

# Vehicle Testing Standards for Motorised Tricycles as Private Hire Cars

## Orkney Islands Council

Preliminary Notes	
<ul style="list-style-type: none"><li>• These Vehicle Testing Standards are supplementary to the VOSA MOT Testers Manual.</li><li>• The technical specification will be the same as the MOT class 4 testing unless otherwise stipulated.</li><li>• It is intended that these Vehicle Testing Standards will specify the standards covering all aspects of a test for a motorised tricycle to be licensed as a private hire car where reasonably practicable.</li><li>• These Vehicle Testing Standards must be read together with the Council's Motorised Tricycle Private Hire Operator's Licence Schedule of Conditions and guidance notes published at <a href="http://www.orkney.gov.uk/Service-Directory/T/Taxi-and-Private-Hire-Cars.htm">http://www.orkney.gov.uk/Service-Directory/T/Taxi-and-Private-Hire-Cars.htm</a>.</li></ul>	
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Standards regarding the following will be in accordance with the VOSA MOT Testers Manual:	
11.	Fuel System.
12.	Braking System.
13.	MOT Standard.
Inspection Arrangements	
1.1.	The Council's approved testing garage is Bayview Garage, Scott's Road, Hatston Industrial Estate, Kirkwall, Orkney KW15 1GR (telephone 01856 879601).

1.2.	Applicants are required to give the garage not less than 4 working hours' notice of the intention to present the vehicle for a vehicle inspection in connection with an application for a licence or renewal, together with any work required for an Advisory Note.
1.3.	The 4 hours' notice referred to above does not apply to any vehicle inspection at the instance of the Council i.e. a random inspection.
1.4.	The hours for the garage to undertake inspections (subject to appointments being made as referred to above) are: <ul style="list-style-type: none"> <li>• 08.00 to 17:00 Mondays to Fridays inclusive.</li> </ul>
1.5.	The garage will not undertake inspections on the following dates: <ul style="list-style-type: none"> <li>• Christmas Day;</li> <li>• Boxing Day;</li> <li>• New Year's Day;</li> <li>• 2 January;</li> <li>• Easter Monday;</li> <li>• May Day Holiday;</li> <li>• Dounby Show Day.</li> </ul>
1.6.	Applicants will not present or seek to present vehicles outwith the hours detailed above.
1.7.	Applicants wishing to remain on the premises during the inspections must remain in a waiting area at the garage premises.
1.8.	Any factor discovered which would result in the failure of the vehicle under MOT rules will automatically result in the failure of the vehicle under the Council's inspection.
1.9.	Applicants will not present any vehicle for inspection unless it has been steam cleaned immediately prior to its presentation to the garage.
1.10.	Any motorised tricycle proposed to be used as a private hire car must: <ul style="list-style-type: none"> <li>• Satisfy the requirements narrated in section 1.14 of this document.</li> <li>• Pass an initial inspection to an acceptable standard of safety and comfort.</li> <li>• Pass a similar inspection each year on the anniversary of the initial test, if the licence has effect for a period in excess of one year.</li> <li>• Pass a similar inspection at renewal of licence.</li> <li>• Be subject to random inspection on an ad hoc basis within any 12 month period.</li> </ul>
1.11.	Fees in connection with vehicle inspections must be paid by the applicant direct to the garage upon presentation of the vehicle for inspection. The fees are as follows, inclusive of VAT: <ul style="list-style-type: none"> <li>• Vehicle inspection: £75.14.</li> <li>• Vehicle inspection re-test: £46.47.</li> </ul>

1.12.	Failure to pay the appropriate fee will result in the inspection not being undertaken by the garage.
1.13.	Advisory Notes require to be complied with and the vehicle re-presented to the garage within 28 days from date of issue of the Advisory Note.
<b>Requirements for Motorised Tricycles</b>	
1.14.1.	The vehicle must hold “European Whole Vehicle Type Approval” and must be maintained in its standard manufactured form. Any modification or adaptation must be made by the manufacturer who must attain “European Whole Vehicle Type Approval” in the vehicle’s modified or adapted form.
1.14.2.	No change in the specification, design or appearance of the vehicle or addition of any body work accessories shall be made within the duration of the licence without the prior written approval of the Council.
1.14.3.	The engine must be the manufacturer’s standard type and design and must not be modified or adapted in any way to exceed standard power, emission or noise output.
1.14.4.	The vehicle must be equipped with a passenger forward restraint bar as part of its standard design and construction which locks in place across the front of passengers while being transported and the component parts must be provided as standard equipment factory fitted by the vehicle manufacturer.
1.14.5.	The vehicle must be equipped with passenger head restraints as part of its standard design and construction and the component parts must be provided as standard equipment factory fitted by the vehicle manufacturer.
1.14.6.	The vehicle must be equipped with side restraints as part of its standard design and construction and the component parts must be provided as standard equipment factory fitted by the vehicle manufacturer.
1.14.7.	Suitable foot plates must be fitted to the frame work of the vehicle where passengers are expected to tread or rest their feet while mounting, dis-mounting or being transported on the vehicle. The foot plates must prevent the feet and ankles of passengers passing through the vehicle framework. They should provide a non-slip surface and should not introduce any trip hazard or sharp edges. The foot plates must be fabricated and fitted to acceptable engineering industry standards and approved by the Council’s approved testing garage.
1.14.8.	The vehicle must be fitted with suitable seatbelts/lap belts which meet approved BSI standards. The anchorage points must be mounted on the main framework of the vehicle and fitted in line with product specification to acceptable engineering industry standards and approved by the Council’s approved testing garage.
1.14.9.	The vehicle, including all body work, upholstery and fittings, must be maintained in a safe and serviceable condition and in a clean condition and appearance.

1.14.10.	The vehicle must be equipped with two way radio communication equipment (with headsets) which allows constant means of communicating between the driver and passengers throughout the duration of a journey.
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## 2. Oil Leaks

Information.	Method of Inspection.	Reason for Test Fail.
Engine and transmission should be clean and free from leaks.	<ul style="list-style-type: none"> <li>• Check the engine and transmission for leakage of any type of oil.</li> <li>• Check without operating any equipment other than the engine which may be run at tick-over speed.</li> <li>• Temporary means of preventing leaked oil reaching the ground are not acceptable.</li> <li>• Check temporary repairs for oil leakage.</li> </ul>	<ul style="list-style-type: none"> <li>• Any oil leak which deposits oil on the ground during the test which forms a pool greater than 20mm diameter in a 5 minute period or a number of leaks which collectively would deposit oil at the same rate.</li> <li>• An obvious short term fix means of preventing leaked oil reaching the ground.</li> <li>• Any leak which when the vehicle is in motion could compromise the Health and Safety of its passengers.</li> <li>• Oil leakage from a temporary repair.</li> </ul>

## 3. Cooling System

Information.	Method of Inspection.	Reason for Test Fail.
Cooling system should be in good condition and fully operational.	<ul style="list-style-type: none"> <li>• Examine the condition of the whole cooling system including the radiator, coolant pump, drive belts including pulleys for security, deterioration and completeness.</li> </ul>	<ul style="list-style-type: none"> <li>• A cooling system component which is insecure, deteriorated, missing or inoperative.</li> <li>• Coolant leak which deposits any coolant on the ground during the test forming a pool of more than 10mm in diameter.</li> </ul>

<b>4. Bodywork</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
<ul style="list-style-type: none"> <li>• Bodywork should be clean and free from dents and scratches.</li> <li>• All panels and trim should be secure.</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle should be inspected under natural light and not under fluorescent light when possible.</li> <li>• Examine bodywork for scratches, dents, irregularities or inadequate repairs.</li> <li>• Check for insecure panels or trim.</li> </ul>	<p>A 28 day bodywork rectification certificate can be issued for:</p> <ul style="list-style-type: none"> <li>• Scratches, dents or other irregularities.</li> <li>• Inadequate repair which is not properly painted and finished.</li> <li>• Insecure panels or trim.</li> </ul> <p>The following will result in immediate test failure and a refusal at time of test to issue a certificate of compliance:</p> <ul style="list-style-type: none"> <li>• Any bodywork with sharp or protruding edges likely to cause injury to pedestrians or other road users.</li> <li>• Significant bodywork damage.</li> <li>• Any body panel not matching the vehicle's original colour.</li> <li>• Scratches, dents or other irregularities on more than one panel.</li> <li>• Missing trim.</li> </ul>

