

# Vehicle Inspection Checklist

CHECKS	NOTES
Licence Plates displayed	Licence plates to be fixed securely on the exterior Private Hire – Front and rear Hackney Carriage – Rear
Door Livery displayed	Lancaster City Council Door livery to both front doors (offside / nearside) Must not be loose / damaged.
Fire Extinguisher	Fire Extinguishers to be secure within boot. To be serviced every five years from manufacture date if no expiry date / if sign of use then to be replaced immediately.
First Aid Kit	To be in-date and carry appropriate dressings and equipment. British Standard BS8599-2 compliant: 1 x Adherent Dressing 2 x Burn Dressing 10 x Cleansing Wipes 10 x Wash proof Plasters 1 x Foil Blanket 2 x Pairs of disposable rubber gloves 1 x Guidance leaflet 1 x Trauma Dressing – Medium 1 x HSE Dressing – Medium 1 x Triangular Bandage 1 x Face Shield 1 x safety scissors
Fare Card / Meter	Clearly displayed on dashboard / windscreen. Not torn or defaced. Meter is sealed and has Annual Calibration Certificate.
Signage	1 x No Smoking signage displayed Soilage charge signage Can have advert requesting licensed drivers to drive vehicle. No other unauthorised stickers / signage of any sort
Radio Secure (if used)	To be in a bracket and securely affixed to car. If not secure, then it is a suspension as it is classed as an insecure load. No loose wiring which may impede driver using vehicle pedals.
Body Work / Paintwork	No damage to bodywork bigger than a 50p coin. No evidence of rusty paintwork.
Interior Fittings / Upholstery	No tears / rips in seats or in flooring. No loose or broken springs. Roof lining secure. No house carpets apart from car mats
Interior cleanliness	Car clean internally. Ensure no stains on seats
Roof Sign – illuminated (Hackney Carriage ONLY)	Roof sign linked to meter, which MUST BE illuminated when available 'For Hire'.
Ramp / Power lift / steps	If installed then must be working properly. Side steps movable in / out easily
Interior door locks / lights	Doors handles working internally and all interior lights working.
Other matters...	Is CCTV installed? If so signage displayed. Tints - if tint film has been applied then this to be removed. If manufacture tint, to be checked by VMU / Licensing. Insurance document to be carried in the car. Not on phone.