



Information Governance Team

Postal Address:
Coventry City Council
PO Box 7097
Coventry
CV6 9SL

www.coventry.gov.uk

E mail: infogov@coventry.gov.uk
Phone: 024 7697 5408

21 September 2026

Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)
Request ID: FOI867360977

Thank you for your request for information relating to Government Best Practice Daily Pre Use Walkaround Vehicle Checks.

You have requested the following information:

1. Government Best Practice Guidance

Section 6.13 of the Government's Best Practice Guidance for Taxis and Private Hire requires that a 'driver should undertake a walkaround check before a vehicle is used. Where more than one driver will use the vehicle during the day's running, the driver taking charge of a vehicle should make sure it is roadworthy and safe to drive by carrying out their own walkaround check'

Requested Information: What action does your authority take to raise taxi and private hire drivers' awareness of this obligation?

This information is in the Driver Information Document and Vehicle Information Documents. Both are on the Taxi Licensing's part of the Council's website and new applicants are given hard copies of the document and on renewals referred to the link on the Council's website. In addition the Vehicle Inspection Manual available on the Council's website has this information on it.

2. Taxi and Private Hire Policy – Pre-Use Walkaround Checks

Section 6.13 of the Government's Best Practice Guidance for Taxis and Private Hire requires that a 'driver should undertake a walkaround check before a vehicle is used. Where more than one driver will use the vehicle during the day's running, the driver taking charge of a vehicle should make sure it is roadworthy and safe to drive by carrying out their own

walkaround check'

Requested Information: Does your taxi and private hire policy require licensed taxi and private hire drivers to undertake a walkaround check before a vehicle is used?

It is accepted procedure in the above mentioned documents.

3. Recording Pre-Use Walkaround Checks

Section 6:13 of the Government's Best Practice Guidance for Taxis and Private Hire states that: 'Drivers should be required to retain the vehicle checklist as proof that they have undertaken the required vehicle check' .

Requested Information: What obligations do you place on licensed drivers to keep formal records of their pre-use walkaround checks of their taxi or private hire vehicle?

This information is in the Driver Information Document and Vehicle Information Documents. Both are on the Taxi Licensing's part of the Council's website and new applicants are given hard copies of the document and on renewals referred to the link on the Council's website. In addition the Vehicle Inspection Manual available on the Council's website has this information on it.

4. Regulatory Action Where No Walkaround Checks Take Place - Drivers

Section 6:13 of the Government's Best Practice Guidance for Taxis and Private Hire states that: 'Drivers should be made aware that they may be subject to sanctions if they are unable to produce this or it is clear that while the form has been completed, the check has not' .

Requested Information: What processes do you have in place to identify licensed drivers who fail to undertake a pre-use walkaround check and what regulatory action is taken against those drivers that fail to do so?

This information is in the Driver Information Document and Vehicle Information Documents. Both are on the Taxi Licensing's part of the Council's website and new applicants are given hard copies of the document and on renewals referred to the link on the Council's website. In addition the Vehicle Inspection Manual available on the Council's website has this information on it.

When officers undertake proactive checks and patrols, and land operations officers check whether the driver has their check list completed.

5. Regulatory Action – Proprietors

Section 6:13 of the Government's Best Practice Guidance for Taxis and Private Hire states that: 'Further sanctions may result against them, as well as vehicle proprietors, if they are found using a defective vehicle, especially if the condition of the vehicle is such that it is obvious no routine checks have occurred over several days' .

Requested Information: Do enforcement officers in your council who find defective taxi or private hire vehicles request that the proprietor provides evidence of routine checks? Where no evidence is provided are additional sanctions taken against proprietors?

It would depend on the type(s) of defect.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and

non-commercial research without requiring further permission. Similarly, information supplied can also be re used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance