

TRANSPORT (COMPLIANCE AND MISCELLANEOUS) ACT 1983

TAXI SERVICES COMMISSION

Licence Conditions applicable to Special Purpose Vehicle [Tour] Licences

1. The licence holder must ensure that the driver of the licensed vehicle is aware of the conditions contained in this document.
2. A copy of the licence conditions must be carried in the licensed vehicle at all times and the licence conditions must be produced on demand to an Authorised Officer.
3. All hirings must be pre-booked and the hiring rate agreed with the hirer prior to the commencement of the hiring.

For the purposes of these conditions, pre-booked means:

- (a) a booking has been made at a time prior to commencement of the hiring; **and**
- (b) the hirer has arranged for the licensed vehicle to attend at a specified address or location to pick up the hirer or other passenger/s; **and**
- (c) the licensed vehicle is required to travel to that address or location in order to fulfil the hiring; **and**

(where permitted by these conditions) in the case of a passenger/s arriving at Melbourne Airport by aeroplane, a booking has been made prior to the arrival at Melbourne Airport of the flight carrying that passenger.

4. The licensed vehicle must only be used for the carriage of passengers in combination with a tour or as part of a tour package.
 - A tour is defined as a hiring where the licensed vehicle is hired for a continuous period and where the passenger/s is returned to the place at which the journey commenced, upon completion of the hiring.
 - A tour package is defined as a combination of services provided for a price comprising the hiring of a commercial passenger vehicle and as a substantial component of the package, accommodation or other services or facilities appropriate to tourists.
5. In the case of a tour package, the hiring must be pre-booked with a travel agency or the company or the person offering tours, including travel and accommodation, or travel and some other “tourist service” and include all services at an inclusive price agreed with the hirer prior to commencement of a tour.
6. The licensed vehicle **must not** pick up/drop off passengers from Melbourne Airport unless:
 - (a) the hiring is part of a pre-booked tour package and clear verifiable evidence is retained in the licensed vehicle. This evidence must include:
 - the passenger’s name and booking agent (if applicable),
 - date of tour
 - type of tour (ie city sights, great ocean road etc)
 - pick-up point & time,
 - registration number of the vehicle(s) used for the specific tour
 - the name and driver accreditation (DC) number of the vehicle driver(s); and
 - (b) the operator has completed an appropriate operator accreditation course approved by the Taxi Services Commission;

7. Evidence of the pre-booked tour being undertaken at the time must be retained in the vehicle and made available for inspection upon request by an authorised officer of the TSC.
8. The licence holder must have a public liability insurance policy in force at the time of providing a tour or tour package.
9. The licensed vehicle is prohibited from providing corporate, commuter or airport shuttle services.
10. A Multi Purpose Taxi Program membership card must not be used, accepted or processed for any payment or part payment for a journey made in the licensed vehicle or for the hire of the licensed vehicle.
11. If the licensed vehicle is of a type and within the age limits specified in the attached list of vehicles acceptable for licensing for operation as a hire car (or any subsequent list of such vehicles issued by the TSC from time to time) it must be distinctly, permanently and prominently marked in connection with the proposed service for the duration of the licensed period (magnetic signage is not permitted but high grade vinyl decals [permanent adhesive] are acceptable
12. The licensed vehicle can be exempt from condition 11 if the licence holder has been issued an exemption in writing by the TSC for the vehicle specified on the licence.
13. If the licensed vehicle is not of a type specified, or is of a type specified but is not within the age limits, in the attached list of vehicles acceptable for licensing for operation as a hire car (or any subsequent list of such vehicles issued by the TSC from time to time) there is no compulsory requirement for the vehicle to have sign writing or similar identification.
14. The licensed vehicle must
 - (a) be registered in the name of the licence holder;
 - (b) be managed and operated by, or under the direct control of, the licence holder;
 - (c) be managed and operated from the address specified in the licence or other premises approved by the TSC; and
 - (d) display any label or other identification plate or mark in a manner and position specified by the TSC to identify the vehicle as a licensed special purpose tour vehicle. If an identification label is issued by the TSC, the label must be attached to the front windscreen, immediately above the registration label.
15. Other than by the transfer of licence approved by the TSC under section 149 of the Transport (Compliance and Miscellaneous) Act 1983, the right to operate the licence must not be assigned, leased or by any other means transferred to the control and management of any other person.
16. A certificate of roadworthiness must be obtained for the licensed vehicle from a Licensed Vehicle Tester at intervals not exceeding **12** months and supplied to the TSC within 28 days of the date of issue of that certificate.
17. Accurate records must be maintained of all hirings undertaken by the licensed vehicle. Records of hirings must include, but are not limited to, the name, address and telephone number of the hirer, pick-up address of the passenger/s, set-down address of the passenger/s, date and pick-up time for the hiring and the name and drivers' certificate number of the driver undertaking the hiring.
18. The licence holder and driver must ensure that a diary containing details of the current hiring and any future bookings to be undertaken by the licensed vehicle is carried in the licensed vehicle at all times. The diary must
 - contain bound pages and have a protective cover;
 - contain full records of hirings as specified in clause 17;
 - be legible and kept in the English language; and
 - be produced for inspection upon demand to an Authorised Officer or member of the police force.

