

# Adoption by Stroud District Council of Gloucestershire Taxi and Private Hire Common Standards 1<sup>st</sup> October 2021

## WHAT IT MEANS FOR PRIVATE HIRE OPERATORS

<b>All drivers must sign up to DBS Update Service</b>	All your drivers must sign up to the DBS update service by 31 December 2023.
<b>Criteria on Enhanced DBS Enhanced Checks</b>	<p>The drivers Enhanced DBS Certificate used for the update service must show the following</p> <ul style="list-style-type: none"><li>• Workforce must state 'Other Workforce'</li><li>• Child and Adult Barring lists must be included</li></ul> <p>If they have an Enhanced DBS check through County Council for a school contract, the criteria may be different. If it is, we will not be able to accept it and they will need a separate Enhanced Certificate with the correct criteria. They can be registered with the update service for two certificates, but they will need to make sure they give us the right certificate number for the certificate relating to their taxi or private hire licence.</p>
<b>Annual Basic DBS Certificates</b>	Licensed private hire operators must provide an annual basic disclosure check from the DBS unless they are also a licensed driver.
<b>Private Hire Operator Booking and dispatch staff</b>	<p>Private hire operators must have written policies and procedures in place to ensure criminality checks are undertaken on all booking and dispatch staff at appropriate intervals and to set out its approach on employing staff that are ex-offenders.</p> <p>Where a booking is outsourced the operator must ensure the third-party have adequate arrangements in place as outlined above.</p>

## Private Hire Operator Records

A private hire operator must keep records of all bookings at their operator base in either a bound book or as a computer record which must include:

- the name of the passenger;
- the time of the request;
- the pick-up point;
- the destination;
- the name of the driver;
- the driver's licence number;
- the vehicle registration number of the vehicle;
- the name of any individual that responded to the booking request;
- the name of any individual that dispatched the vehicle.

All records should be kept for **6 months** from the date of the last entry.

Details of all bookings must be entered into the records immediately they have been accepted or as soon as reasonably practicable.

An operator shall notify the Council in writing **within 7 days** of the termination of employment of a private hire vehicle or driver.