<b>5. Interior</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
The vehicle should be submitted for the inspection clean and free from damage and in a condition which would be acceptable to be hired by members of the public.		
Seats: any covering(s) used should be matching.	Seats: check the condition, security and cleanliness of seats.	Seats: <ul style="list-style-type: none"> <li>• A seat which is insecure, damaged or weakened so that the damaged seat structure or covering could endanger passengers or damage their clothes.</li> <li>• Seats with covering(s) in such a condition that they are likely to soil passengers clothing.</li> <li>• Headrests insecure or missing.</li> </ul>
Interior Surfaces.	Interior Surfaces: check interior surfaces for cleanliness, condition and security.	Interior Surfaces: <ul style="list-style-type: none"> <li>• Insecure or damaged so that they are likely to injure passengers.</li> <li>• Contaminated so that they are likely to soil passengers' clothing.</li> </ul>

First Aid Kit.	<p>First Aid Kit:</p> <ul style="list-style-type: none"> <li>• First aid kits should contain the minimum as recommended by the Health and Safety Executive for a 1-person kit.</li> <li>• Check that the first aid kit is not contaminated or the contents obviously deteriorated and that the receptacle which contains the first aid kit is prominently marked.</li> <li>• If the receptacle is in a sealed compartment the compartment should be clearly marked to indicate the position of the first aid kit.</li> </ul>	<p>First Aid Kit:</p> <ul style="list-style-type: none"> <li>• Missing, inaccessible or in poor or contaminated condition.</li> <li>• Receptacle not marked.</li> <li>• No notice of position is present.</li> <li>• A kit which does not contain the minimum HSE recommended vehicle kit of: 6 waterproof plasters, 1 x HSE 18 x 18 dressing, 2 triangular bandages, 2 antiseptic wipes, 1 pair of vinyl gloves, 6 safety pins, 1 first aid advice leaflet.</li> </ul>
Fire Extinguisher.	<p>Fire Extinguisher:</p> <ul style="list-style-type: none"> <li>• Check that the fire extinguisher is of the correct type: they must contain foam or powder and be marked BS 5423 or EN 3.</li> <li>• A fire extinguisher should be fitted securely in a position easily accessible by the driver.</li> <li>• If the extinguisher is hidden from view the position must be clearly marked in view of the driver and passengers.</li> </ul>	<p>Fire Extinguisher:</p> <ul style="list-style-type: none"> <li>• Missing, inaccessible, discharged, incorrect type, in an obviously poor condition.</li> <li>• No notice of position is present.</li> <li>• A Halon filled extinguisher.</li> <li>• Insecure.</li> </ul>
Insurance.	<p>Insurance: confirmation of valid insurance (or a copy thereof) is to be carried in the vehicle at all times.</p>	<p>Insurance: confirmation of valid insurance (or a copy thereof) is not carried in the vehicle, has expired, is defaced or illegible.</p>

<ul style="list-style-type: none"> <li>• Instruments and controls including all gauges and warning lights.</li> <li>• Trim.</li> </ul>	<ul style="list-style-type: none"> <li>• Check all instruments, controls, gauges and safety related warning lights for correct operation.</li> <li>• Check trim for excessive wear and correctly fitted items.</li> </ul>	<ul style="list-style-type: none"> <li>• Lights not extinguishing correctly.</li> <li>• Lights not working.</li> <li>• Gauges inoperative.</li> <li>• Controls ineffective or damaged.</li> <li>• Speedometer not working correctly on road test.</li> <li>• Lights, gauges or lighting components missing.</li> <li>• Worn, damaged, incorrectly fitted or missing trim or accessories.</li> </ul>
All additional accessories and fittings i.e. sat nav, two way radio (with headsets) for use by driver and passengers.	Check for security, tidiness and safe wiring.	<ul style="list-style-type: none"> <li>• Insecure accessories or fittings.</li> <li>• Loose, dangerous or untidy wiring.</li> </ul>

## 6. Tyres

Information.	Method of Inspection.	Reason for Test Fail.
<ul style="list-style-type: none"> <li>• Tyres including spare should have not less than 2mm tread depth.</li> <li>• 2mm will replace 1.6mm in the main MOT Testing Manual where stated.</li> </ul>	<ul style="list-style-type: none"> <li>• Check the tread pattern over the complete circumference of the tyre.</li> <li>• Check also that the tread depth meets the requirement using, as necessary, a depth gauge accepted for MOT testing.</li> <li>• Check that central three-quarters of the breadth of tread is continuous around the entire outer circumference of the tyre.</li> </ul>	The grooves of the tread pattern are not at least 2mm throughout a continuous band comprising the central three-quarters of the breadth of tread. This band must be continuous around the entire outer circumference of the tyre.



