

APPENDIX 6

VEHICLE SPECIFICATION

Vehicles

1. The Service Provider shall be responsible for ensuring that the type of Vehicle it intends to use in the performance of this agreement is suitable for the route and passengers specified in this agreement when submitting any Route Instruction mini-competition submission seeking appointment to a Contract for Route Instruction under the Authority's DPS for passenger transport services.
2. The Service Provider shall at all times provide Vehicles for use in the performance of this agreement as specified in this agreement, unless otherwise agreed in advance by the Authority, and shall maintain them in a fit, serviceable and clean condition.
3. All Vehicles used in the performance of this agreement shall have a fully serviceable heating and ventilation system and shall be protected against leakage of water, snow or other precipitation into the Vehicle.
4. The Service Provider shall keep records of the maintenance of its Vehicles and shall make those records available for inspection by the Authority.
5. The Service Provider shall make Vehicles used in the performance of this agreement available for inspection by the Authority or other agency at any reasonable time at the Service Provider's operating centre where the Vehicle concerned is normally based or at an alternative agreed location.
6. The Service Provider shall not use in the performance of this agreement any Vehicle which is found to have a defect which could in the Authority's opinion affect the safety of passengers. In such circumstances the Service Provider shall provide at its own expense an alternative Vehicle for the performance of this agreement until such time as the defect has been remedied to the Authority's satisfaction or the Vehicle approved as roadworthy by the Driver and Vehicle Standards Agency (DVSA), relevant taxi licensing authority, police or other enforcement agency appropriate to the Vehicle.
7. Wherever possible, all Vehicles of more than sixteen (16) passenger seats shall have passenger doors directly controlled by the Driver from the Driver's seat by electrical or mechanical means. Otherwise the Service Provider shall ensure that the doors are operated solely by the Driver or Passenger Assistant (if any).
8. Vehicles with more than sixteen (16) passenger seats used in the performance of this agreement shall be fitted with a large oblong mirror on the nearside of the Vehicle in such a position as to enable the Driver, whilst seated, to have an unobscured view of every passenger entrance and exit on the nearside of the Vehicle.
9. Vehicles used in the performance of a Contract shall carry a first aid kit where it is permitted under their licencing regulations. The contents of the kit shall be checked at regular intervals to ensure supplies are maintained and are within the specified use by dates. The location of the first aid kit on the Vehicle must be clearly marked.
10. Vehicles used in the performance of a Contract shall carry a fire extinguisher(s) compliant with British Standard Institute standard BS5423 and appropriate to the size and type of the Vehicle. The serviceability of the fire extinguisher shall be checked at regular intervals and appropriate testing labels must be displayed. The location of the fire extinguisher on the Vehicle must be clearly marked.
11. Where the use of Vehicles compliant with the Specifications published by the Disabled Persons Transport Advisory Committee or with the Public Service Vehicle Accessibility Regulations 2000 (SI 2000/1970) is specified in this agreement, such Vehicles must be used

in the performance of this agreement. If for any reason the Service Provider is unable to use such Vehicles this shall be reported to the Authority by letter or e-mail within one (1) Working Day.

12. Where the minimum seating capacity of Vehicles is specified in this agreement, Vehicles of at least the specified capacity must be used in the performance of this agreement, unless otherwise agreed in advance by the Authority. If for any reason the Service Provider is unable to use such Vehicles this shall be reported to the Authority by letter or e-mail within one (1) Working Day.
13. Vehicles used in the performance of this contract shall have a seat belt available for each seat as specified in this agreement or as required by law. The type(s) of seat belt used must comply with EU or BS standards equivalent and the type and fitting of the seat belt anchorage points must comply with the 1986 Regulations.
14. The Authority may provide restraints and other safety equipment, including child and booster seats for use on Contracts involving the transport of Clients. Any such equipment shall remain the property of the Authority and shall be fitted and removed at the Authority's request and to the Specification of the equipment supplier. Failure to return the equipment may result in a charge to the Service Provider.
15. Any passenger-lifts fitted to Vehicles must comply with LOLER and the PUWER as amended from time to time.
16. Vehicles with more than eight (8) passenger seats used on journeys that operate for the primary purpose of conveying children to school, whether or not these children are eligible pupils as defined by section 509 of the Education Act 1996, shall display a yellow reflective school bus sign at the front and rear, as defined in The Road Vehicles Lighting (Amendment) Regulations 1994 (SI 1994/2280). It is recommended that these signs are removed when the Vehicle is not conveying children.
17. The Vehicles used in the delivery of the Services will have no defining markings or signs displayed on its livery considered by the Authority in its absolute discretion to be unacceptable.
18. Where safe to do so and subject to Vehicle manufacturer's applicable guidance the engine of any Vehicle stationary at any location for more than two (2) minutes should be turned off.
19. Vehicles used on the Contract for Route Instruction should be kept in a clean and tidy state. Vehicles should not show excessive dirt after allowance for the road conditions of any given day. Vehicle interiors should be checked and any rubbish removed after each journey.
20. All Vehicles used in the provision of the Services at all times display an operator's licence or hackney/private hire licence (as the case may appropriate).
21. Except as otherwise agreed with the Authority, all licensed Hackney Carriage/Private Hire Vehicles with eight (8) seats or less shall have permanent unrestricted access to an exit door. For avoidance of doubt, where a seat has to be folded or moved forward for passengers behind the seat to exit the Vehicle, the Authority will discount those seats reducing the Vehicle capacity.
22. "No Smoking" signs shall be displayed on all Vehicles used in the provision of the Services advising the prohibition of smoking. Smoking by any person on Vehicles shall be prohibited at all times.
23. The Service Provider shall ensure that at least one (1) nearside entrance/exit to the saloon area must have a maximum first step height of two hundred and fifty millimetres (250mm) from ground level which may be achieved by an additional step permanently fixed to the Vehicle. Subsequent step risers shall be no more than three hundred millimetres (300mm).

Wheelchair Accessible Vehicles (WAVs)

24. Operators wishing to be included in a Category where wheelchairs passengers are to be carried must demonstrate their understanding of the Services required by attending an operator briefing delivered by the Authority's Integrated Transport Services team on the "Safe Transportation of Passengers in Wheelchairs".
25. The "Safe Transportation of Passengers in Wheelchairs" briefings will take place at various locations throughout the Authority's administrative area and successful bidders and their Drivers carrying out Contracts for Route Instructions under this DPS will be expected to have attended a briefing within the first six (6) months of being admitted onto the DPS.
26. Any operator not having attended a briefing within that time will be excluded from bidding for new WAV-related Route Instructions until they have attended a briefing and shall be a circumstance permitting the Authority to terminate any such WAV-related Contracts for Route Instructions they are already operating each as an irremediable material breach under Clause 30.1.1.
27. From time to time the Authorised Officer may deem it necessary to call "Operator Briefing Meetings". It will be incumbent upon the operator to attend, or send a representative to, the briefing. Every opportunity will be made to offer a selection of dates for the operator to attend. Failure to attend such a briefing shall be a circumstance permitting the Authority to terminate any Contracts for Route Instructions they are already operating each as an irremediable material breach under Clause 30.1.1.
28. Where WAVs are required for the provision of the Services, such Vehicles should be fitted with appropriate passenger lifts or ramps dependent upon the requirements of the passengers.
29. Subject to the provision of the minimum seating capacity or Vehicle type required in the Specification, the Service Provider may choose the allocation of Vehicles to be used in the provision of the Services, subject to suitability for use for the Services, with the exception of WAVs which must be inspected by the Authority's "Fleet Management Unit" prior to use. From time to time the Authority reserves the right to re-inspect these WAVs.
30. The Authority will maintain a register of WAVs that have been pre-inspected.
31. An operator who is found to be using a WAV that is not on the Authority's register of WAVs will be subject to disciplinary procedures which may result in the termination of that WAV-related Contract for Route Instruction they are already operating as an irremediable material breach under Clause 30.1.1.
32. Suitable vertical handrails shall be provided for the use of passengers entering and exiting the Vehicle.
33. The Service Provider shall provide a minimum wheelchair space of twelve hundred millimetres (1200mm) long by seven hundred millimetres (700mm) wide, with an internal saloon head room height of fourteen hundred millimetres (1400mm) available for each wheelchair to be carried. The longitudinal plane of the wheelchair area must be parallel to the longitudinal plane of the Vehicle and the floor surface of the wheelchair area must be slip-resistant with the maximum slope in any direction not exceeding five per cent (5%), the entrance door aperture height shall be a minimum of thirteen hundred and fifty millimetres (1350mm).
34. It should be noted the dimensions are a minimum requirement and certain Contracts for Route Instructions will call for larger wheelchair spaces and greater saloon head room offering unimpeded access to the wheelchair occupant when the Vehicle is loaded.
35. A tracking system or securing system adequately attached to the floor of the Vehicle, wheelchair four (4) point webbing restraints to secure a wheelchair weighing up to one hundred and twenty kilogrammes (120kg), an independent means of restraining the occupant of the wheelchair and adequate space for the Passenger Assistant to reach Clients as

necessary on the journey. For avoidance of doubt, manual wheelchairs may be restrained with four (4) point webbing restraints having the ability secure a wheelchair weighing up to eighty-five kilogrammes (85kg) but powered wheelchairs should be secured with four (4) point webbing restraints having the ability secure a wheelchair weighing up to one hundred and twenty kilogrammes (120kg). Under Regulation 100 of the 1986 Regulations (as amended), it is the Driver's responsibility to ensure the correct restraints are used.

