

## **Appendix C – Proposed Changes to RBWM Policies**

### **1) In the RBWM Hackney Carriage Driver & Vehicle Policy and Conditions**

#### **2. APPLICATION REQUIREMENTS**

Replace;

(e) All new applicants must complete an Enhanced Disclosure & Barring Service (DBS) Disclosure Form and carry out a check of the children and adult Barred Lists. Upon receipt of the result, present it alongside the HCD licence application. The DBS can only be accepted at the time of licensing if it is less than 3 months from the date of issue. In the interests of public safety, the Council will not issue a licence to any individual that appears on either barred list

With;

(e) All new applicants must comply with the DBS requirements set out in paragraph 3.17, below

Replace;

(o) Applicants for a 3 year licence must apply for an enhanced DBS at the time of application and will be subject to a DVLA licence check. Each year, after the licence has been issued, the driver will be subject to another DVLA licence check and will be issued with a new badge, using a current photograph.

With;

(o) Applicants for a 3 year licence will be subject to a DVLA licence check. Upon renewal, the driver will be subject to another DVLA licence check and will be issued with a new badge, using a current photograph.

#### **3. FIT AND PROPER**

Insert new paragraph 3.17;

From 01 April 2024, all existing licenced drivers, and new applicants for a licence, must enable the Licensing team to check their DBS for new information every six months by;

- i) applying and paying for their enhanced DBS on-line via an agreed third party company,
- ii) registering and paying for the Disclosure and Barring Service (DBS) Update Service, and renewing this annually,
- iii) authorising access by RBWM licensing officers to perform a status check of their DBS at any time during the duration of their licence using the “DBS Update Service Status Checks” facility provided by the third party company, and meeting the cost of this facility through their drivers’ licence from 01/04/2025

## Penalty Points System

In the list of Penalty Points infringements, add;

<b>Details of misconduct by a RBWM licenced hackney carriage or private hire driver, or private hire operator where applicable</b>	<b>Points</b>
Hackney carriage or private hire driver failing to apply and pay for their DBS on-line via an agreed third party company,	6 points
Hackney carriage or private hire driver failing to register and pay for the Disclosure and Barring Service (DBS) Update Service, and renew this annually	6 points
Hackney carriage or private hire driver failing to authorise access by RBWM licensing officers to perform a status check of their DBS at any time during the duration of their licence using the "DBS Update Service Status Checks" facility provided by a third party company	6 points

## **2) In the RBWM Private Hire Driver & Vehicle Policy & Conditions**

### 1.2 APPLICATION REQUIREMENTS

Replace;

(e) All new applicants must complete an Enhanced Disclosure & Barring Service (DBS) Disclosure Form and carry out a check of the children and adult Barred Lists. Upon receipt of the result, present it alongside the HCD licence application. The DBS can only be accepted at the time of licensing if it is less than 3 months from the date of issue. In the interests of public safety, the Council will not issue a licence to any individual that appears on either barred list

With;

(e) All new applicants must comply with the DBS requirements set out in paragraph 1.3 (p), below

Replace;

n) Applicants for a 3-year licence must apply for an enhanced DBS at the time of application and will be subject to a DVLA licence check. Each year, after the licence has been issued, the driver will be subject to another DVLA licence check and will be issued with a new badge, using a current photograph.

With;

(n) Applicants for a 3 year licence will be subject to a DVLA licence check. Upon renewal, the driver will be subject to another DVLA licence check and will be issued with a new badge, using a current photograph.

### 1.3 FIT AND PROPER

Insert new paragraph p;

From 01 April 2024, all existing licenced drivers, and new applicants for a licence, must enable the Licensing team to check their DBS for new information every six months by;

- i) applying and paying for their DBS on-line via an agreed third party company,
- ii) registering and paying for the Disclosure and Barring Service (DBS) Update Service, and renewing this annually,
- iii) authorising access by RBWM licensing officers to perform a status check of their DBS at any time during the duration of their licence using the “DBS Update Service Status Checks” facility provided by the third party company, and meeting the cost of this facility through their drivers’ licence from 01/04/2025

### 2.17

#### RENEWAL OF LICENCES

delete “b) All current PHD licence holders are required to undergo a Disclosure & Barring Service Disclosure (DBS) check every 3 years. This will be carried out at the time of the renewal application.”

renumber subsequent paragraphs in this section

#### 4 Penalty Points System

In the list of Penalty Points infringements, add;

<b>Details of misconduct by a RBWM licenced hackney carriage or private hire driver, or private hire operator where applicable</b>	<b>Points</b>
Hackney carriage or private hire driver failing to register and pay for their DBS on-line via an agreed third party company,	6 points
Hackney carriage or private hire driver failing to register and pay for the Disclosure and Barring Service (DBS) Update Service, and renew this annually	6 points
Hackney carriage or private hire driver failing to authorise access by RBWM licensing officers to perform a status check of their DBS at any time during the duration of their licence using the “DBS Update Service Status Checks” facility provided by a third party company	6 points