

Conduct of Driver

1. The driver shall:

- a) afford all reasonable assistance with passengers' luggage;
- b) at all times be clean and respectable in his/her dress and person and behave in a civil and orderly manner;
- c) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him;
- d) not smoke (this includes E-Cigarettes and Vaping) in the vehicle
- e) not without the express consent of the hirer, drink or eat in the vehicle;
- f) 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 vehicle;
- g) at no time cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he/she is driving to be a source of nuisance or annoyance to any person, whether inside or outside the vehicle;
- h) not unnecessarily prolong any journey.

Passengers

2. The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle. The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle.

Lost Property

3. The driver shall immediately after the termination of any hiring of a private hire vehicle or as soon as practicable thereafter carefully search the vehicle for any property which may have been accidentally left there.

Written Receipts

4. The driver shall if requested by the hirer of a private hire vehicle provide him with a written receipt for the fare paid.

Animals

5. The driver shall not convey in a private hire vehicle any animal belonging to or in the custody of himself/herself or the proprietor or operator of the vehicle. Any animal belonging to or in the custody of any passenger, which at the driver's discretion may be conveyed safely in the vehicle, shall only be conveyed in the rear of the vehicle. The driver must not fail or refuse to carry out a booking by or on behalf of a person with disabilities who is accompanied by an 'assistance dog' unless the driver has a Medical Exemption granted by the Licensing Authority and is displaying the Exemption Certificate in the approved manner or in the vehicle.

Prompt Attendance

6. The driver of a private hire vehicle shall, if he/she is aware that the vehicle has been hired to be in attendance at an appointed time and place or has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at that appointed time and place, unless delayed or prevented by sufficient cause.

Deposit of Licence

7. If the driver is permitted or employed to drive a private hire vehicle of which the proprietor is someone other than himself/herself, he/she shall before commencing to drive that vehicle, deposit this licence with that proprietor for retention by him/her until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/hers.

Taximeter

8. If a private hire vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare (unless credit is to be given).

Fare to be demanded

9. The driver shall not demand from any hirer of a private hire vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter and there has been no previous agreement as to the fare, the fare shown on the face of the taximeter.

Change of Contact Details

10. The licence holder must notify the Council in writing within 7 days of any change of his/her contact details taking place during the period of the licence, whether permanent or temporary. The driver's contact details include:

- Name
- Address
- Telephone number
- Mobile phone number
- Email address

Change Of Operator

11. The licence holder must notify the Council in writing within 7 days of any change of operator through whom they work. This includes occasions where a driver joins or leaves the employment of an operator.

Convictions

12. The licence holder shall notify the Council in writing within 48 hours of an arrest and release, charge or conviction of any sexual offence, any offence involving dishonesty or violence and any motoring offence (including penalty points).

Driver Badge

13. a. The licence holder must always when driving a licensed vehicle for hire or reward, wear the driver's badge issued by the Council on a prominent visible place on the outer clothing.

b. The driver's badge and identification card remain the property of the Council. Upon expiry of the licence and badge (whether application to renew has been made or not) the badge and card must be returned to the Council within 7 days of expiry or other such time as the Council may specify.

c. The badge and card must be returned to the Council immediately on demand if the licence is suspended or revoked.

Disclosure And Barring Service Online Update Service

14 a. All licence holders must subscribe to the Disclosure and Barring Service Online Update Service. Any costs associated with maintaining this subscription must be met by the licence holder.

b. The licence holder must give permission for the council to undertake checks of their DBS status should the council consider it necessary to do so. The council will use the update service to monitor the criminal record of licence holders.

Medical Condition(S)

- 15 a. The licence holder must notify the Council in writing within 48 hours of any change in medical condition that may affect their driving.
- b. The licence holder must at such time as the Council reasonably requires, produce a certificate in the form prescribed by the Council signed by a registered medical practitioner to the effect that he/she is or continues to be physically fit to be a driver of a private hire vehicle.

Time Spent Overseas

- 16 a. The licence holder must notify the Council in writing within 7 days of their return if they have spent three or more continuous months out of the UK. Such notification must include the list of countries visited and relevant dates.
- b. The licence holder must provide a Certificate of Good Conduct for any countries visited/lived in for three or more continuous months upon their return to the UK.

ADDITIONAL CONDITIONS THAT APPLY TO 'SCHOOL RUN ONLY PRIVATE HIRE VEHICLE DRIVER' LICENCES:

17. Unless specified otherwise in writing by the council, a School Run only Private Hire Driver Licence can only be used for carrying out contracted school runs through an Epsom And Ewell licensed private hire operator accepting the booking from a local education authority.