36. Where it has been identified that a wheelchair needs to be secured with heavy duty webbing restraints (above one hundred and twenty kilogrammes (120kg)) the Authority will provide that equipment. The Vehicle however must have compatible floor tracking. Single floor anchor points will not be suitable.
37. Where a "black Cab" type Vehicle is used and there is provision for wheelchairs and their passengers to be conveyed rearward facing there must be sufficient space to allow the wheelchair to be turned through an angle of ninety (90) degrees with the passenger facing the rear of the Vehicle and the wheelchair with its back against the plexiglass partition or similar. The wheelchair must be secured to the bulkhead using the restraining straps and the seatbelt extension belt should then be used for the passenger. **Passengers in wheelchairs must not be transported sideways facing at any time.**
38. Where wheelchair passengers are to be conveyed rear facing, the Authority will only allow standard manual wheelchairs to be carried. Child buggies and electric wheelchairs must always be transported forward facing.
39. Ratchet clamps which are operated via a lever, providing a simple means to tighten the strong hook onto the wheelchair frame, is not an acceptable means of securing wheelchairs on the Authority's Contracts for Route Instructions.
40. High roof Vehicles are preferred. Tracking systems must provide for wheelchairs to be carried facing forwards.

Licensing

41. The Service Provider shall ensure that it and its employees are licensed and insured in accordance with all legal requirements in respect of the Services to be undertaken and shall conform at all times with any local by-laws relating to such Services.
42. In the case of any Vehicle operated under a PSV (Public Service Vehicle) Operators Licence, the Driver should hold a full Category "D" or "D1" licence, with the exception of Vehicles operating under Section 19/22 where the Driver must have a minimum of Category "D1 101" entitlement.
43. Drivers holding a full Category "D" or "D1" licence must also carry their Driver's Qualification Card (DQC) whilst driving on a Vehicle with more than eight (8) passenger seats.
44. Hackney carriage tariffs are set by each local licensing authority and are the maximum fares that can be charged by hackney carriage Drivers for journeys that are wholly within each licensing area.
45. Hackney carriage Drivers/operators may submit a Route Instruction mini-competition price which is below the metered price.
46. Although some taxi regulations may exempt Drivers from wearing seatbelts whilst transporting passengers, the Authority requires all Drivers to wear their seatbelts whilst providing Services pursuant to this agreement and any Contract for Route Instruction, other than with the prior agreement of the Authority or in exceptional or emergency circumstances.
47. The Local Government (Miscellaneous Provisions) Act 1976 requires that a district council must issue a private hire Vehicle plate with an identity plate or disc and that the proprietor should not use, or permit the use of, that Vehicle without displaying the plate as directed by the local licensing authority. The Act also gives a district council the discretion to grant a

proprietor a dispensation from displaying the licence plate on their licensed private hire Vehicle. The clear identification of a licensed Vehicle is considered an important safety aspect of the Authority's Contracts for Route Instructions. In the interest of the overriding consideration of public safety, all Vehicles operated under this DPS must be able to be clearly identified and therefore this dispensation will not be permitted on the Contracts for Route Instructions awarded under the DPS.

Use of small Vehicles under a PSV operator's licence

48. Current PSV legislation does not allow for operators with a Restricted Operator's Licence to use their licence disc in Vehicles with less than nine (9) passenger seats unless they are charging individual fares. As Contracts for Route Instructions let under the DPS Agreement are for the whole Vehicle and not on an individual fare basis these operators will not be permitted to be used by "Restricted PSV" operators.
49. Operators of large PSVs who hold either a standard National PSV or International PSV licence may use a small Vehicle, under their PSV operator's licence, without the requirement to charge separate fares but must comply with legislation as set out under PSV regulations.
50. If Vehicles are to be used under the small Vehicles undertakings, this Authority requires these additional conditions to be complied with:
 - a. Drivers must hold a category "D" or "D1" licence. The category "D1" (not for hire or reward) exemption will not be permitted;
 - b. Drivers must hold a current Driver Certificate of Professional Competency (DCPC);
 - c. Drivers must carry their driving licence and Driver's Qualification Card for the DCPC with them at all times when in the execution of any Contract for Route Instruction; and
 - d. in the interest of the overriding consideration of public safety all Vehicles operated under the DPS Agreement and any Contract for Route Instruction must be able to be clearly identified as being operated by the PSV operator by external signage in addition to the operator's disc displayed on the window.