Diary records must be made available for inspection upon demand to an Authorised Officer or member of the police force. The licence holder or driver must, within a reasonable time, if asked by an Authorised Officer or member of the police force give that officer or member an accurate copy of the diary records or permit the officer or member to make a copy of those records.

Diary records relating to completed hirings must, if not being carried in the licensed vehicle at the time, be held for a minimum of three (3) years at the address specified on the licence.

19. If the licence is held by an incorporated body, the company must notify the TSC within seven (7) days of any changes to the persons who constitute the directors of that company.

IDENTIFICATION SIGNAGE

20. If the licensed vehicle is of a type and within the age limits specified in the attached list of vehicles acceptable for licensing for operation as a hire car (or any subsequent list of such vehicles issued by the TSC from time to time) it must be distinctly, permanently and prominently marked in connection with the proposed service for the duration of the licensed period (magnetic signage is not permitted but high grade vinyl decals [permanent adhesive] are acceptable.
21. The licensed vehicle can be exempt from condition 17 if the licence holder has been issued an exemption in writing by the TSC for the vehicle specified on the licence.
22. If the licensed vehicle is not of a type specified, or is of a type specified but is not within the age limits, in the attached list of vehicles acceptable for licensing for operation as a hire car (or any subsequent list of such vehicles issued by the TSC from time to time) there is no compulsory requirement for the vehicle to have sign writing or similar identification.

PROMOTIONAL SIGNAGE

23. Promotional signage may be displayed on the licensed vehicle subject to the following conditions:

- *Placement*

Signage is permitted only in the following locations on the licensed vehicle:

- Rear Window
either within the top 200mm or the lower 100mm of the available rear window glass. Signage is not permitted on both upper and lower sections.
- Front Door
- Number Plate Frames
only on frames of a general standard appearance.

- *Dimensions*

- Letter /number height must not exceed 50mm

- *Approved Content*

- company/licence holder name;
- company logo/trademark;
- website address; or
- landline telephone number of the licence holder's operational address as per conditions of licence (*mobile numbers are not permitted*)
- *Print Style/Quality*
- all signage must be of a professional standard and maintained to a high level of presentation.

- *Other Approved Signage*

- Stickers indicating membership or affiliation with a Professional Industry Association may be displayed on the front windscreen adjacent to the registration label.

- *Conditions*

Licence holders must ensure that:

- rear window signage does not interfere with the driver's view through the rear vision mirror;
 - signage is completely clear of, and does not impede the line of vision of the vehicle's brake light operation from the rear;
 - any signage does not imply that the vehicle is licensed to be hired off-the-street or by direct booking with the driver; and
- no other signs, stickers, labels or markings, other than those required or permitted by legislation, regulation or licence conditions, are displayed internally or externally on the licensed vehicle without the approval of the Taxi Services Commission.

