Local Knowledge and Safeguarding Test

Supporting materials



The test is devised so that applicants can demonstrate that they have sufficient local knowledge of the City of Oxford, the conduct required of licensed drivers, traffic regulations and display a sufficient awareness of the topics relating to the equality, safeguarding of children and vulnerable persons and disability.

The Private Hire Driver Local Knowledge and Safeguarding Test

The test contains five sections:

- 1. Identification of roads and streets: 15 questions
- 2. Identification of buildings and locations: 10 questions
- 3. Conditions and regulations: 20 questions
- 4. Safeguarding and Equality: 5 questions
- 5. Disability awareness: 5 questions

Total: 55 questions

The Hackney Carriage Driver Local Knowledge and Safeguarding Test

The test contains six sections:

- 1. Identification of roads and streets: 15 questions
- 2. Identification of buildings and locations: 15 questions
- 3. Correct routes: 5 questions
- 4. Conditions and regulations: 20 questions
- 5. Safeguarding and Equality: 5 questions
- 6. Disability awareness: 5 questions

Total: 65 questions

A minimum of 80% in each section is required to pass the test. The test lasts for 90 minutes. Sections 3, 4 and 5 (6) are multiple choice.

Within this document you will find study materials for each section of the test. Please prepare for the test by revising this document fully. Additional information can be found in the Drivers Application Pack, which you are also advised to read.

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Private Hire Driver

You will be asked the location of various buildings and roads in and around the City. You should ensure that you know where the following are:

Abingdon Road	Magdalen Road
Banbury Road	New Road
Beaumont Street	Old Bodleian Library
Between Towns Road	Old Road
Blackbird Leys Leisure Centre	Park End Street
Botanic Gardens	Peartree Park and Ride
Botley Road	Pitt Rivers Museum
Churchill Hospital	Speedwell Street
Gipsy Lane	St Aldates Police Station
Headley Way	The Slade
John Radcliffe Hospital	Thornhill Park and Ride
London Road	Town Hall
	Walton Street

Hackney Carriage & Private Hire Driver

You will be asked the location of various buildings and roads in and around the City. You will also be tested on routes to and from certain locations. You should ensure that you know where the following are:

Abingdon Road	Old Bodleian Library
Banbury Road	Old Road
Beaumont Street	Oxford Railway Station
Between Towns Road	Ozone Leisure Park
Blackbird Leys Leisure Centre	Park End Street
Botanic Gardens	Peartree Park and Ride
Botley Road	Pitt Rivers Museum
Churchill Hospital	Speedwell Street
Gipsy Lane	St Aldates Police Station
Gloucester Green Bus Station	St Anne's College
Headington Hill Hall	St Hilda's College
Headley Way	The Examination Schools
John Radcliffe Hospital	► The Slade
Leonardo Royal Hotel	Thornhill Park and Ride
London Road	Town Hall
Magdalen Road	Walton Street
New Road	Wolfson College
New theatre	Worcester College

HACKNEY CARRIAGE & PRIVATE HIRE (DUAL) LICENCE: CONDITIONS

The Council attaches the following conditions to a driver's licence: In these conditions "the Council" means the Oxford City Council, "Driver" means a person holding a drivers licence issued by the Council. "Vehicle" means a vehicle licensed by the Council. Any requirements of legislation, which affect the operations carried out under the terms of a licence, shall be regarded as if they were conditions of that licence.

A licence holder has a right of appeal to a Magistrate's Court against the imposition of the Conditions attached to a licence, by virtue of Section 300 – 302 of the Public Health Act 1936

- 1. The Driver shall behave in a civil and orderly manner at all times when carrying out his or her duties, and not act in a manner to a passenger, member of the public or other licence holder that may:
 - Cause any person to take offence at their actions
 - · Cause any person to believe their actions are inappropriate
 - Cause any person to fear for their physical safety
 - Cause any person to doubt their integrity
 - Bring in to disrepute the integrity of the Council for having issued a licence to such person
- 2. The Driver shall be clean and presentable in appearance, and if one is supplied wear the uniform provided by the employer.
- 3. The Driver shall wear on his or her person, the badge issued by the Council for that purpose in a position clearly visible to passengers, and if requested produce it on demand to the passenger or Authorised Officer.
- 4. The Driver shall not at any time lend or give his or her badge or licence to any other person, save for the copy of the licence that is required by these conditions to be given to the Private Hire Operator.
- 5. The Driver shall report the loss of the licence and/or badge to the Council as soon as such loss becomes known, and arrange an appointment with the Licensing Officer for the issue of any replacement.
- 6. The Driver shall not at any time drive a vehicle if he or she no longer holds, has had suspended or is disqualified from holding a DVLA driving licence for that type of vehicle.
- 7. The Driver shall, before commencing to drive the vehicle, deposit a copy of his Hackney Carriage and / or Private Hire Driver's licence with their Private Hire Operator for retention by the Operator until such time as he ceases to be permitted or employed to drive the vehicle or any other vehicle used by the same operator.
- 8. The Driver shall only drive vehicles licensed by Oxford City Council, unless he or she is appropriately licensed to use a vehicle licensed by another Authority.
- 9. The Driver shall not drive a vehicle if he or she is not insured to do so.
- 10. The Driver shall not drive a licensed vehicle without the licence plate securely attached to the rear bumper or rear bodywork of the vehicle (save for those vehicles that have been granted an Exemption Notice).
- 11. The Driver shall when driving or in charge of a vehicle, wear a seat belt at all times and understand that the Driver is only exempt from wearing a seatbelt when actually carrying passengers for hire or reward.
- 12. The Driver shall ensure that the passengers wear a seat belt throughout the duration of the journey.
- 13. The Driver shall when driving the vehicle take all reasonable precautions to ensure the safety of passengers and other road
- 14. The Driver shall drive the vehicle with full regard to the speed restrictions in force on any roads travelled.
- 15. The Driver shall drive the vehicle with full regard to the conditions of the road and all climate hazards.
- 16. The Driver shall ensure that before the vehicle is used, that a copies of the Certificate of Insurance, Certificate of Compliance and Ownership Document (V5 Log Book) are available within the vehicle, so as to be available to an Authorised Officer upon request.
- 17. The Driver shall if it has been agreed, or whose employer has agreed, to attend a certain time and place, (unless delayed or prevented by some reasonable cause) attend with the vehicle as agreed.
- **18.** The Driver shall not carry more people in the vehicle than the number of persons permitted by the vehicle licence (or as stated on the vehicle licence plate).
- 19. The Driver shall not carry any other person in the vehicle without the permission of the hirer.
- 20. The Driver shall when asked by a passenger, indicate the route they are going to take.
- 21. The Driver shall: -
 - Take a reasonable amount of luggage including wheelchairs and children's pushchairs;
 - Give reasonable assistance in loading and unloading luggage;
 - Give reasonable assistance in removing luggage to or from the entrance of any building, station or place at which he or she takes up or sets down passengers.
 - Give reasonable assistance to elderly, vulnerable or disabled persons with entering or alighting from the vehicle, and any other reasonable assistance during the course of the journey.
- 22. The Driver shall not charge a higher price for any journey, for a person with a disability than would otherwise be charged for a person without such a disability for the same journey.
- 23. The Driver shall deliver the passenger to their chosen destination as agreed when the booking was made, unless he or she has exceptional cause to do so, or is otherwise directed by the hirer.
- 24. The Driver of a vehicle which has been hired, by or on behalf of a blind or partially sighted person, or a disabled person who is accompanied by his / her assistance dog, or by a person who wishes such a blind or partially sighted person, or a disabled person to accompany him / her in the vehicle shall, carry the passenger and his dog, allow it to remain with the passenger and not make any additional charge for doing so. If the Licensing Authority is satisfied that it is appropriate on medical grounds to exempt the person from the above requirement it shall issue a certificate of exemption. The driver is not compelled to convey any other type of animal.

