

You are advised to familiarise yourself with all the rules and regulations that you will have to comply with once you become a licensed Private Hire Vehicle (PHV) driver.

This document does not cover every single law in relation to the trade; however, it covers things that you will be questioned about during your knowledge test.

You should read this in conjunction with the current conditions of licence for private hire drivers and vehicles.

https://www.birmingham.gov.uk/downloads/file/821/private_hire_driver_licence_conditions

https://www.birmingham.gov.uk/downloads/file/823/private_hire_vehicle_licence_conditions

**THIS DOCUMENT CONSISTS OF EIGHT PAGES
PLEASE ENSURE THAT ALL HAVE BEEN DOWNLOADED**

AUTHORITY TO DRIVE

To drive a PHV you must hold a PHV driver's licence. This licence must be issued by the same local authority which licences the vehicle you intend to drive. If you hold a PHV driver licence issued to you by Birmingham City Council, you are allowed to drive a PHV licensed by Birmingham City Council, and take work from a Birmingham licensed operator. You would not be able to drive a private hire vehicle licensed by Solihull Council or any other authority.

A driver of a PHV must be licensed to drive PHV's even if the vehicle is not being used for PHV purposes and that person is detailed on the vehicles insurance.

Family members may not drive a licensed PHV unless they hold a valid licence issued by Birmingham City Council.

Insurance

The vehicle's insurance must cover you to drive the vehicle for PHV purposes. You must ensure that you have seen the insurance certificate covering you to drive the vehicle before you start work in a hired or borrowed vehicle.

USE OF VEHICLE

You may not licence a vehicle of such design and appearance as to lead any person to believe that the vehicle is a hackney carriage

Your vehicle should comply with all regulations regarding roadworthiness and safety. You should also be aware that additional requirements regarding safety and comfort are made by the council's conditions of licence. If you borrow or rent an unroadworthy vehicle you may be liable for any penalties incurred. Likewise if you lend or rent an unroadworthy vehicle, you may be liable for any penalties incurred by the driver.

If required by an authorised officer (police officer or council officer) you must produce the vehicle for inspection, inform the officer where the vehicle is being kept and or produce any driving licence or insurance certificate as requested.

You must display your vehicle licence plate in the manner prescribed by the Council, as detailed in the City Council vehicle signage policy, at all times whether working or not. You must return your plates to the council within seven days of any licence expiring or being revoked or suspended.

You must never carry more people in your vehicle than the number stated on your PHV licence plate as this is a criminal offence and may invalidate your insurance policy.

If you sell your vehicle you must inform the Licensing Office, in writing, within 14 days of the sale detailing the name and address of whom it has now been sold to.

If your vehicle is involved in an accident that materially affects the safety, performance or appearance of the vehicle or affects the comfort or convenience of the passengers being carried, you must report this to the Licensing Office within 72 hours of the accident occurring. It is advisable that this notification is in writing, and a copy of the same is retained by you.

You must not park or allow your PHV to stand in any designated taxi rank.

Private hire vehicles are not permitted to use bus lanes within Birmingham, even if they are also designated for use by taxis.

Private hire vehicles including mini buses that have had seats removed may only use bus lanes under the direction of a police officer.

REQUIREMENTS FOR DRIVERS

You must wear your identification badge at all times when you are working as a PHV driver. The badge must be worn in a position and manner as to be plainly and distinctly visible to your passengers.

It is illegal to smoke in your vehicle at any time, whether you are working as a PHV driver or not. It is also illegal for your passengers to smoke in your vehicle and you may be prosecuted if you allow them to.

If you are instructed to collect passengers at a specific time, then you should attend at the agreed time unless you are prevented from doing so. If you are going to be late, you should do your best to contact the passengers and inform them.

If you arrive to collect someone from their home address, on arrival you should wait a short period of time before leaving your vehicle and knocking on their door. You must not sound your horn to alert them to your presence. You may ask your operator to call the customer to inform them of your arrival.

If a passenger is accompanied by an assistance dog, you must carry both the passenger and the dog. It is a criminal offence to refuse to carry an assistance dog unless you have a medical exemption notice. It is sensible to allow the dog to sit in the front passenger footwell of the vehicle.

Once you have passengers in your vehicle you must not collect any further passengers unless the first fare requests that you do so.

No person being the driver of a hackney carriage or of a private hire vehicle shall, without reasonable cause, unnecessarily prolong in

distance or in time the journey for which the hackney carriage or private vehicle has been hired.

Any fare in relation to a PHV booking is agreed between the licensed operator and the customer at the time of the booking. A PHV driver must ensure that they charge only the fare that has been previously agreed between the customer and the licensed operator. If no fare has been agreed you must not charge more than is calculated using your fare table.

Driver Conduct

You must always behave in a civil and orderly manner which means you should be polite, well mannered, well behaved and disciplined. You must ensure that both you and the vehicle are clean and you must give priority to the safety of your passengers. You must not drink or eat without the permission of your passengers and you must not play music without their permission. You must not engage in any sexual activity with passengers, make inappropriate personal contact or make inappropriate comments of a cultural, religious or sexual nature.

You should ensure that seat belts are worn when required. All passengers should wear their belts unless they hold an exemption certificate.

You are liable for any fines if you are carrying a child that is not properly restrained, even if the parent or guardian is on board the vehicle.

You are only exempt from the wearing of your seat belt if you are transporting a fare paying passenger. Note, you are more likely to be

seriously injured if not wearing a seat belt in a minor collision than you are by being assaulted by a passenger.

PLYING FOR HIRE

A PHV driver is not permitted to collect passengers unless the job has been pre-booked through an operator who is licensed by Birmingham City Council and had the job passed to them by that operator.

BEFORE collecting a passenger, the driver should already know the name of the passenger, the arranged time and location of the pick-up, the destination and, if pre-arranged, the agreed fare.

It is a criminal offence for a PHV driver to take a fare unless it has been pre-booked with their operator.

If a PHV driver is approached in the street by a member of the public who asks them to take them somewhere, the driver must refuse and advise the person to contact their licensed operator.

A PHV driver may not obtain passenger details on behalf of the operator, even if they have come from premises that have a Freephone or radio link to the operator.

Transporting an un-booked passenger would also be likely to negate insurance cover for the vehicle leading to prosecution both for plying for hire and no insurance.

A conviction for these offences is likely to result in a substantial fine, penalty points and possible disqualification.

Committee policy states that any driver found guilty of plying for hire and invalidating their insurance should have their licence revoked.