

Dual Driver Conditions

1. Disclosure and Barring Service Checks, Conviction and Non Conviction Notification

1.1	Throughout the currency of his/her licence the holder of a Dual Driver licence shall be a fit and proper person to hold such a licence. New applicants will be subject to a satisfactory Disclosure & Barring Service check and all licence holders will be subject to a Disclosure & Barring Service check every six months. All licence holders are required to sign up to the Disclosure and Barring Update Service.
1.2	The driver must contact the Council within 7 days from receiving the Disclosing & Barring Service Certificate, to produce the Certificate.
1.3	The Licence holder shall notify the Council in writing within 48 hours of an arrest and release, charge or conviction of any criminal offence, and any motoring or vehicle use offence (including fixed penalties) recorded against him/her by any Authority.
1.4	Throughout the currency of his/her Driver's Licence, the holder of a Dual Driver Licence must possess a full Category B DVLA driving licence. The Licence referred to is one issued under Part III Road Traffic Act, 1988, as amended by the Road Traffic Act, 1991, authorising the holder to drive a motor car.

2. Medical Fitness and Medical Examination

2.1	Throughout the currency of his/her Licence the holder of a Dual Driver Licence must be and must remain medically fit. To enable the Council to be satisfied as to medical fitness the following requirements will apply:-
2.1.1	All drivers should have medicals on application and then every three years.
2.1.2	If, once granted, the Driver's medical circumstances change during the currency of that Licence, he/she must inform the Council immediately. If the Council then requests, the Driver must immediately submit to a further medical examination and thereafter, provide written evidence (in the form of an approved medical certificate as detailed above) of the outcome of this examination and of his fitness to continue as a driver of a hackney carriage/private hire vehicle.
2.1.3	Should an authorised officer of the Council have reason to believe that any driver has a medical condition that renders them unfit to drive for hire and reward, the driver will be required to provide the Council with a medical certificate or medical report within such reasonable timescale as may be specified in writing by an authorised officer.
2.1.4	The Council reserves the right to refer any such matter to its own appointed Medical Officer whose decision will be final

3. Medical Exemptions

3.1	Medical exemptions involving the carriage of Disabled persons and also the carriage of Guide, Hearing or Other Assistance Dogs, may apply to new or
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	existing drivers who suffer certain medical conditions and if so must submit themselves to a medical examination in order to provide proof that they have a history of a specific health problem to qualify for such exemption.
3.1.2	Upon expiry of an Exemption Certificate, the driver must return it to the Licensing Service within 7 days commencing the day after the expiry date.
4. Return of Badge and Licence	
4.1.	On suspension, revocation, refusal to renew, or expiry of the Driver's Licence, the holder of the Licence shall, if requested by an authorised officer, return the Badge and Licence to the Council within 48 hours.
5. Driver Awareness, Knowledge Test and Driving Standards Assessment	
5.1	At the discretion of the Council the holder of a Dual Driver Licence can, during the currency of the Licence, be required to undertake further Driver Awareness Training, Knowledge Test or Driving Standards Assessment. Failure to submit to the above, as so required will permit the Council to refuse to grant (or renew) a Dual Driver Licence, or to revoke or suspend a Dual Driver Licence (as the case may be).
6. Training	
6.1	All licence holders may be required to undertake up to two days training per annum at the discretion of the Council.
6.1.1	The direct costs of the training may be borne by the Council; however, the costs of driver time will not be met. Failure to submit to, or pass, any training so required by the Council will permit the Council to refuse to grant (or renew) a Dual Driver's Licence, or to revoke or suspend a Dual Driver's Licence (as the case may be).
6.1.2	Training courses will be designed around the basic needs required by Dual Drivers and held on several pre-determined dates during the year commencing January to December. Upon request from the Council, all candidates shall be expected to complete a course within the period of the licence, which has been issued to them.
7. Production of Driving Licences	
7.1	The holder of a DVLA Driver's Licence shall, at the request of any Authorised Officer of the Council or any Police Constable, produce his Driving Licence for inspection either forthwith, or within 7 clear days of the request.
8. Conduct of Driver	
8.1	The holder of a Dual Driver Licence shall, when driving a hackney carriage/private hire vehicle :
8.1.1	At all times be clean and respectable in his/her dress and appearance and maintain a high standard of personal hygiene. Drivers of Executive status

	vehicles shall be dressed appropriate to the occasion at all times and as a minimum standard shall adopt smart casual clothes with jacket, collar and tie.
8.1.2	Not without the express consent of the hirer, may you eat or drink in the hackney carriage/private hire vehicle.
8.1.3	Not at any time vape in the vehicle, or at any time smoke in the vehicle or allow passengers to vape or smoke within the vehicle, as required by the Health Act 2006 and the Smoke-Free (Exemptions and Vehicles) Regulations 2007.
8.1.4	Not without the express consent of the hirer play any radio or sound reproducing instrument or equipment in the vehicle, other than for the purpose of sending or receiving messages in connection with the operation of the hackney carriage/private hire vehicle.
8.1.5	Not at any time cause or permit the noise emitted by any radio, or other previously mentioned equipment in the vehicle, which the Licence holder is driving, be a source of annoyance to any person whether inside or outside the hackney carriage/private hire vehicle.
8.1.6	At all times, behave in a civil and orderly manner towards all other road users, pedestrians and persons seeking to hire or being conveyed in the vehicle.
8.1.7	When having agreed to attend a location at an appointed time, unless delayed and prevented by some sufficient cause, punctually attend at such appointed time and place.
8.1.8	At all times when hired afford reasonable assistance to the passenger and convey them, subject to any instructions given by the hirer, to their destination by the shortest practicable route.

9. Animals

9.1	When driving a hackney carriage/private hire vehicle, the holder of a Dual Driver Licence shall not carry any animal belonging to them or in their custody, whilst fare paying passengers are being conveyed in the vehicle. However it is permitted to make the transportation of animals at the discretion of the vehicle owner/company (with the exception of assistance dogs as defined by the Equality Act 2010). They may however allow any animal belonging to, or in the custody of, a passenger to be conveyed in the vehicle, but in the case of a private hire vehicle only in the rear (in the foot well or floor pan of the vehicle).
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10. Receipt for Fare

10.1	The License holder shall, if requested by the hirer, supply the hirer with a written receipt for any fare paid.
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11. Accidents

11.1	The Licence holder shall, notwithstanding his/her responsibilities under the Road Traffic Act, report to the Council within 72 hours, any accident involving a hackney carriage/private hire vehicle under their control. In any case the licence
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holder shall notify the Council immediately, of any vehicle being under their control, which has suffered damage of any kind which materially affects the safety performance or appearance of the vehicle, or the comfort convenience of the fare paying passengers.

12. Change of Particulars

- 12.1 The holder of a Dual Driver Licence shall notify the Council in writing or by email to licensing@telford.gov.uk of any change of his circumstances which may occur during the currency of his Licence, including any change of address, phone number or email address or change of employers. Any such change shall be so notified within 7 days of it taking place. Failure to do so is an offence.

13. Roof Signs

- 13.1 The Driver of a Hackney carriage shall ensure the roof signs are maintained and kept in such a condition that the information contained is clearly visible to public view at all times and that the roof sign is illuminated when the vehicle is in service and available for hire.

14. Hirer's (Lost) Property

- 14.1 The Licence holder shall immediately after termination of any hiring, or as soon as practicable thereafter, search the Hackney carriage/Private hire vehicle for any property which may have been left therein.
- 14.1.1 The Licence holder shall, if any property is accidentally left therein by any person who may have been conveyed in the vehicle and be found by or handed to him/her, carry it as soon as possible and in any event within 24 hours if not sooner claimed by or on the behalf of its owner, to a Police Station in the district in order to receive instructions from the Police regarding its custody.

