

APPENDIX B - Specification for Vehicles - Passenger Transport and related Services using taxis, minibuses and coaches

DN181203



**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE PREPARING YOUR
SUBMISSION.**

All vehicles should be well maintained and must comply in all respects with the provision of any relevant legislation and with the following conditions and recognised best practice at all times: the tenderer must satisfy themselves that the vehicle intended to be used on any contracts are suitable for the LBE road network.

1. Cars (including all vehicles up to eight passenger seats)

- 1.1. All licensed vehicles should meet the Local Authority vehicle addendum. It is the Contractor's responsibility to ensure the vehicle complies with these conditions.
- 1.2. All vehicles must be licensed by Transport for London or another Licensing Authority, providing the conditions of that Authority are complied with.

In addition:

- 1.2.1. All seats to be fitted with three point inertia reel seat belts carrying the E-Mark in accordance with EU Regulations.
- 1.2.2. All passengers must be carried forward facing only, except for a Passenger Assistant who may use a rear facing seat but only if a three point seat belt is fitted (a lap belt is not acceptable).
- 1.2.3. Non factory fitted tinted windows are not acceptable. Factory fitted tinted windows are acceptable in accordance with LBE licenced vehicle addendum.
- 1.2.4. All passenger doors must be fitted with child proof locks, which must be activated at all times.
- 1.2.5. Special Event or novelty vehicles are not permitted.

2. Minibuses (with nine to sixteen passenger seats)

- 2.1. All vehicles, with the exception of spare vehicles, must be less than 10 years old at the start of the contract. Vehicles which are replaced during the life of the contract must be replaced with a vehicle that is less than 10 years old at the time of replacement.
- 2.2. All vehicles must comply with relevant Construction and Use Regulations.
- 2.3. All passenger doors must be well maintained and in safe working order.
- 2.4. All seats must be coach type/high back and forward facing.
- 2.5. All seats must be fitted with three point inertia reel seat belts carrying the E-Mark in accordance with EU Regulations.
- 2.6. All passengers must be carried forward facing only, unless instructed otherwise by LBE.
- 2.7. Passenger entry to the vehicle must be via a bus type entrance door opposite the driver with easy driver access to the door. Vehicles with seats next to the driver and a further door behind the seats on the near side are not acceptable, except when agreed in writing by LBE.
- 2.8. Rear facing doors, or a tailgate, are not to be used for normal passenger access to any seats, and are only to be used in an emergency, except on vehicles with a rear ramp, or tail lift when they can be used for wheelchair users requiring access to the vehicle.
- 2.9. Vehicles must display the 'School Bus' sign and route number at all times whilst operating the route, and they must not obscure the driver's vision. It is the responsibility of the Contractor to supply these signs.
- 2.10. All vehicles must be fitted with a working audible reversing and rear door warning buzzer.
- 2.11. All vehicles must have unobstructed vision to the rear with a minimum of two glazed windows, one per door or a reversing camera for driver vision.
- 2.12. Vehicles with a powered entry door must have a safety edge.
- 2.13. Door handle warning signs must be visible and in good condition (if applicable).
- 2.14. Children must not sit next to an emergency exit.

- 2.15. Suitable first aid kits and working fire extinguishers must be carried in an accessible position on all vehicles.
- 2.16. Vehicles should be fitted with suitable ventilation and temperature control equipment.
- 2.17. Emergency hammers must be provided if part of the original specification of the vehicle.
- 2.18. Seat Belt cutters must be provided.
- 2.19. Vehicles should carry sufficient supply of seat belt clips
- 2.20. If it is intended to use CCTV equipment, tenderers must obtain sign off from the authority that it meets with legislation and access and encryption further meets with the authorities agreed standard.