- 25. The Driver shall if the hirer of a vehicle is accompanied by any animal(s) make sure that it is securely contained to the satisfaction of the driver, if he deems fit, carry the passenger and his animal(s) and not make any additional charge for doing so. If the Licensing Authority is satisfied that it is appropriate on medical grounds to exempt the person from the above requirement it shall issue a certificate of exemption.
- 26. The Driver shall ensure that any animal(s) transported in the licensed vehicle are placed in the rear seating compartment of the vehicle.
- 27. The Driver shall, when carrying children aged 1 to 14 years ensure that they be transported in the rear of the vehicle, using a child seat or booster cushion, together with a seat belt as appropriate.
- 28. The Driver shall, if asked to transport an unaccompanied child or if a passenger requests that you wait until they are safely inside the house, agree to such requests.
- 29. The Driver shall not, without reasonable cause, unnecessarily prolong in distance or time, the journey for which the vehicle was hired
- 30. The Driver shall provide a written receipt to the hirer if requested to do so.
- **31.** The Driver shall immediately after the termination of any hiring of the vehicle or as soon after as practicable carefully search the vehicle for any property which may have been accidentally left there.
- **32.** The Driver shall take reasonable steps to ensure any property which is left in the vehicle is returned to the owner. In an event where this is not possible, the driver shall within 24 hours follow the Thames Valley Police procedure for dealing with lost or found property. This guidance can be found on the Thames Valley Police website.
- 33. The Driver shall not sound the vehicle horn when arriving at an address to pick up passengers.
- 34. The Driver shall respect the request of a passenger should that passenger choose not to engage in conversation.
- **35.** The Driver shall not play any radio or other sound reproducing equipment in the vehicle, except for the purpose of sending or receiving messages, without the express consent of the hirer.
- 36. The Driver shall not drink or eat in the vehicle whilst a passenger or passengers are on-board.
- **37.** The Driver shall not whilst driving use a handheld mobile phone or any other handheld mobile device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data.
- **38.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to stand at any bus stop or in any bus lay-by.
- **39.** The Driver shall not at any time when driving the vehicle permit the vehicle to be driven in any bus lane, with the exception of bus lanes that specifically permit such use.
- **40.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to stand in a disabled bay without displaying the appropriate badge or other lawful authority.
- 41. The Driver shall not at any time when driving the vehicle cause or permit the vehicle to be parked in such a position so as to cause an unnecessary obstruction or be in a dangerous position (e.g. double parked, parked at or close to a road junction).
- **42.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to be driven on or become stationary on a footway.
- **43.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to be stationary on double yellow lines, other than to allow passengers to board or alight from the vehicle.
- **44.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to be stationary on a single yellow line, in contravention of the notices displayed, other than to allow passengers to board or alight from the vehicle.
- **45.** The Driver shall not travel on a restricted road within the Oxford City boundary, unless there is a sign posted and/or approved exemption in place.
- **46.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to make any illegal manoeuvre so as to contravene any traffic laws, regulations, orders or guidance outlined in the current highway code
- 47. The Driver shall not drive a vehicle while having use of illegal drugs or misused legal drugs (including alcohol).
- **48.** The Driver shall notify the Licensing Officer in writing, within 7 days, of any change in his or her details that have occurred since the most recent application made to the Licensing Officer (i.e. home address, telephone number, etc).
- **49.** The Driver shall notify the Council in writing as soon as possible and in any event within 7 days of any illness or injury affecting his fitness to act as a driver, and if requested by an Authorised Officer must agree to a Medical Examination being carried out to ensure such illness / injury would not give rise to concerns for public safety.
- **50.** The Driver shall notify the Council in advance, in writing, if he or she is to be away from the address shown on the licence (and recorded as the home address on the records of the Licensing Authority) for a period of more than 28 days.
- **51.** The Driver shall declare all relevant motoring endorsements, and all offences, cautions and convictions on any application to renew the licence. No caution or conviction should be omitted from any application.
- **52.** The Driver shall, if subject of any formal Police action including if arrested, released on Police Bail, released Under Investigation, charged with an offence, convicted of an offence, summonsed for an offence, reported for an offence or received a fixed penalty notice for an offence (including motoring endorsements) or accepts a caution, he or she must, within 48 hours of the action, give full details of it to the Council in writing.

- **53.** The Driver shall not wilfully obstruct any Authorised Officer, or fail to comply with any requirement made by such a person without reasonable cause, or fail to give any such person any other assistance or information such person may reasonably require in the performance of his or her duties.
- **54.** The Driver shall when driving or in charge of a Private Hire vehicle shall record in a suitable book, with bound consecutively numbered pages, provided by the proprietor of that Private Hire vehicle, the following particulars at the start of each shift:
 - her/his name and badge number prior to the commencement of each hiring:
 - · the date and time the hiring was allocated to that vehicle;
 - the name of the hirer;
 - · the time and place of pick-up;
 - the destination.
 - And upon completion of each hiring, the fare charged.