<ul style="list-style-type: none"> <li>• Spare wheel and tyre must be stored securely in the correct location and be compatible.</li> </ul>	<ul style="list-style-type: none"> <li>• Check security.</li> <li>• Check serviceability to the same standards as fitted tyres.</li> <li>• Ensure bi-directional fitting.</li> <li>• Check size and specification.</li> </ul>	<ul style="list-style-type: none"> <li>• Under inflation.</li> <li>• Insecure.</li> <li>• Not serviceable as per fitted tyres.</li> <li>• Not bi-directional.</li> <li>• Different size or specification to fitted tyres except in the case of a manufacturer fitted space saver.</li> </ul>
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## 7. Lights

Information.	Method of Inspection.	Reason for Test Fail.
Reverse lamps: reverse should be fitted in accordance with manufacturer's specification.	Check that a reverse lamp: <ul style="list-style-type: none"> <li>• Is working.</li> <li>• Is illuminated when vehicle is in reverse gear.</li> </ul>	A reverse lamp: <ul style="list-style-type: none"> <li>• Is missing, does not emit a steady white light or emit a light other than white whilst in reverse gear.</li> <li>• Is incomplete, not in good working order or not visible from a reasonable distance.</li> <li>• Is insecure, obscured or not facing to the rear.</li> <li>• Flickers when tapped lightly by hand.</li> <li>• Is adversely affected by the operation of any other lamp.</li> </ul>
All lamps.	All fitted lamps must work correctly.	A fitted lamp: <ul style="list-style-type: none"> <li>• Is not working correctly.</li> <li>• Is incomplete, not in good working order or not visible from a reasonable distance.</li> <li>• Is insecure, obscured or not facing to the rear.</li> <li>• Flickers when tapped lightly by hand.</li> <li>• Is adversely affected by the operation of any other lamp.</li> </ul>

8. External Vehicle Licence Plate		
Information.	Method of Inspection.	Reason for Test Fail.
<ul style="list-style-type: none"> <li>If the vehicle is already licensed as a private hire car, the appropriate external licence plate must be in good condition and fitted to an external surface on the rear of the vehicle.</li> <li>If the plate is not current, because the vehicle is the subject of an application for renewal of vehicle licence, the garage must be informed when making the appointment and asked to check, by email, with <a href="mailto:licensing@orkney.gov.uk">licensing@orkney.gov.uk</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Check that there is a vehicle private hire car licence plate fitted to an external surface on the rear of the vehicle (the plate should be current, subject to being an application for renewal).</li> <li>Check for security and condition.</li> </ul>	<p>The external vehicle licence plate is:</p> <ul style="list-style-type: none"> <li>Missing or incorrect (subject to being an application for renewal).</li> <li>So insecure that it is likely to fall off.</li> <li>Defaced by missing or incomplete letters or figures.</li> <li>Faded, dirty, deteriorated or obscured.</li> <li>Not affixed to an external surface on the rear of the vehicle.</li> </ul>
9. Mirrors		
Information.	Method of Inspection.	Reason for Test Fail.
Mirrors.	<p>Check the presence, security, condition and visibility of:</p> <ul style="list-style-type: none"> <li>An exterior mirror fitted to the offside.</li> <li>An exterior mirror fitted to the nearside.</li> </ul>	<p>Vehicle does not have at least:</p> <ul style="list-style-type: none"> <li>One main exterior rear view mirror on offside.</li> <li>One main exterior rear view mirror on nearside.</li> </ul> <p>Or has:</p> <ul style="list-style-type: none"> <li>Deteriorated or cracked mirror lens.</li> <li>Insecure mirror or holder.</li> </ul>

<b>10. Performance</b>		
<b>Information.</b>	<b>Method of Inspection.</b>	<b>Reason for Test Fail.</b>
Road test.	Carry out a road test and check performance and noise levels.	<ul style="list-style-type: none"> <li>• Where a vehicle has been road tested but the tester knows more efficient operation is normally obtained for the type of vehicle.</li> <li>• Noise levels in excess of what the tester knows are normally obtained for the type of vehicle.</li> </ul>
Gear box, drive shafts and bearings.	Check noise levels.	Abnormal noises from the engine, transmission, drive shafts or bearings.

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