3. Buses and coaches (with seventeen passenger seats or more)

- 3.1. All vehicles, with the exception of spare vehicles, must be less than 10 years old at the start of the contract. Vehicles which are replaced during the life of the contract must be replaced with a vehicle that is less than 10 years old at the time of replacement.
- 3.2. All seats must be forward facing.
- 3.3. All seats must be coach type seats fitted with three point inertia reel seat belts carrying the E-Mark in accordance with EU Regulations.
- 3.4. Rear facing doors, or a tailgate, are not to be used for normal passenger access to any seats, and are only to be used in an emergency, except on vehicles with a rear ramp, or tail lift when they can be used for wheelchair users requiring access to the vehicle.
- 3.5. The main passenger door must be power operated, or be able to be opened or closed by the driver from the driver's seat by mechanical means.
- 3.6. A second mirror must be fitted on the near side of the vehicle to enable the driver, whilst sitting in the driving position, to see the area outside and immediately adjacent to the passenger door, so as to be able to see if a passenger has become caught by the closing door.
- 3.7. Vehicles must display the 'School Bus' sign and route number at all times whilst operating the route, and they must not obscure the driver's vision. It is the responsibility of the Contractor to supply these signs.
- 3.8. Suitable first aid kits and working fire extinguishers must be carried in an accessible position on all vehicles.
- 3.9. Emergency hammers must be provided if part of the original specification of the vehicle.
- 3.10. Seat Belt cutters must be provided.
- 3.11. Vehicles should carry sufficient supply of seat belt clips
- 3.12. If it is intended to use CCTV equipment, tenderers must obtain sign off from the authority that it meets with legislation and access and encryption further meets with the authorities agreed standard.
- 3.13. Vehicles should be fitted with suitable ventilation and temperature control equipment.

4. Wheelchair Accessible Vehicles

In addition to other standards specified by LBE, the following conditions are required:

- 4.1. All wheelchair accessible minibuses, with the exception of spare vehicles, must be less than 10 years old at the start of the contract. Vehicles which are replaced during the life of the contract must be replaced with a vehicle that is less than 10 years old at the time of replacement.
- 4.2. All vehicles must comply with the Department of Transport Code of Practice VSE 87/1 (or subsequently amended) 'The Safety of Passengers in Wheelchairs on Buses'. Included in

this document is a specification for fixing of tracking to the vehicle and for it to be spaced at approximately 330mm (13 inches) between the centre of each track.

- 4.3. All vehicles with tail lifts / ramps must comply with the Disability Discrimination Act 1995 (as amended).
- 4.4. All wheelchair accessible vehicles must be supplied with upper anchorage cant rails (not applicable to Hackney Carriage).
- 4.5. All wheelchair accessible vehicles must have a flexible seating arrangement (Not applicable to Hackney Carriage).
- 4.6. All drivers of wheelchair accessible vehicles must hold a valid 'Passenger Lift & Wheelchair Restraints Systems' certificate or accreditation from a recognised training organisation. (Not applicable to Hackney Carriage).
- 4.7. Wheelchairs must be carried forward facing (or under instructions from LBE, rear facing) but never sideways and in accordance with wheelchair and vehicle manufacturers' guidance.
- 4.8. The wheelchair must have its hand brake applied whilst travelling on the passenger lift and in the vehicle.
- 4.9. Wheelchairs are at all times to be secured in accordance with the manufacturer's instructions at all times in conjunction with a personal restraint system (seat belt), which is independent to the wheelchair.
- 4.10. Standard restraint systems (up to 120Kg) and occupant restraint system (seat belt), 3 point double inertia reel (upper anchorage), are to be supplied by the Contractor.
- 4.11. Specialist restraint systems and any special equipment will be supplied by the authority.
- 4.12. Restraint systems should be replaced every five years in accordance with manufacturers' guidance or sooner if they are damaged.
- 4.13. Wheelchairs must not be carried if they have any safety related defects, for example defective brakes, or anything which could cause injury to the user or other passengers.
- 4.14. All spare equipment for securing wheelchairs etc must be properly secured at all times so as not to be a potential danger while the vehicle is moving, or in the event of an accident.
- 4.15. Any vehicle fitted with tail lift equipment must be tested and certified in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) by an authorised body every six months. A copy of the current test certificate must be provided to LBE to show such equipment has been serviced and maintained in accordance with those regulations.
- 4.16. Suppliers of vehicles equipped with passenger lifts for the transport of wheelchair users must ensure the lift is safe and clean at all times.
- 4.17. Suppliers shall ensure the safe working limit of each lift is adequate to meet the needs of the client on the route. The minimum safe working limit shall be no less than 300Kg.
- 4.18. All passenger lifts must be fitted with an audible warning whilst the lift is in operation.
- 4.19. The supplier shall ensure all minibuses are capable of facilitating a flexible seating arrangement.
- 4.20. Floor tracking must be kept clean at all times and all equipment to be removed from floor tracking when not in use to reduce trip hazards and prevent damage to equipment.
- 4.21. LBE reserves the right to require the supplier to meet any special requirements for the vehicle including for example low floor access, tail-lift facilities, wheelchair restraints or features that comply with any regulations made under the Public Service Vehicle Accessibility Regulations 2000 (or as amended) and in compliance with the Disability Discrimination Act 2005.
- 4.22. Vehicles should be fitted with suitable ventilation and temperature control equipment.
- 4.23. Vehicles should carry sufficient supply of seat belt clips.
- 4.24. If it is intended to use CCTV equipment, tenderers must obtain sign off from the authority that it meets with legislation and access and encryption further meets with the authorities agreed standard.

5. Other General Conditions

- 5.1. The operator shall ensure that all drivers comply with the law, fully understand the nature of their duties and carry out their responsibilities in accordance with the general duty of care and safe methods of working.
- 5.2. The operator shall allow authorised officers of the council or nominated representative to inspect (without any requirement to give notice) the condition of any vehicle used by or on behalf of the operator on this contract. Operators may be required to provide evidence of service history and Certificate of Initial Fitness (COIF) where applicable. If requested by the authorised Officer, the Operator shall, either make available its own workshop facilities for inspection or, at its own expense, take any vehicle to and make the vehicle available at a location nominated by the council for an engineer's inspection. Any inspection will be carried out by an appropriately qualified person nominated by the council and the Operator shall give all cooperation and assistance reasonably required of it during the undertaking of such an inspection. In the authorised Officer's view or that of a nominated representative appointed, the condition of any Vehicle is unsafe or unsuitable for passengers to be conveyed in, the Operator shall immediately provide a replacement vehicle. In any case the Operator shall allow the authorised Officer (without any requirement to give notice) to examine and copy any records relating to the Service, repair, and maintenance of any vehicle and permit an inspection by any person nominated by the council at the Operator's premises, or other location. Any vehicle which is, in the opinion of the authorised Officer, considered un-roadworthy may result in the immediate termination of the contract/route and the Operator shall be liable to the council for all losses and costs incurred and or suffered by the council as a result of such termination.
- 5.3. All minibuses must display a current license or permit.
- 5.4. The Contractor shall not, without prior consent of LBE, use any other vehicle other than the type, size and standard originally specified in the tender document.
- 5.5. Vehicles must be made available for inspection and approval by LBE prior to undertaking any contract.
- 5.6. The operator shall ensure that all vehicles used under this contract will be safe, clean, comfortable, properly heated and ventilated and operationally fit for the purpose.
- 5.7. All seats must be properly secured in the vehicle.
- 5.8. The general condition of the vehicle, including the bodywork, seats, interior trim, must be in a clean and tidy condition. Vehicle condition and appearance must be such that parents and passengers can have full confidence in the transport and vehicles provided.
- 5.9. The term 'passenger seats' does not include the driver's seat.
- 5.10. All vehicles must be hard topped and right hand drive.
- 5.11. Special event and novelty vehicles are not permitted.
- 5.12. All emergency exits/doors must be unlocked at any time passengers are travelling.
- 5.13. All equipment carried for, or on behalf of, the passenger must be properly secured at all times so as not to be a potential danger whilst the vehicle is moving, or in the event of an accident.
- 5.14. All safety related notices/stickers both inside and outside the vehicle must be clearly visible and legible.
- 5.15. The Operator shall ensure that at all times when contracted to the Council all vehicles operated under this Contract shall be devoid of inappropriate advertising, including, but not limited to, political advertising. The Operator must seek guidance from the Council if uncertain of such provision and upon instruction withdraw from use any vehicle(s) which in the opinion of the Council carry inappropriate content.
- 5.16. Vehicles should carry sufficient supply of seat belt clips

- 5.17. If it is intended to use CCTV equipment, tenderers must obtain sign off from the authority that it meets with legislation and access and encryption further meets with the authorities agreed standard.
- 5.18. Vehicles should be fitted with suitable ventilation and temperature control equipment.

6. Damage to Vehicles

- 6.1 Damage to vehicles caused by passengers carried on behalf of the Council will be agreed by negotiation with the Council. The following principles shall apply:
 - 6.1.1 Any damage to the exterior of the vehicle is to be covered by the vehicle insurance
 - 6.1.2 Any damage to the interior of the vehicle, the Council will be responsible for valeting costs, but prior agreement must be sought and full VAT receipt provided.
 - 6.1.3 The operator and its staff are responsible for ensuring that any equipment/personal property of its staff is kept secure and away from passengers. The council will therefore not be responsible for any damage to equipment/personal property where appropriate care has not been taken.