And shall make such book available for inspection on request by an authorised officer of the Council or a Police Officer and shall keep such records for a minimum period of 12 months.

- **55.** The Driver shall not whilst driving or in charge of a Private Hire vehicle ply for hire or otherwise tout or solicit on a road or other public place any person to hire or be carried in any Private Hire vehicle; or permit any other person to do so.
- **56.** The Driver shall not whilst driving or in charge of a Private Hire vehicle offer the vehicle for immediate hire whilst the driver is on a road or other public place except where such an offer is first communicated from the Private Hire Operator to the driver by telephone, radio, or other such apparatus fitted to the vehicle.
- 57. The Driver shall not whilst driving or in charge of a Private Hire vehicle park in a "prominent position" (i.e. where people are likely to congregate, locations with a high level of footfall, near a taxi rank), and be in attendance of the vehicle without a booking having been made for him or her to be at such a location, that may encourage any person to approach the vehicle in the belief that that the driver and the vehicle are available for immediate public hire.
- **58.** The Driver shall not whilst driving or in charge of a Private Hire vehicle, contact the Private Hire Operator to request a booking be made on behalf of any person.
- 59. The Driver shall not whilst driving or in charge of a Private Hire vehicle park on a taxi rank.
- **60.** The Driver of a vehicle equipped with a taximeter shall ensure that the table of fares is displayed in a clearly visible position in the vehicle, and provide an explanation of the table of fares if so requested by the passenger.
- **61.** The Driver shall when driving a vehicle equipped with a taxi-meter ensure that during any hiring the face of the taxi-meter is at all times plainly visible to the passengers.
- **62.** The Driver shall when driving a vehicle equipped with a taxi-meter set the meter into operation when the hirer starts her or his journey unless the hirer asks the hiring to engage the vehicle by time, or at the time pre-arranged for the journey to start as requested by the hirer.
- **63.** The Driver shall when driving a Private Hire vehicle, equipped with a taxi-meter, ensure that a Table of Fares as issued by the Private Hire Operator is kept within the vehicle and made available to any passenger or Authorised Officer who so requests.
- **64.** The Driver shall if the vehicle is involved in an accident, inform the vehicle proprietor immediately, in order that the vehicle proprietor may contact the Licensing Officer within 48 hours of the incident occurring.
- **65.** The Driver shall if the vehicle is involved in an accident, and is requested to do so, give his or her name and address and any other reasonable details, and the vehicle proprietors name and address and the number of the vehicle to any injured party or Authorised Officer.
- **66.** The Driver shall if the vehicle is involved in an accident and if any other party is injured and is requested to do so give the details of the vehicle insurance to any injured party or Authorised Officer.
- **67.** The Driver of a Hackney Carriage does not have to accept journeys that end outside the City of Oxford boundaries. If the journey is accepted the fare or rate for the journey should be agreed between the driver and the hirer before the start of the journey. Where no such agreement takes place the charge should be the correct tariff for the time of day.
- **68.** The Driver shall when driving a Hackney Carriage to a taxi rank and finding that the taxi rank is occupied by the full number of Carriages authorised to do so, proceed to another stand, and not park on or near a taxi rank that is full.
- **69.** The Driver shall when driving a Hackney Carriage on arriving at a rank that is not fully occupied station the vehicle immediately behind the last Hackney Carriage so as to face in the same direction. When the Hackney Carriage immediately in front of the vehicle being driven by the Driver moves forward, the Driver shall also move forward to allow more Hackney Carriages to join the rank.
- **70.** The Driver shall when driving a Hackney Carriage not cause an obstruction when parked on a taxi rank and when the vehicle is the first vehicle on the rank be in constant attendance and be ready to hire at once by any person.
- 71. The Driver shall when driving a Hackney Carriage not park on a rank for any purpose other than for standing for hire.
- 72. The Driver shall carry a copy of these conditions within the vehicle and make them available for inspection by the hirer or any passenger, or Authorised Officer upon request, and be familiar with the conditions of the Driver licence and of the Enforcement Procedures as detailed in the Councils Policy on the Relevance of Warnings, Offences, Cautions and Convictions.
- 73. The driver shall enrol with the Disclosure and Barring Services (DBS) Update Service and maintain any necessary agreements and arrangements with that Service so as to ensure that the Licensing Authority (should it have a reasonable requirement to do so) may access the licence holders DBS record in order to promote the objectives of public safety and safeguarding, and to prevent delay in the determination of the renewal of this licence.

Applicants must familiarise themselves with the Highway Code and road safety; the test will include questions in regards to these. Further information can be found at https://www.gov.uk/browse/driving/highway-code-road-safety

PRIVATE HIRE DRIVER LICENCE: CONDITIONS

The Council attaches the following conditions to Private Hire driver's licences: In these conditions "the Council" means the Oxford City Council, "Driver" means a person holding a Private Hire drivers licence issued by the Council and acting as a Private Hire driver "Vehicle" means a Private Hire vehicle licensed by the Council. Any requirements of legislation, which affect the operations carried out under the terms of a licence, shall be regarded as if they were conditions of that licence.

A licence holder has a right of appeal to a Magistrate's Court against the imposition of the Conditions attached to a licence, by virtue of Section 300 – 302 of the Public Health Act 1936