15. Passengers

- 15.1 The Licence holder shall at all times when a hackney carriage/private hire vehicle is hired take all reasonable steps to ensure the safety of passengers conveyed therein and persons entering and alighting from the vehicle.
- 15.2 The Licence holder shall not permit a hackney carriage/private hire vehicle to carry a greater number of passengers than the number prescribed in the Licence.

16. Parking and Plying for Hire

- 16.1 As soon as drivers of private hire vehicles have dropped off their passenger(s) at the required destination and while waiting for their next job, drivers are not permitted to park where they may cause a nuisance to others, nor to park outside shops, train stations, bus stations, public houses, nightclubs, restaurants, cafes and similar establishments
- 16.2 Drivers of private hire vehicles must NOT take fares which have not been pre-booked through their licensed operator.

16.3	Drivers of private hire vehicles must not make the booking on behalf of a passenger, including by way of their radio or mobile phone.
17. Fares	
17.1	The Driver of a private hire vehicle shall not demand a fare which is more than the fare set by the Operator, unless previously agreed between the hirer and the Operator at the time of booking.
18. Meters	
18.1	Where a meter is fitted to the vehicle :
18.1.1	The Dual Driver shall not cancel the fare recorded upon the Meter until the hirer has had a reasonable opportunity of examining it and has paid the fare.
18.1.2	The Dual Driver shall ensure that the Meter is sufficiently illuminated that when in use it is visible to all passengers.
18.1.3	The Dual Driver shall ensure that the fare or charge shall be calculated from the point in the district at which the hirer commences the journey and shall not exceed that displayed on the Meter on the completion of such journey.
18.1.4	The Dual Driver shall ensure that the Meter is only brought into action at the commencement of the hirer's journey and the correct tariff for that journey is displayed.
19. Driver's Responsibilities	
19.1	It is the Dual Driver's responsibility to ensure that a fire extinguisher which is fit for use and which meets the specifications listed in the Council's Inspection Standards for Licensed Vehicle Testing and Compliance Standards, is carried on the vehicle at all times and in such a position as to be readily available in an emergency.
19.2	It is the Dual Driver's responsibility to ensure that a first aid kit which is fit for use and which meets the specifications listed in the Council's Inspection Standards for Licensed Vehicle Testing and Compliance Standards is carried on the vehicle at all times.
19.3	It is the Dual Driver's responsibility to ensure that there is a valid certificate or cover note of insurance in existence for him/her to drive the vehicle which complies with the provisions of Section 145 of Part VI Road Traffic Act 1988 and which covers third party liability both in respect of physical injury or death AND in respect of damage to personal belongings. The certificate of insurance shall be produced to an Authorised Officer of the Council for inspection whenever required.
19.4	The Dual Driver shall ensure that if there are any points recorded on their DVLA Licence that these convictions are disclosed to the Council within 48 hours and to the Insurer. A copy of the proposal form relating to such a disclosure must be produced to the Council on request.

20. Radio Scanning Devices

20.1 The Dual Driver shall ensure that no Radio Scanner or Scanning Device of whatsoever type is used at the base of operations, fitted to, carried in, or used in the vicinity of any licensed hackney carriage/private hire vehicle.

21. Signage

21.1 Dual Drivers shall display a replica of their Dual Driver badge issued by the Council, affixed to the inside of the vehicle, in the prescribed manner, so as to be plainly visible to fare paying passengers.

21.2 A certificate (if applicable) confirming that the driver named on such certificate is exempt on medical grounds from carrying wheelchair bound passengers.

21.3 A certificate, if applicable, confirming that the driver is exempt on medical grounds from carrying approved Guide Hearing and other Assistance Dogs.

Additional Notes

This list of conditions should be read in conjunction with Telford & Wrekin Council's Hackney Carriage and Private Hire Licencing Policy.

Any requirements of legislation which effect the operations being carried out under the terms of this licence shall be regarded as if they are conditions of this licence. Wherever there appears in the licence conditions or policy, a summary of any statutory provision you are advised that such summary is not exhaustive.

If you are in any doubt about any information contained in this document please contact the Licensing Service for advice on 01952 381818 or email licensing@telford.gov.uk