

Private Hire Drivers

Licence Conditions

Revised March 2023

Private Hire drivers' licences are issued subject to the following conditions. You are advised to study these carefully, as you are warned that for non-compliance with any one condition the licence may be suspended or revoked.

1	Definitions	
	'The Council'	Means Derby City Council .
	'The District'	Means the area of the Council.
	'The Act'	Means the Local Government (Miscellaneous Provisions) Act 1976.
	'Badge'	Means the badge issued by the Council to the licence holder for the purposes of identifying them as a licensed Private Hire vehicle driver in pursuance of Section 54 of the Act.
	'Taximeter'	Means any device for calculating the fare to be charged in respect of any journey in a vehicle calculated by reference to the distance travelled or time elapsed since the start of the journey or a combination of both.
	'Private Hire Vehicle'	Has the same meaning as in the Act.
	'Vehicle'	Means a Private Hire Vehicle.
	'Operator'	Means a person holding a licence to operate Private Hire Vehicles, issued pursuant to Section 55 of the Act.
	'Proprietor'	Means the person or persons or body named on a Private Hire Vehicle licence as the proprietor of the vehicle and includes part proprietors and, in relation to a vehicle subject of a hiring agreement or hire purchase agreement, means the person in possession of the vehicle under that agreement.
	'Plate'	Means the plate issued by the Council for the purpose of identifying a vehicle as a Private Hire vehicle.



2	Driver's Knowledge	Date Implemented
	All applicants for a Private Hire driver's licence, except those renewing a licence which has not elapsed or been revoked, must satisfy the Council that they have a high standard of local knowledge in order to discharge their duties.	

3	Conduct of Driver	
	The driver shall:	
	a	behave in a civil and orderly manner
	b	be clean and respectable in their dress and person
	c	take all reasonable steps to ensure the safety of passengers conveyed in, entering into or getting out of the vehicle driven by them
	d	not drink or eat in the vehicle whilst it is being let for hire without the express consent of the hirer
	e	not, without the express consent of the hirer, play any radio or any sound reproducing equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle
	f	at no time cause or permit the noise from any radio or similar equipment in the vehicle which they are driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle
	g	not importune any person to hire such a vehicle and shall not make use of any other person for the purpose
	h	not ply for hire.

4	Badge	
	The driver shall ensure that the badge is worn in such a position and manner as to be plainly and distinctly visible at all times when discharging their duties as a driver of a	



	vehicle.	
	The driver shall only discharge their duties by working for a person licensed by the Council as a Private Hire operator under the Act.	
	The driver shall only drive a vehicle which has been licensed by the Council under the Act.	

5	Luggage	
	The driver shall:	
	a	carry a reasonable quantity of passengers' luggage on or in the vehicle
	b	afford reasonable assistance in removing or depositing such luggage from or to, the entrance of any dwelling, station or other place at which, or near to which, the driver picks up or sets down a passenger.

6	Passengers	
	The driver shall not:	
	a	convey, or permit to be conveyed in a vehicle, a greater number of passengers than that specified in the licence for the vehicle
	b	allow any child under the age of 12 or under the height of 135cms (4 feet 5 inches) to be conveyed in the front of the vehicle. For the avoidance of doubt, a child under the age of 12 who has attained the height of 135cms may be conveyed in the front of the vehicle
	c	allow more than one passenger to be conveyed in the front of the vehicle, unless the vehicle licence specially states otherwise
	d	without the consent of the hirer of the vehicle, convey or permit to be conveyed any other person in that vehicle.



7	Licence	
	The licence and badge shall remain the property of the Council at all times and shall be renewed every 3 years.	25 September 2015
8	Driver's Experience	
	To hold a Private Hire Driver's Licence, the person shall have held a full driving licence for at least 12 months.	23 November 2016
9	Animals	
	a	Driver shall not convey in the vehicle any animal belonging to themselves, the operator of the vehicle, or animals in their custody.
	b	The driver may carry any animal belonging to a passenger at their own discretion anywhere in the vehicle and they shall ensure, where necessary, that such animals are suitably restrained/contained so as not to present a nuisance or hazards to the occupants of the vehicle.
	c	Notwithstanding anything in b, a visually impaired or otherwise disabled passenger shall be entitled as of right to be accompanied by an assistance dog in the vehicle.
10	Lost Property	
	a	The driver shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the vehicle for any property which may have been left in it.
	b	Any property found by the driver in the vehicle or handed to them shall, if not claimed by or on behalf of the hirer within 24 hours, be given by the driver to the police.
11	Prompt Attendance	
	The driver of a vehicle which has been hired to be in attendance at an appointed time or place shall, unless delayed or prevented by some sufficient cause, punctually attend with the vehicle at the appointed time or place.	



12	Destination	
	When hired to drive to a particular destination the driver shall, subject to any discretion given by the hirer, proceed to that destination by the shortest available route.	

13	Meter	
	If the vehicle being driven is fitted with a meter, it must be of the type approved by the Council.	
	The driver shall:	
a	on commencement of a journey bring the machinery of the meter into action and keep the meter in action until the termination of the hiring	
b	cause the meter to be properly illuminated throughout any part of the hiring which is during the hours of darkness and at any other time at the request of the hirer	
c	not conceal the proprietor's fare table from public view.	