- The Driver shall behave in a civil and orderly manner at all times when carrying out his or her duties, and not act in a
 manner to a passenger, member of the public or other licence holder that may:
 - Cause any person to take offence at their actions
 - Cause any person to believe their actions are inappropriate
 - Cause any person to fear for their physical safety
 - · Cause any person to doubt their integrity
 - Bring in to disrepute the integrity of the Council for having issued a licence to such person
- The Driver shall be clean and presentable in appearance, and if one is supplied wear the uniform provided by the employer.
- 3. The Driver shall wear on his or her person, the badge issued by the Council for that purpose in a position clearly visible to passengers, and if requested produce it on demand to the passenger or Authorised Officer.
- 4. The Driver shall not at any time lend or give his or her badge or licence to any other person, save for the copy of the licence that is required by these conditions to be given to the Private Hire Operator.
- 5. The Driver shall report the loss of the licence and/or badge to the Council as soon as such loss becomes known, and arrange an appointment with the Licensing Officer for the issue of any replacement.
- 6. The Driver shall not at any time drive a vehicle if he or she no longer holds, has had suspended or is disqualified from holding a DVLA driving licence for that type of vehicle.
- 7. The Driver shall, before commencing to drive the vehicle, deposit a copy of his Hackney Carriage and / or Private Hire Driver's licence with their Private Hire Operator for retention by the Operator until such time as he ceases to be permitted or employed to drive the vehicle or any other vehicle used by the same operator.
- 8. The Driver shall only drive vehicles licensed by Oxford City Council, unless he or she is appropriately licensed to use a vehicle licensed by another Authority.
- 9. The Driver shall not drive a vehicle if he or she is not insured to do so.
- 10. The Driver shall not drive a licensed vehicle without the licence plate securely attached to the rear bumper or rear bodywork of the vehicle (save for those vehicles that have been granted an Exemption Notice).
- 11. The Driver shall when driving or in charge of a vehicle, wear a seat belt at all times and understand that the Driver is only exempt from wearing a seatbelt when actually carrying passengers for hire or reward.
- 12. The Driver shall ensure that the passengers wear a seat belt throughout the duration of the journey.
- 13. The Driver shall when driving the vehicle take all reasonable precautions to ensure the safety of passengers and other road users.
- **14.** The Driver shall drive the vehicle with full regard to the speed restrictions in force on any roads travelled.
- 15. The Driver shall drive the vehicle with full regard to the conditions of the road and all climate hazards.
- 16. The Driver shall ensure that before the vehicle is used, that a copies of the Certificate of Insurance, Certificate of Compliance and Ownership Document (V5 Log Book) are available within the vehicle, so as to be available to an Authorised Officer upon request.
- 17. The Driver shall if it has been agreed, or whose employer has agreed, to attend a certain time and place, (unless delayed or prevented by some reasonable cause) attend with the vehicle as agreed.
- 18. The Driver shall not carry more people in the vehicle than the number of persons permitted by the vehicle licence (or as stated on the vehicle licence plate).
- **19.** The Driver shall not carry any other person in the vehicle without the permission of the hirer.
- 20. The Driver shall when asked by a passenger, indicate the route they are going to take.
- 21. The Driver shall: -
 - Take a reasonable amount of luggage including wheelchairs and children's pushchairs;
 - Give reasonable assistance in loading and unloading luggage;
 - Give reasonable assistance in removing luggage to or from the entrance of any building, station or place at which he
 or she takes up or sets down passengers.
 - Give reasonable assistance to elderly, vulnerable or disabled persons with entering or alighting from the vehicle, and any other reasonable assistance during the course of the journey.
- **22.** The Driver shall not charge a higher price for any journey, for a person with a disability than would otherwise be charged for a person without such a disability for the same journey.
- 23. The Driver shall deliver the passenger to their chosen destination as agreed when the booking was made, unless he or she has exceptional cause to do so, or is otherwise directed by the hirer.

- 24. The Driver of a vehicle which has been hired, by or on behalf of a blind or partially sighted person, or a disabled person who is accompanied by his / her assistance dog, or by a person who wishes such a blind or partially sighted person, or a disabled person to accompany him / her in the vehicle shall, carry the passenger and his dog, allow it to remain with the passenger and not make any additional charge for doing so. If the Licensing Authority is satisfied that it is appropriate on medical grounds to exempt the person from the above requirement it shall issue a certificate of exemption. The driver is not compelled to convey any other type of animal.
- 25. The Driver shall if the hirer of a vehicle is accompanied by any animal(s) make sure that it is securely contained to the satisfaction of the driver, if he deems fit, carry the passenger and his animal(s) and not make any additional charge for doing so. If the Licensing Authority is satisfied that it is appropriate on medical grounds to exempt the person from the above requirement it shall issue a certificate of exemption.
- 26. The Driver shall ensure that any animal(s) transported in the licensed vehicle are placed in the rear seating compartment of the vehicle.
- 27. The Driver shall, when carrying children aged 1 to 14 years ensure that they be transported in the rear of the vehicle, using a child seat or booster cushion, together with a seat belt as appropriate.
- 28. The Driver shall, if asked to transport an unaccompanied child or if a passenger requests that you wait until they are safely inside the house, agree to such requests.
- 29. The Driver shall not, without reasonable cause, unnecessarily prolong in distance or time, the journey for which the vehicle was hired
- 30. The Driver shall provide a written receipt to the hirer if requested to do so.
- 31. The Driver shall immediately after the termination of any hiring of the vehicle or as soon after as practicable carefully search the vehicle for any property which may have been accidentally left there.
- **32.** The Driver shall take reasonable steps to ensure any property which is left in the vehicle is returned to the owner. In an event where this is not possible, the driver shall within 24 hours follow the Thames Valley Police procedure for dealing with lost or found property. This guidance can be found on the Thames Valley Police website.
- 33. The Driver shall not sound the vehicle horn when arriving at an address to pick up passengers.
- 34. The Driver shall respect the request of a passenger should that passenger choose not to engage in conversation.
- **35.** The Driver shall not play any radio or other sound reproducing equipment in the vehicle, except for the purpose of sending or receiving messages, without the express consent of the hirer.
- 36. The Driver shall not drink or eat in the vehicle whilst a passenger or passengers are on-board.
- **37.** The Driver shall not whilst driving use a handheld mobile phone or any other handheld mobile device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data.
- **38.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to stand at any bus stop or in any bus lay-by.
- **39.** The Driver shall not at any time when driving the vehicle permit the vehicle to be driven in any bus lane, with the exception of bus lanes that specifically permit such use.
- **40.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to stand in a disabled bay without displaying the appropriate badge or other lawful authority.
- **41.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to be parked in such a position so as to cause an unnecessary obstruction or be in a dangerous position (e.g. double parked, parked at or close to a road junction).
- **42.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to be driven on or become stationary on a footway.
- **43.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to be stationary on double yellow lines, other than to allow passengers to board or alight from the vehicle.
- **44.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to be stationary on a single yellow line, in contravention of the notices displayed, other than to allow passengers to board or alight from the vehicle.
- **45.** The Driver shall not travel on a restricted road within the Oxford City boundary, unless there is a sign posted and/or approved exemption in place.
- **46.** The Driver shall not at any time when driving the vehicle cause or permit the vehicle to make any illegal manoeuvre so as to contravene any traffic laws, regulations, orders or guidance outlined in the current highway code.
- 47. The Driver shall not drive a vehicle while having use of illegal drugs or misused legal drugs (including alcohol).
- **48.** The Driver shall notify the Licensing Officer in writing, within 7 days, of any change in his or her details that have occurred since the most recent application made to the Licensing Officer (i.e. home address, telephone number, etc).
- **49.** The Driver shall notify the Council in writing as soon as possible and in any event within 7 days of any illness or injury affecting his fitness to act as a driver, and if requested by an Authorised Officer must agree to a Medical Examination being carried out to ensure such illness / injury would not give rise to concerns for public safety.

