harm or mutilation, sometimes leading to suicide attempts</li> </ul>

	<ul style="list-style-type: none"> <li>• Eating problems such as overeating or anorexia</li> <li>• Disclosure</li> </ul>
<b>NEGLECT</b>	
<b>Examples Include</b>	<b>Signs Include</b>
<ul style="list-style-type: none"> <li>• Withholding help or support necessary to carry out daily living tasks</li> <li>• Ignoring medical and physical care needs</li> <li>• Failing to provide access to health, social or educational support</li> <li>• The withholding of medication, nutrition and heating</li> <li>• Keeping someone in isolation</li> <li>• Failure to intervene in situations that are dangerous to the vulnerable person</li> <li>• Inadequate supervision and guidance – leaving the child to cope alone, abandoning them or leaving them with inappropriate carers and failing to provide appropriate boundaries about behaviours such as under age sex or alcohol.</li> </ul>	<ul style="list-style-type: none"> <li>• Constant hunger, sometimes stealing food from others</li> <li>• Dirty or 'smelly'</li> <li>• Loss of weight, or being constantly underweight</li> <li>• Inappropriate dress for the weather</li> <li>• Complaining of being tired all the time</li> <li>• Not requesting medical assistance and/or failing to attend appointments</li> <li>• Having few friends</li> <li>• Worsening of health conditions</li> <li>• Pressure sores</li> <li>• Mentioning their being left alone or unsupervised</li> <li>• Sore or extreme nappy rash</li> <li>• Skin infections</li> <li>• Lack of response to stimuli or contact</li> <li>• Poor skin condition(s)</li> <li>• Frozen watchfulness</li> <li>• Anxiety</li> <li>• Distressed</li> <li>• Child moves away from parent under stress</li> <li>• Little or no distress when separated from primary carer</li> <li>• Inappropriate emotional responses</li> <li>• Language delay</li> </ul>

## OTHER TYPES OF ABUSE

Domestic abuse; Forced marriage; Human trafficking; Race and racism; Hate crime

## SELF-NEGLECT (ADULTS)

<b>Examples Include</b>	<b>Signs Include</b>
<ul style="list-style-type: none"> <li>• Refusing medication or refusing to stay on medication</li> <li>• Disorientated or incoherent</li> <li>• Unsafe living conditions and hoarding</li> <li>• Inability to manage finances and property</li> <li>• Isolation.</li> <li>• Little or no personal care</li> </ul>	<ul style="list-style-type: none"> <li>• poor grooming, dirty or ragged clothes, unclean skin and fingernails</li> <li>• unwilling to accept medical care</li> <li>• unable to focus, carry on normal conversation or answer basic questions about date, place, and time</li> <li>• Lack of food or basic utilities in the home, unclean living quarters, rodents/other vermin</li> <li>• Hoarding animals or trash, inability to get rid of unneeded items</li> <li>• Inability to manage finances and property: not paying bills, repeatedly borrows money, gives money or property away</li> <li>• Little contact with family or friends, no social support.</li> </ul>

## ORGANISATIONAL ABUSE

<b>Examples Include</b>	<b>Signs Include</b>
<ul style="list-style-type: none"> <li>• Service users required to 'fit in' excessively to the routine of the service</li> <li>• More than one individual is being neglected</li> <li>• Everyone is treated in the same way</li> <li>• Other forms of abuse on an institutional scale</li> </ul>	<ul style="list-style-type: none"> <li>• Inflexible daily routines, for example: set bedtimes and/or deliberate waking</li> <li>• Dirty clothing and bed linen</li> <li>• Lack of personal clothing and possessions</li> <li>• Inappropriate use of nursing and medical procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• Lack of individualised care plans and failure to comply with care plans</li> <li>• Inappropriate use of power, control, restriction or confinement</li> <li>• Failure to access health care, dentistry services etc</li> <li>• Inappropriate use of medication.</li> <li>• Misuse of residents' finances or communal finances</li> <li>• Dangerous moving and handling practices</li> <li>• Failure to record incidents or concerns</li> </ul>
<b>FINANCIAL ABUSE (Vulnerable Adults)</b>	
<b>Examples Include</b>	<b>Signs Include</b>
<ul style="list-style-type: none"> <li>• Being over charged for services</li> <li>• Being tricked into receiving goods or services that they do not want or need</li> <li>• Inappropriate use, exploitation, or misappropriation of property and/or utilities</li> <li>• Theft</li> <li>• Deception</li> <li>• Fraud</li> <li>• Exploitation or pressure in connection with wills</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of basic requirements e.g. food, clothes, shelter</li> <li>• Inability to pay bills.</li> <li>• Unexplained withdrawals from accounts.</li> <li>• Inconsistency between standard of living and income</li> <li>• Reluctance to take up assistance which is needed</li> <li>• Unusual interest by family and other people in the person's assets</li> <li>• Recent changes in deeds</li> <li>• Power of Attorney obtained when person lacks capacity to make the decision.</li> </ul>
<b>DISCRIMINATION</b>	
<b>Examples Include</b>	<b>Signs Include</b>
<ul style="list-style-type: none"> <li>• Use of inappropriate "nick names"</li> <li>• Use of derogatory language or terminology</li> <li>• Enforcing rules or procedures which undermine the individual's well being</li> <li>• Denial to follow one's religion</li> <li>• Lack of appropriate food</li> <li>• Denial of opportunity to develop relationships</li> <li>• Denial of health care.</li> </ul>	<ul style="list-style-type: none"> <li>• Being treated unequally from other users in terms of the provision of care, treatment or services</li> <li>• Being isolated</li> <li>• Derogatory language and attitude by carers</li> <li>• Dismissive language by staff</li> <li>• Hate campaigns by neighbours or others</li> <li>• Deteriorating health</li> <li>• Indicators of other forms of abuse</li> </ul>

## Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is when a young person is encouraged, or forced, to take part in sexual activity in exchange for something. It can happen to boys or girls and be committed by male or female. The age where children are most vulnerable to CSE is between 0-15 years; Children are most vulnerable to sexual exploitation between the ages of 13 and 15, but younger victims are being targeted all the time

<b>CHILD SEXUAL EXPLOITATION (CSE)</b>	
<b>Warning Signals</b>	<b>Signs of exploitation</b>
<ul style="list-style-type: none"> <li>• Victims of grooming, blackmail and sexual abuse may show some of the following signs:</li> <li>• A new older friend</li> <li>• Sudden, unusual mood changes</li> <li>• A new phone or other gifts appearing out of the blue</li> <li>• Having marks or scars on their body that they try to hide</li> <li>• Avoiding usual friends and family</li> <li>• Taking excess alcohol or drugs</li> <li>• Spending a lot of time online or on mobile phones</li> <li>• Skipping school</li> </ul>	<ul style="list-style-type: none"> <li>• Threatening to end relationships if child/young person won't have sex</li> <li>• Asking or making child/young person have sex with other people</li> <li>• Expecting sex in return for food or a place to stay</li> <li>• Sharing drugs or alcohol with child/young person in return for sexual acts</li> <li>• Threatening to stop being friends if child/young person don't perform sexual 'dares'</li> <li>• Children with disabilities also have an increased risk of being abused</li> <li>• It is against the law to forcefully hit a child so this is</li> </ul>

<ul style="list-style-type: none"> <li>• Not coming home/going missing</li> <li>• Other violations to children include violence towards them, factors such as parental alcohol misuse can be a contributing factor to this</li> <li>• Other contributing factors can also include drug misuse but those who do misuse drugs do not necessarily always neglect their children</li> <li>• Both males and females can commit the crime of sexual exploitation to children and it can happen to children of both genders</li> </ul>	<p>to be watched for when children are present</p> <ul style="list-style-type: none"> <li>• Children rarely lie about being abused therefore it is important to listen to and take note of what children say</li> </ul>
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## RESPONDING TO DISCLOSURE Dos and Don'ts

Dos	Don'ts
<ul style="list-style-type: none"> <li>• Don't promise confidentiality, react calmly so as not to frighten the child. Explain to them in a language they understand, that concerns may have to be shared with someone who is in a position to act.</li> <li>• Where possible any course of action should be discussed with the adult at risk and their permission sought before any action is taken;</li> <li>• Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has for example a speech impairment and / or differences in language.</li> <li>• Avoid asking leading or direct questions other than those seeking to clarify your understanding of what the person has said. They may be subsequently formally interviewed by the Police and/or Children's Social Care (CSC) and they should not have to repeat their account on several occasions. The first person told may become a witness at court if they have asked/gained direct relevant information.</li> <li>• Reassure the child or adult at risk of abuse and neglect that they are right to tell.</li> <li>• Make a written record of what has been disclosed at the earliest opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>• Dismiss the concern.</li> <li>• Panic.</li> <li>• Allow your shock or distaste to show.</li> <li>• Probe for more information than is offered.</li> <li>• Speculate or make assumptions.</li> <li>• Make negative comments about the alleged abuser.</li> <li>• Make promises or agree to keep secrets.</li> <li>• Ask the child, young person, adult at risk of abuse and neglect or any witnesses to sign your written information as this may be significantly detrimental to any subsequent police investigation.</li> <li>• Take photographs of any alleged injuries. Any such recording must only be done by an approved medical or other practitioner</li> <li>• Tell them exactly how you feel about the situation</li> </ul>

## QUICK FACTS REGARDING WHEELCHAIR ACCESS AND EQUALITY

<ul style="list-style-type: none"> <li>• You should <b>always</b> take wheelchair fares if you have a wheelchair accessible vehicle</li> <li>• Never ask individuals in wheelchairs to get out of the wheelchair and into your taxi, you should know how to get them in and out of your car and properly strapped in whilst you are taking the fare</li> <li>• The charge for a wheelchair passenger should be <b>no more</b> than the standard fare for that journey The only time a driver does <b>not</b> have to take a wheelchair user is if they are carrying an exemption certificate</li> </ul>
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**Points of Contacts for Concerns:**

**If you are concerned that a Child:**

Children - First Response Team (FRT) - 0800 1313 126

(between 8.00 am and 5.30 pm and 4.30 pm on a Friday) or via a brief email  
[firstr@staffordshire.gov.uk](mailto:firstr@staffordshire.gov.uk)

Outside of 8.00 am and 5.30 pm

Emergency Duty Service (EDS) - 0845 6042 886

Alternatively you can contact Staffordshire Police Central Referral Unit on 101  
or Dial 999 in an emergency

**Concerns for an Adult:**

Vulnerable Adult Referral 0845 604 2719

Alternatively you can contact Staffordshire Police Central Referral Unit on 101  
or Dial 999 in an emergency

For more information about Safeguarding Children & Vulnerable Adults  
access our webpage via the Intranet under News and Information  
also the Safeguarding webpage can be accessed through [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

For information relating to Safer Recruitment procedures at Stafford Borough please contact: Wendy Jennings - HR Manager, email: [wjennings@staffordbc.gov.uk](mailto:wjennings@staffordbc.gov.uk)

For information relating to the SSCB please visit the [Staffordshire Safeguarding Children Board](#) website.