



The New Standard 2021

Contract Driver Procedure and Driver Application

In St Helens we place a high standard on those who wish to provide contract and general transport to those who require it. Although the use of hired transport can be a simple public transaction, sometimes this can involve the transportation of children and vulnerable adults to whom we have a duty of care.

The Council holds the safety of those using transport on this basis, within our borough as paramount. As such from April 2020 we will be changing how a driver is registered with us, for contracts the council hold.

Existing contracts will be allowed to continue, and no changes will be made to the status of those licensed under this contract until contract renewal/award.

The revised procedure will apply to all new operators or drivers who join the existing contract. Those who are already licensed as contract drivers will remain under the old procedure but please note any renewal will last up to a maximum of the end of the contract. Following this, all drivers and operators will be required to meet the new standard.

Contract Drivers

New Applicant - PSV Driver

If the applicant does not hold a valid St Helens Hackney Carriage/Private Hire Drivers Licence, then the following procedure will apply, and documents need to be produced:

- Complete the contract driver application form
- DVLA licence (front and back)
- Passport or birth certificate
- Council tax bill (current year), bank statement or utility bill (no older than 3 months).
- NI Number (NI number card or official letter from the DWP or Government Gateway website)
- Driver qualification card
- Produce a DVLA Mandate code - <https://www.gov.uk/view-driving-licence>
- Complete a DBS check (Only DBS's done through Licensing will be accepted). DBS's will last for a period of 6 months in line with taxi drivers and certificates must be signed up to the DBS update service. DBS checks are enhanced only.
- Medicals will run in line with the DVLA licence. Each time the driver has a medical it must be produced to us first before a copy is sent to the DVLA. There is no requirement to produce medicals at the point of first licensing.
- Complete the safeguarding assessment (must be completed before a licence is issued).
- English language test (when it's introduced).

Licences last for a period of 3 years from the date of issue with the cost of the licence being:

- Application (3-year licence) - £63.00 (subject to change due to updated fees)
- DVLA Mandate - £7.50 (Subject to change due to updated fees)
- DBS (6 monthly) - £71.50 (£20.50 per year if the certificate is signed up to the update service after the initial one) (subject to change due to updated fees)



Applicants must email scans or send pdf's of all their documents to taxilicensing@sthelens.gov.uk so we can ensure everything is in place before the original documents are then brought to St Helens Town Hall. Once the documents and the application form have been received by email and checked then the applicant will be sent a DBS pack for them to complete.

A photo of the DBS form and privacy statement can be sent back by email to be checked, once this has been checked the applicant will be booked an appointment. On appointment the original documents, contract driver application, DBS form and privacy statement will be checked and payment for the application will then be taken over the phone. The applicant will be booked onto the safeguarding course.

When the safeguarding course has been completed and the DBS certificate has been handed into St Helens Town Hall by the applicant, the Contract Badge can be issued.

New Applicant - Taxi Driver outside the borough

If the applicant does not hold a valid St Helens Hackney Carriage/Private Hire Drivers Licence, then the following procedure will apply, and documents need to be produced:

- Complete the contract driver application form
- DVLA licence (front and back)
- Passport or birth certificate
- Council tax bill (current year), bank statement or utility bill (no older than 3 months).
- NI Number (NI number card or official letter from the DWP or Government Gateway website)
- Produce a DVLA Mandate code - <https://www.gov.uk/view-driving-licence>
- Complete a DBS check (Only DBS's done through Licensing will be accepted). DBS's will last for a period of 6 months in line with taxi drivers and certificates must be signed up to the DBS update service. DBS checks are enhanced only.
- Medical Group 2, St Helens Council or DVLA
- Complete the safeguarding assessment (must be completed before a licence is issued).
- English language test (when it's introduced).

Licences last for a period of 3 years from the date of issue with the cost of the licence being:

- Application (3-year licence) - £63.00 (subject to change due to updated fees)
- DVLA Mandate - £7.50 (subject to change due to updated fees)
- DBS (6 monthly) - £71.50 (£20.50 per year if the certificate is signed up to the update service after the initial one) (subject to change due to updated fees)

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A photo of the DBS form and privacy statement can be sent back by email to be checked, once this has been checked the applicant will be booked an appointment. On appointment the original documents, contract driver application, DBS form and privacy statement will be checked and payment for the application will then be taken over the phone. The applicant will be booked onto the safeguarding course.