- **50.** The Driver shall notify the Council in advance, in writing, if he or she is to be away from the address shown on the licence (and recorded as the home address on the records of the Licensing Authority) for a period of more than 28 days.
- **51.** The Driver shall declare all relevant motoring endorsements, and all offences, cautions and convictions on any application to renew the licence. No caution or conviction should be omitted from any application.
- **52.** The Driver shall, if subject of any formal Police action including if arrested, released on Police Bail, released Under Investigation, charged with an offence, convicted of an offence, summonsed for an offence, reported for an offence or received a fixed penalty notice for an offence (including motoring endorsements) or accepts a caution, he or she must, within 48 hours of the action, give full details of it to the Council in writing.
- **53.** The Driver shall not wilfully obstruct any Authorised Officer, or fail to comply with any requirement made by such a person without reasonable cause, or fail to give any such person any other assistance or information such person may reasonably require in the performance of his or her duties.
- **54.** The Driver shall when driving or in charge of a Private Hire vehicle record in a suitable book, with bound consecutively numbered pages, provided by the proprietor of that Private Hire vehicle, the following particulars at the start of each shift:
 - her/his name and badge number prior to the commencement of each hiring:
 - the date and time the hiring was allocated to that vehicle;
 - the name of the hirer;
 - · the time and place of pick-up;
 - the destination.
 - And upon completion of each hiring, the fare charged.

And shall make such book available for inspection on request by an authorised officer of the Council or a Police Officer and shall keep such records for a minimum period of 12 months.

- **55.** The Driver shall not whilst driving or in charge of a Private Hire vehicle ply for hire or otherwise tout or solicit on a road or other public place any person to hire or be carried in any Private Hire vehicle; or permit any other person to do so.
- **56.** The Driver shall not whilst driving or in charge of a Private Hire vehicle offer the vehicle for immediate hire whilst the driver is on a road or other public place except where such an offer is first communicated from the Private Hire Operator to the driver by telephone, radio, or other such apparatus fitted to the vehicle.
- 57. The Driver shall not whilst driving or in charge of a Private Hire vehicle park in a "prominent position" (i.e. where people are likely to congregate, locations with a high level of footfall, near a taxi rank), and be in attendance of the vehicle without a booking having been made for him or her to be at such a location, that may encourage any person to approach the vehicle in the belief that the driver and the vehicle are available for immediate public hire.
- **58.** The Driver shall not whilst driving or in charge of a Private Hire vehicle, contact the Private Hire Operator to request a booking be made on behalf of any person.
- **59.** The Driver shall not whilst driving or in charge of a Private Hire vehicle park on a taxi rank.
- **60.** The Driver of a vehicle equipped with a taximeter shall ensure that the table of fares is displayed in a clearly visible position in the vehicle, and provide an explanation of the table of fares if so requested by the passenger.
- **61.** The Driver shall when driving a vehicle equipped with a taxi-meter ensure that during any hiring the face of the taxi-meter is at all times plainly visible to the passengers.
- **62.** The Driver shall when driving a vehicle equipped with a taxi-meter set the meter into operation when the hirer starts her or his journey unless the hirer asks the hiring to engage the vehicle by time, or at the time pre-arranged for the journey to start as requested by the hirer.
- **63.** The Driver shall when driving a Private Hire vehicle, equipped with a taxi-meter, ensure that a Table of Fares as issued by the Private Hire Operator is kept within the vehicle and made available to any passenger or Authorised Officer who so requests.
- **64.** The Driver shall if the vehicle is involved in an accident, inform the vehicle proprietor immediately, in order that the vehicle proprietor may contact the Licensing Officer within 48 hours of the incident occurring.
- **65.** The Driver shall if the vehicle is involved in an accident, and is requested to do so, give his or her name and address and any other reasonable details, and the vehicle proprietors name and address and the number of the vehicle to any injured party or Authorised Officer.
- **66.** The Driver shall if the vehicle is involved in an accident and if any other party is injured and is requested to do so give the details of the vehicle insurance to any injured party or Authorised Officer.
- 67. The Driver shall carry a copy of these conditions within the vehicle and make them available for inspection by the hirer or any passenger, or Authorised Officer upon request, and be familiar with the conditions of the Driver licence and of the Enforcement Procedures as detailed in the Councils Policy on the Relevance of Warnings, Offences, Cautions and Convictions.
- **68.** The driver shall enrol with the online Disclosure and Barring Services (DBS) Update Service and maintain any necessary agreements and arrangements with that Service so as to ensure that the Licensing Authority (should it have a reasonable requirement to do so) may access the licence holders DBS record in order to promote the objectives of public safety and safeguarding, and to prevent delay in the determination of the renewal of this licence.

Applicants must familiarise themselves with the Highway Code and road safety; the test will include questions in regards to these.

Further information can be found at https://www.gov.uk/browse/driving/highway-code-road-safety

SAFEGUARDING: HUMAN TRAFFICKING - EXPLOITATION OF VULNERABLE PERSONS

Human Trafficking is the crime of moving a person (adult or child) from one place to another into conditions of exploitation, using deception, coercion, the abuse of power or the abuse of someone's vulnerability.

Unfortunately vulnerable persons can be "moved" by criminals who chose to have the journeys carried out in licensed vehicles, without the drivers having any reason to believe that such a person is a victim of such a crime.

Taxi and Private Hire Drivers are the eyes and ears of their communities through the work they do and the contacts they have, and if you are able to spot the signs of human trafficking and know how to report this crime, you can be a major force in tackling this terrible activity.