Taxi Services Commission

January 2004

VICTORIAN HIRE CARS

HIRE CAR AGE AND TYPE REQUIREMENTS

APPROVED VEHICLES Vehicles in () are examples only see conditions below	MAXIMUM AGE OF VEHICLES LICENSED AS A HIRE CAR (Years from date of manufacture)
Imported High Luxury Vehicles: (Rolls Royce, Bentley or other approved vehicle)	25
Imported Luxury Vehicles with Wheel Base of 3100mm or longer: includes but not limited to: BMW 745Li, 760Li, Mercedes S500, S600 or SEL models	15 (17)
Imported Luxury Vehicles With Wheel Base between 2800mm and 3099mm: includes but not limited to: Mercedes S320, S420 or SE models; BMW "5" series & 735i, 745i models	10 (12)
Stretched Limousine Type Vehicles Vehicles based on or derived from a motor vehicle defined under the Australian Design Rules (ADRs) as a MA, MB or MC category and which have been modified by increasing body size and/or seating capacity beyond that supplied, or intended to be supplied, by the original MA, MB or MC category vehicle manufacturer (examples, stretched Ford LTD, super stretch Cadillac, stretched Hummer, etc).	25 (25)
Luxury Vehicles: <ul style="list-style-type: none"> - (Ford LTD and Holden Caprice) - (Ford Fairlane, Holden Statesman and Chrysler 300C) - specific models only 	7 (10) 5 (8)
People Mover Type Vehicles: A vehicle (not listed above) which is a people mover style vehicle and which has a total seating capacity for less than 9 people including the driver	5 (8)

APPROVED VEHICLES Vehicles in () are examples only see conditions below	MAXIMUM AGE OF VEHICLES LICENSED AS A HIRE CAR (Years from date of manufacture)
Hybrid Vehicle (not included in any category above): Definition: <i>“hybrid vehicle” means a vehicle with at least two different energy converters and two different energy storage systems (on-board the vehicle) for the purposes of vehicle propulsion. For the purposes of this definition, a vehicle that carries a gas/petrol/diesel and an electric engine connected to the drive train as energy converters and a gas/petrol/diesel tank and battery as storage systems satisfies these criteria.</i>	5 (8)

Conditions:

1. All vehicles (including Hybrid vehicles) must meet Australian Design Rule 44/02 (taxis & hire cars) relating to minimum internal vehicle occupant space dimensions.

In summary, any vehicle presented for licensing as a hire car must meet the following minimum standards:

- shoulder width of at least 400mm per seating position
 - ceiling height over seat cushion of at least 850mm
 - width of door opening below seat cushion of at least 280mm
 - height to top of door from seat cushion of at least 670mm
 - height to top of seat cushion from floor of at least 330mm
 - seat width of at least 400mm for each seating position
 - seat depth of at least 400mm for each seating position; and
 - legroom distance of at least 180mm between the back of one seat and the front of seat behind it.
2. All vehicles, other than a vehicle authorised under the Hybrid category, must have a manufacturers' recommended new car retail price (without optional extras) greater than the *luxury car tax threshold* that applies under the *A New Tax System (Luxury Car Tax) Act 1999* (e.g. \$57,123 for 2007/08). Hybrid vehicles are exempt from the luxury car tax threshold for hire car licensing purposes. A stretched limousine type vehicle must exceed the luxury car tax threshold in its final form (i.e. after the vehicle has been modified/stretched).
 3. Stretched limousine type vehicles based on or derived from an ADR MA, MB or MC category vehicle include vehicles with more than 11 passenger seats.
 4. Age limits are calculated from the build date shown on the original vehicle manufacturer's compliance plate. Age limits in () apply to hire cars operating under VHC registration plates. Vehicle Identification Number will be used to verify vehicle age limits, not registration plate number.

Note: Please ensure that the vehicle/s you intend to purchase to operate as a hire car meets the above criteria before you commit to the vehicle. If you require assistance, please contact the Licensing section at the Taxi Services Commission on 03 9320 4340.

Taxi Services Commission

August 2008