When the safeguarding course has been completed and the DBS certificate has been handed into St Helens Town Hall by the applicant, the Contract Badge can be issued.



New/ Renewal Application – St Helens Licensed Taxi Drivers

If the driver already holds a valid St Helens Hackney Carriage/ Private Hire Drivers Licence, then the Contract badge will be issued with the Taxi badge, they are now merged together.

Renewal Application – PSV Driver

If the applicant is renewing a Contract Drivers Licence and does not hold a valid St Helens Hackney Carriage/ Private Hire Drivers Licence, then the following process will apply and documents need to be produced

- Complete the contract driver application form.
- DVLA licence (front and back)
- Passport or birth certificate
- Council tax bill (current year), bank statement or utility bill (no older than 3 months).
- Driver qualification card
- Produce a DVLA Mandate code - <https://www.gov.uk/view-driving-licence>
- Complete a DBS check (Only DBS's done through Licensing will be accepted). DBS's will last for a period of 6 months in line with taxi drivers and certificates must be signed up to the DBS update service. DBS checks are enhanced only.
- Medicals will run in line with the DVLA licence. Each time the driver has a medical it must be produced to us first before a copy is sent to the DVLA.
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Licences last for a period of 3 years from the date of issue with the cost of the licence being:

- Application (3-year licence) - £63.00 (subject to change due to updated fees)
- DVLA Mandate - £7.50 (subject to change due to updated fees)
- DBS (6 monthly) - £71.50 (£20.50 per year if the certificate is signed up to the update service after the initial one) (subject to change due to updated fees)

Applicants must email scans or pdf's of all their documents to taxilicensing@sthelens.gov.uk. Once the documents and the application form have been received by email and checked, then the applicant will be contacted for payment and the badge will be issued.

Renewal Application - Taxi Driver outside the borough

If the applicant is renewing a Contract Drivers Licence and does not hold a valid St Helens Hackney Carriage/ Private Hire Drivers Licence, then the following process will apply, and documents need to be produced

- Complete the contract driver application form.
- DVLA licence (front and back)
- Passport or birth certificate
- Council tax bill (current year), bank statement or utility bill (no older than 3 months).
- Driver qualification card
- Produce a DVLA Mandate code - <https://www.gov.uk/view-driving-licence>
- Complete a DBS check (Only DBS's done through Licensing will be accepted). DBS's will last for a period of 6 months in line with taxi drivers and certificates must be signed up to the DBS update service. DBS checks are enhanced only.
- Medical Group 2, St Helens Council or DVLA



Licences last for a period of 3 years from the date of issue with the cost of the licence being:

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Applicants must email scans or pdf's of all their documents to taxilicensing@sthelens.gov.uk. Once the documents and the application form have been received by email and checked then the applicant will be contacted for payment and the badge will be issued.

Contract Vehicles

Vehicles up to 8 seats not licensed as a Taxi Vehicle with St Helens Council

Vehicles that are used to fulfil school contracts and can carry 8 or less passengers who do not hold a vehicle licence with St Helens Council will be required to undergo regular testing and document checks (charges will apply). To facilitate this Operators must email scans or photos of all their documents as listed below:

- Contract Vehicle Agreement Application form
- Certificate of motor insurance
- Logbook
- Proof of road tax
- Compliance Test Sheet (MOT) taken with St Helens Council

The documents will be checked via email, and a Vehicle Contract Agreement will then be issued for 12 months from Licensing, this is a paper document which must be kept at all times and produced for Enforcement visits or when requested by Licensing.

Renewal

The Contract Vehicle agreement will have an expiry date and therefore documents must be submitted again at least 1 week before the expiry date.

Vehicles that carry more than 8 passengers

Vehicles that are used to fulfil school contracts and can more than 8 passengers who do not hold a vehicle must provide documents to be checked. To facilitate this Operators must email scans or photos of all their documents as listed below:

- Contract Vehicle Agreement Application form
- Certificate of motor insurance
- Logbook
- Proof of road tax
- Compliance Test Sheet (MOT)

The documents will be checked via email, and a Vehicle Contract Agreement will then be issued for 12 months from Licensing, This is a paper document which must be kept at all times and produced for Enforcement visits or when requested by Licensing.