There are three main elements involved with Human Trafficking:

- Movement: recruitment, transportation, transfer, harbouring or receipt of people (adults or children).
- Control: threat, use of force, coercion, abduction, fraud, deception, abuse of power or vulnerability, or the giving of
 payments or benefits to a person in control of the victim.
- Purpose: exploitation of a person (adult or child), which includes prostitution and other sexual exploitation, forced labour, slavery or similar practices, street crime, forced marriage and the removal of organs forced to work, beaten, abused and too scared to escape.

HOW CAN YOU SPOT IF SOMEONE MAY BE VULNERABLE AND BEING EXPLOITED AND TRAFFICKED?

There are various tell-tale signals to look for. One sign on its own does not mean someone has been trafficked, but several signs together should give you cause for concern. Perhaps the person shows signs of the following:

- Does not know their home or work address
- · Allows others to speak for them when addressed directly
- Live or travel in a group, sometimes with other persons who do not speak the same language
- They are collected very early and/or returned late at night on a regular basis
- May have inappropriate clothing for the work they are performing, and/or a lack of safety equipment
- · Their physical appearance may show signs of injury, malnourishment, unkempt
- . They may be isolated from the local community and/or appear to be under the control or influence of others
- Have no cash of their own
- Be known to work at a brothel and be frequently moved from one site to another

HOW TO REPORT YOUR CONCERNS?

If you suspect that a person (adult or child) is vulnerable and may be the victim of abuse, exploitation and/or trafficking, you can report your concerns in confidence by telephoning:

- Thames Valley Police: 101 (or if an emergency 999)
- Crimestoppers: 0800 555 111
- Oxfordshire County Council Family Information Service 01865 335276 or make an online enquiry via their website.

WHY DO I NEED TO KNOW ABOUT SAFEGUARDING?

Everyone is becoming aware of the well-publicised issues relating to Child Sexual Exploitation and Human Trafficking that have occurred throughout the country. These are abhorrent crimes, and the Licensing Authority has a duty to assist the Taxi and Private Hire Trade and the public in tackling this issue, and to protect those who are vulnerable and / or being exploited. We need the help of taxi and private hire drivers and operators to identify those who commit these crimes, and protect those who most need our help.

This page and our website are devoted to helping you as a licence holder or applicant to be aware of those who may be vulnerable or being exploited, and questions relating to this subject are posed within the Local Knowledge & Safeguarding Test that all new applicants must undertake as part of the criteria for the grant of a licence.

However, there is always more that can be done by everyone to help promote a better understanding of this subject, and we hope that this page and our website will assist you in being able to identify those at risk, how to protect those who may be vulnerable or being exploited, how to ensure that your actions do not negatively contribute to such persons becoming victims, and to whom to report your concems.

WHERE CAN I FIND MORE INFORMATION ON SAFEGUARDING?

A full page devoted to Safeguarding, designed with help from the National Working Group and Oxfordshire County Council can be found on the Council website: http://www.oxford.gov.uk/PageRender/decB/TaxiandPrivateHireSafeguarding.htm

If you are a new applicant, many of the questions posed in the Local Knowledge & Safeguarding Test will be more familiar to you if you have studied our online Safeguarding page. As an existing licence holder, the information on the website will help you identify and support those persons in most need of help, and in turn support the authorities in tackling these abhorrent crimes and protecting the most vulnerable in our society.

HUMAN TRAFFICKING AND CHILD SEXUAL EXPLOITATION

Everyone is becoming aware of the well-publicised issues relating to Child Sexual Exploitation and Human Trafficking that have occurred throughout the country. These are abhorrent crimes, and the Licensing Authority has a duty to assist the Taxi and Private Hire Trade and the public in tackling this issue, and to protect those who are vulnerable and / or being exploited. We need the help of taxi and private hire drivers and operators to identify those who commit these crimes, and protect those who most need our help.

There is always more that can be done by everyone to help promote a better understanding of this subject, and we hope that this page will assist you in being able to identify those at risk, how to protect those who may be vulnerable or being exploited, how to ensure that your actions do not negatively contribute to such persons becoming victims, and to whom to report your concerns.

WHAT YOU CAN DO TO HELP THOSE AT RISK

By following the Good Safeguarding Practices below you will be helping to protect those who are vulnerable and / or being exploited. We need your help to bring to justice those who commit these crimes.

Taxi and Private Hire Safeguarding Presentation can be found at https://www.oxford.gov.uk/downloads/file/401/safeguarding guidance - taxi and private hire

- Check at the point of booking if there are any vulnerability issues. This will allow you to prepare for the journey in the right way.
- Ask the person booking if an escort for the vulnerable passenger is required and if they are providing one.
- Let your head office know (or keep a record) of the time you picked up the vulnerable passenger, the time and place you
 dropped them off and whether there was any incident or anything significant on the journey.
- If you refuse to take a passenger inform someone that you can't take them so they can deal with the person another way
 (e.g. hospital staff; family; security staff if a club/pub)
- · Record incidents and refusals
- Be professional try not to be over-friendly or talk about personal or intimate issues, don't exchange personal contact information such as passenger's telephone numbers or Facebook address.
- Avoid swearing or aggressive behaviour.
- Do not touch passengers.
- Never accept an offer of a sexual favour instead of payment.
- Make sure you are wearing ID, (your licence badge and your company uniform)
- Sit lone passengers in the back unless otherwise agreed.
- Ask or explain to passengers if using a centralised locking system don't just put it on without an explanation.
- DON'T ASSUME that your passenger wants help ALWAYS ASK
- Never follow a passenger into the house unless previously agreed / properly authorised
- ASK before making a journey shorter by going off the main roads/using isolated country roads, explain and give the
 passenger (or person booking) a choice of route.
- NEVER set off with a passenger without a specific destination address
- NEVER double up on a booking even if passengers are travelling in a similar direction, they may pose a threat or risk to the other passenger
- If you think the passenger is afraid, offer to ring head office to tell them you have a passenger named XXXX with you and give the address and approximate time of arrival; this reassures the person that they are safe and someone is monitoring the trip.
- As with all professions if you are concerned about another driver's conduct report your concerns to your manager or the
 relevant agency.
- Organisations should have a lead member of staff for safeguarding; this person should be able to advise colleagues about how to manage vulnerable passengers and any incidents arising.
- ALWAYS KEEP A RECORD either in your cab or at head office, of ANY incidents or situations you were not happy with –
 the record should include a description of what happened and what you did to keep yourself and your passenger safe.

