

TAXI AND PRIVATE HIRE LICENSING POLICY

Policy No: TPH 34
Edition No: Final Rev: 1

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Date: 1st February 2007

Driver Safety Camera

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1. Background Information

The Council wishes to afford drivers of Hackney Carriages and Private Hire vehicles all the support and advice it reasonably can in respect of personal safety. However, Officers have to be aware of the consequences of any decision taken within vehicles it licences. In this case the main issues are: -

- Personal safety – when fitted, a camera lens should present no impact danger to passengers
- Recorded images should be kept secure so not to bring the Council into disrepute or cause concern with passengers
- Passengers should be aware that they are being recorded
- The quality of recorded images should be of sufficient quality during all lighting conditions to continually demonstrate their strong deterrent value

The view of the Council is that there are clear safety advantages to be gained by Proprietors installing cameras in their licensed vehicles. By applying a straight forward approval process for manufacturers and guidance and Conditions for vehicle Proprietors areas of concern can be adequately catered for.

2. How to apply for a Driver Safety Camera

Due to the wide variety of vehicles licensed in Leeds it is not possible for Officers to offer specific advice in every case. It is very important to the driver and passengers that any camera fitted in such a position not to cause any danger to a passenger in the vehicle.

If the Council have substantial concerns about such a conflict it could result in the vehicle not having a licence granted or having an existing licence suspended.

Additionally, advice should be sought from the manufacturer of the vehicle that the fitting of the camera of your choice does not effect your warranty or compromise any of the safety aspects designed into your vehicle.

Drivers may also wish to obtain independent technical or legal advice from an appropriately qualified person.

The Council also has Conditions in respect of cameras which are specified in the Approval Processing section.

It is recommended that drivers do all of the above things prior to the purchase or installation of any camera.

Proprietors of vehicles should be aware of their Health and Safety responsibilities and personal liability to employees, hirers or passengers in the vehicle which has a camera fitted, and have informed their insurers of all the issues involved.

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3. Approval Processing for a Driver Safety Camera

How to have a product placed on the 'Approved List'

The manufacturer of a camera, a Taxi Association or a vehicle Proprietor may apply in writing for a particular make / model of camera to be placed on the 'Approved List'.

There will need to be evidence that the product has an appropriate level of conformity to: -

- Safety issues when fitted inside the vehicle
- Adequate image quality in day and night light conditions
- Encryption of images stored
- Appropriate public information signs
- Adequate secure storage of recording device and memory away from public access
- Appropriate activation device

The manufacturer will supply the Council with de-encryption software free of charge to ensure compliance with the decision of Elected Members of the Council that all captured images should only be accessible to Authorised Officers in the first instance. The software must be compatible with the systems operated by the Council.

This will be cost free to the applicant but the Council wishes to make it clear if that the product is being presented without any consideration being given to compliance with a safety standard, the Council's policy or Council Conditions then there will be an inspection charge which will be in accordance with the Vehicle Examiners hourly rate.

The inspection process

Authorised Officers will require appropriate product technical information in writing.

The camera will also be inspected in situ within a saloon vehicle mutually agreed between the applicant and Authorised Officers. This will enable Officers to take a view on how the safety issues and conformity to Conditions in respect of security.

If approved the product and manufacturer detail will be placed on the Council's 'Approved List' to inform licensed drivers of the product suitability.

The proprietor of a vehicle which is, or seeks to be licensed, and have a camera fitted, should apply for an appointment with the Vehicle Examiners Team. At the time of the inspection the proprietor must hand to the Vehicle Examiner the Council's approved application information form which has to be fully completed and signed and presented by the proprietor. That form should be accompanied by the original copy of any supporting documentation.

If approved, the Council's licensing records will be updated and a copy of the application form and any supporting documentation will be retained on the vehicles licensing file.

If not approved, a written reason for that decision will be supplied to the applicant. A copy of all the application documents will be retained and the Council's records updated accordingly.

Once fitted the proprietor should maintain the standards of safety, visibility and cleanliness of the camera and not change it, or its fittings, in any way, without retracing the steps set out earlier in the policy.

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Council's Conditions – Cameras in Cabs
Local Government (Miscellaneous Provisions) Act, 1976

- (a) Will be of a make, type and design previously approved by Authorised Officers of the Council and on the 'Approved List' maintained by the Taxi & Private Hire Licensing office.
- (b) Will not be changed in any way from its original design, be free of damage and maintained in working condition.
- (c) The vehicle will carry appropriate signs, approved by Authorised Officers, informing the public that camera surveillance is active in the vehicle.
- (d) The recording system and memory card (or other image memory recording system) will be securely stored within the vehicle and away from public access.
- (e) Installation and maintenance must be in accordance with manufacturer's specifications and recommendations.
- (f) The images contained in the recording device may only be downloaded by an Authorised Officer of the Council or Police Officer.

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Appendix 1

Leeds
CITY COUNCIL

Taxi and Private Hire
225 York Road, Leeds, LS9 7RY

APPLICATION FOR THE FITTING OF A DRIVER SAFETY CAMERA
TO A LICENSED VEHICLE

The Safety Camera (please print)

Manufacturer: -

Product Model Detail: -

Applicant Detail (please print)

Full Name: - _____

Full Address: - House No & Street: _____

Town: _____

County: _____

Post Code: _____

Hackney Carriage / Private Hire Driver Licence Detail (please print)**Hackney Carriage / Private Hire Vehicle Licence Detail (please print)**

Make: _____

Model: _____

VRM: _____

Licence Plate: _____

You are required to read and sign that you fully understand the Council's policy and Conditions and that you have undertaken all the enquiries indicated as stated overleaf.

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- I have attached a copy of the product detail and manufacturers advice for this particular safety camera

Signed Acknowledgment

I understand and will comply with the policy, guidance and Conditions set by the Council

Applicant: - _____

Signature: - _____

Date: - _____

Officer Inspecting: - _____

Signature: - _____

Print Name: - _____

Date: - _____