14	Fares	
	The driver shall not demand from any hirer:	
a	a fare higher than that displayed on the meter at the termination of the journey, unless otherwise agreed with the hirer prior to the commencement of the journey	
b	of a vehicle without a meter, a fare in excess of that previously agreed for the hiring between the hirer and the operator.	

15	Written Receipt	
	The driver shall, if required by the hirer of the vehicle, provide them with a written receipt of the fare paid.	



16	Interior Display of Information	
	The driver shall not conceal from public view the interior display of the vehicle licence number and the number of passengers to be carried in the vehicle or any other information which is required to be displayed under the vehicle licence conditions.	
17	Plate	
	The driver shall ensure that the plate is at all times clearly visible to public view when the vehicle is being used.	
18	Change of Address	
	The driver shall give notice to the Council in writing of any change of their address during the period of the licence within 7 days of such change taking place.	
19	Criminal convictions, cautions, reprimands, warnings, fixed penalty notices, restorative justice, arrests, charges or summonses	
	<p>The driver shall, within 14 days of the date of receiving or having imposed on them any Criminal convictions, cautions, reprimands, warnings, fixed penalty notices, or if they have been made subject to a restorative justice disposal, disclose to the council in writing, details of the Criminal convictions, cautions, reprimands, warnings, fixed penalty notices, and/or restorative justice disposal during the period of the licence.</p> <p>The driver shall, within 14 days of the date of being arrested, charged or summonsed for any alleged criminal offence disclose to the council in writing, particulars of each alleged offence and which court the proceedings are pending.</p>	<p>18 March 2015</p> <p>1 July 2017</p>



20	Medical Fitness		
	The driver shall:		
a	upon application, be medically examined by a registered general practitioner at the practice at which they are registered and be certified to meet the requirements of the Driver and Vehicle Licensing Agency Group 2 medical for Vocational Drivers and fit to perform the duties of a Private Hire driver		<p>1 April 2014 – If your GP practice does not offer the service the licensed driver/applicant must provide the council with written confirmation from their GP practice and authorise their GP practice to release their medical records to the third party GP undertaking the examination.</p> <p>Group 2 requirement – 1 July 2017</p>
b	if aged under 70, be medically examined every 3 years by a registered general practitioner at the practice at which they are registered and be certified to meet the requirements of the Driver and Vehicle Licensing Agency Group 2 medical for Vocational Drivers and fit to perform the duties of a Private Hire driver		<p>25 September 2015</p> <p>Group 2 requirement – 1 July 2017</p>
c	if aged over 70, be medically examined annually by a registered general practitioner at the practice at which they are registered and be certified to meet the requirements of the Driver and Vehicle Licensing Agency Group 2 medical for Vocational Drivers and fit to perform the duties of a Private Hire driver		<p>25 September 2015</p> <p>Group 2 requirement – 1 July 2017</p>
d	be required to undergo additional examinations at more frequent intervals, if recommended by a registered general practitioner or at the request of the Licensing Authority, if a complaint is received		
e	notify the Council in writing of any medical condition which arises after the issue of the licence and may affect their ability to drive safely.		



21	Loss of Badge or Licence	
	The driver shall report the loss of their badge or licence to the Council in writing as soon as they become aware of the loss. A duplicate may be issued upon payment of a fee.	

22	Return of Badge or Licence	
	The driver shall immediately return their licence and badge to the Council in the event of the surrender, suspension or revocation of the licence; or if they cease to be employed by an operator licensed by the Council. If the driver holds a dual badge, entitling them to drive hackney carriages and private hire vehicles, then the badge does not have to be returned in the event of them ceasing to be employed by a private hire operator.	19 January 2017

23	Licence Renewal	
	a	The driver may normally apply to the Council in writing on the appropriate application form no more than 3 months before the expiry of the current licence if they require the licence to be renewed for a further period.
	b	A licence cannot be renewed if it has expired; a new application will be required.

24	Payment by Credit/Debit Card	
	A licence in respect of which the administration fee or fee has been paid either in part or in full by credit/debit card shall be of no effect in the event of that payment being subsequently dishonoured.	1 July 2017

25	Criminality Checks	
	a. Every new applicant for the grant of a licence shall be subject to an Enhanced Disclosure Check by the Disclosure and Barring Service (DBS). Existing licensed drivers shall be subject to these checks every three years, or as otherwise required by the Council.	30 March 2023



	<p>b. Every new applicant and existing driver shall subscribe and maintain a subscription to the DBS On-line Update Service for the duration of the licence.</p> <p>c. Drivers shall provide the Council with authority to access records to carry out 6 monthly checks. Should the Council be unable to access the online record, a driver will be required to undertake a further enhanced check at an additional cost to the driver</p>	
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26	Safeguarding Awareness Training	
	<p>Every new applicant shall successfully complete Safeguarding Awareness training offered by a Council approved provider before being granted a licence.</p> <p>All existing drivers shall successfully complete Safeguarding Awareness training offered by a Council approved provider before their next private hire drivers' licence renewal</p>	1 July 2017

27	Driving Test	
	<p>Every new applicant shall successfully complete an independent drive test approved by the Council, aimed specifically at private hire licensed drivers before being granted a licence</p>	1 July 2017