TRANSPORTING DISABLED PASSENGERS

Customer Care starts from the moment that the customer hires the vehicle. There should be good customer relations between the driver and the customer. Talking to the customer to check what they require will make it quick and easy to give them a better service. Many disabled people have at some time experienced well-intentioned but clumsy assistance that has caused them discomfort and pain. The way a driver gives the best possible service to each customer will vary for each customer and the type of disability that they have. Always ask what help (if any) a customer may need. Make sure you are familiar with any access and safety equipment in your vehicle. Ask the customer if they are all right before you start the journey.

If the passenger is in a wheelchair you should always:-

- Pull up as close as possible to the kerb;
- Always use the ramps;
- If necessary, tip up the back seat to give more space to manoeuvre the wheelchair;
- Insist that the passenger travels in the correct position as recommended by the vehicle manufacture.

The wrong travelling position is unsafe;

- Always make sure that the brakes of the wheelchair are on;
- · Be polite and ask before touching or moving a passenger;
- Always secure the wheelchair and ask if the passenger needs help to fasten the seat belt provided;
- If it has been raised, lower the back seat if the passenger would prefer it;
- · Avoid sudden braking or acceleration;
- Bring the wheelchair out of the vehicle backwards down the ramp (unless otherwise recommended by the vehicle manufacture) and ask if the passenger would like the brakes on once they have be unloaded;
- · Leave the passenger in a safe and convenient place, which enables them to move away independently.

When taking a person in a wheelchair up a kerb you should place your foot on one of the tipping levers (which project from the back of the wheelchair at ankle height) and pull the wheelchair onto its back wheels. Pull the wheelchair onto its back wheels so that its front wheels are level with the kerb and follow with the back.

When taking a person in a wheelchair down a kerb, again place your foot on the tipping lever and pull the wheelchair onto its back wheels. Gently lower the wheelchair down the kerb so that both of the rear wheels touch the ground at the same, then lower the front wheels.

This method should only be used for kerbs and single steps; where there is a flight of steps; two people are needed for safety.

Although all Oxford City Council Hackney Carriage vehicles are wheelchair accessible you should be aware that they are not accessible to all wheelchair users. There are a number of wheelchair designs that are either too large for the ramps and to fit through the doorway or are unable to be manoeuvred when inside the vehicle. There are also some passengers whose size and build, or nature of disability (i.e. those passengers requiring extended leg rests) that precludes them from safely using a Hackney Carriage vehicle. However you cannot refuse to take a passenger in a wheelchair if your vehicle can safely take it. It is against the law and the conditions attached to a drivers licence to refuse journey for a wheelchair passenger. It could lead to prosecution and your Hackney Carriage driver's licence being revoked.

HOW TO ENSURE THE SAFETY OF WHEELCHAIR USERS

Both the restraint system for the wheelchair and the safety belt for the passenger **must be used on every occasion**. Failure to do so may render you liable in the event of an accident and could affect your insurance cover.

- In the interest of the comfort and safety of both the passenger and yourself, the ramps or equipment supplied by the vehicle manufacturer must be used to board a passenger using a wheelchair.
- Passengers using wheelchairs must never travel facing sideways or at an angle. It is not possible to secure the wheelchair
 or adequately protect the passenger in either position. A wheelchair must be positioned in the designated space allotted by
 the vehicle manufacturer.
- The wheelchair restraint mechanism must always be attached to the rearmost main upright tubes on opposite sides of the
 wheelchair frame in a position that does not allow it to fall off or slide down. The restraint must never be attached to
 wheels, spokes or footplates. A wheelchair must be secured as specified and using the equipment supplied by the vehicle
 manufacturer
- The brakes on the wheelchair must always be applied during the journey. You should remember that the brakes alone are not sufficient for wheelchair restraint. They do however give a little lateral stability during the journey, which provides reassurance for passengers.
- The wheelchair restraint mechanism isolating switch must always be in the "off" position before the journey begins. If it is left in the "on" position the wheelchair is still unrestrained.
- It is important to remember that the wheelchair restraint mechanism offers no security to the passenger. It is a legal
 requirement for passengers to wear seatbelts provided. Unless they hold a medical exemption certificate.
- · Wheelchairs must always be taken out of the vehicle backwards (unless otherwise recommended by the vehicle manufacture).

EQUALITY ACT 2010

HOW DOES THIS AFFECT HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE DRIVERS?

The Equality Act 2010 includes provisions relating specifically to Hackney Carriage and Private Hire vehicles, drivers and disability.

The information below provides details of the provisions that are currently in place in relation to Hackney Carriages and Private Hire vehicles, and what the implications are for Hackney Carriage and Private Hire vehicle drivers. In effect two duties are placed on drivers:

- 1) To assist passengers in wheelchairs (in a wheelchair accessible vehicle); and
- 2) To carry guide dogs / assistance dogs.

DUTIES ON DRIVERS TO ASSIST PASSENGERS IN WHEELCHAIRS

The Equality Act places duties on the drivers of designated wheelchair accessible Hackney Carriages and Private Hire vehicles to provide physical assistance to passengers in wheelchairs.

The duties apply to the driver of any wheelchair accessible Hackney Carriages and Private Hire vehicles which are on the licensing authority's list of "designated vehicles". Oxford City Council will be maintaining a list of designated vehicles (in effect this is all Hackney Carriage Vehicles licensed by the Council) and therefore the following duties will apply to you.

The duties being placed on the drivers of designated wheelchair accessible Hackney Carriages and Private Hire vehicles are (under Section 165 of The Equalities Act 2010):

- To carry the passenger while in a wheelchair
- Not to make any additional charge for doing so
- · If the passenger chooses to sit in a passenger seat, to carry the wheelchair
- · To take such steps as are necessary to ensure that the passenger is carried in safety and reasonable comfort; and
- To give the passenger such "mobility assistance" as is reasonably required.

*Should you operate via Operator who issue bookings for the journeys you carry out, please ensure there is a clear understanding between yourself (driver) and the Operator to ensure the wheelchair user (passenger) is not charged an additional fee for the journey you carry out due to requesting a wheelchair accessible vehicle. It is the duty of the licensed driver not to charge an inflated fee.

WHAT DOES MOBILITY ASSISTANCE MEAN?

Mobility assistance essentially means helping passengers who use wheelchairs by providing physical assistance.

- · To enable the passenger to get into or out of the vehicle;
- If the passenger wishes to remain in the wheelchair, to enable the passenger to get into and out of the vehicle while in the wheelchair;
- · To load the passenger's luggage into or out of the wheelchair;
- . If the passenger does not wish to remain in the wheelchair, to load the wheelchair into or out of the vehicle.

LISTS OF WHEELCHAIR ACCESSIBLE VEHICLES

Section 167 of the Act allows licensing authorities to maintain a list of "designated vehicles", that is, a list of wheelchair accessible Hackney Carriages and Private Hire vehicles licensed in their area. The consequence of being on this list is that the driver must undertake the duties in section 165.

GUIDE DOGS / ASSISTANCE DOGS

Duties are also placed on Hackney Carriages and Private Hire drivers and on Private Hire Vehicle operators to carry guide dogs and other assistance dogs will transfer from the Disability Discrimination Act 1995 to the Equality Act 2010. Any person who is currently exempt from the duty to carry an assistance dog on medical grounds will continue to be exempt. That is because we have made a change in the law so that all existing exemption certificates and all existing exemption notices remain in force as though they had been made under the Equality Act 2010.

WHAT IF I HAVE A MEDICAL CONDITION WHICH PREVENTS ME FROM CARRYING OUT EITHER OR BOTH OF THESE DUTIES?

The new Act allows for exemptions from the duties on medical grounds or if the driver's physical condition makes it impossible or unreasonably difficult for him or her to comply with these duties. It is the responsibility of drivers who require an exemption to apply for one from their licensing authority.

WHO DECIDES IF ADRIVER IS EXEMPT?

The local Licensing Authority decides if a driver should be exempt from the duties.

WHAT IF THE LICENSING AUTHORITY SAYS THAT I AM OK TO CARRY OUT THE DUTIES AND I DISAGREE?

The legislation allows a driver to appeal to the magistrates' court within 28 days if the licensing authority decides not to issue an exemption certificate.

HOW WILL PASSENGERS KNOW THAT I AM EXEMPT FROM THE DUTIES TO ASSIST PASSENGERS?

The Licensing Authority will issue you with a special Exemption Notice which exempted drivers must display on their vehicles in order that passengers will know that the driver is exempt from one of more duties.

I HAVE AN EXEMPTION CERTIFICATE (MOBILITY ASSISTANCE) AND / OR SPECIAL NOTICE (CARRYING OF GUIDE DOGS) WHICH SAYS THAT IT WAS ISSUED UNDER THE DISABILITY DISCRIMINATION ACT 1995 – DO I HAVE TO GET A NEW ONE?

No, you do not have to get a new certificate; the certificate which you have been granted remains valid until its expiry date.

I DO NOT HAVE ANY EXEMPTION FROM PROVIDING MOBILITY ASSISTANCE AND / OR CARRYING GUIDE DOGS OR ASSISTANCE DOGS AT PRESENT, HOW DO I APPLY FOR AN EXEMPTION?

You will need to contact the Licensing Team by telephoning 01865 252565 or by emailing licensing@oxford.gov.uk to inform an Officer of your request, and for the necessary application form to be sent to you. When submitting your completed form, you will be required to provide evidence from your Medical Practitioner supporting your application and substantiating the medical reasons applicable to your request. Your application will be determined by the Licensing Manager, and if successful you will be issued with the relevant Exemption Notice to display within the vehicle.

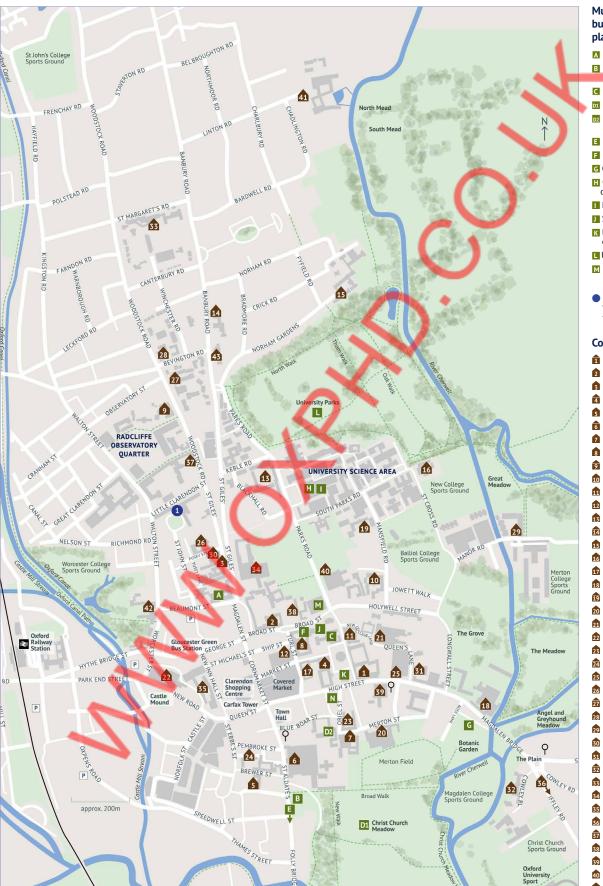
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CONFERENCE OF COLLEGES APPEAL TRIBUNAL PARTICIPATING COLLEGES Oriel All Souls Balliol Pembroke Blackfriars Queen's Regent's Park Brasenose St Anne's Campion Hall Christ Church St Antony's Corpus Christi St Benet's Hall Exeter St Cross St Edmund Hall **Green Templeton** Harris Manchester St Hilda's Hertford St Hugh's Jesus St John's Keble St Peter's Kellogg St Stephen's House Lady Margaret Hall Somerville Linacre **Trinity University College** Lincoln Magdalen Wadham Mansfield Wolfson Merton Worcester New College Wycliffe Hall Nuffield



EXPLORE THE UNIVERSITY OF OXFORD - MAP





Museums, University buildings and other places of interest

- A Ashmolean Museum
- B Bate Collection of Musical Instruments
- Bodleian Library
- Christ Church Picture
 Gallery
- Harcourt Arboretum
- F History of Science Museum
- **G** Oxford Botanic Garden
- Oxford University Museum of Natural History
- Pitt Rivers Museum
- Sheldonian Theatre
- K University Church of St Mary the Virgin
- University Parks
- Weston Library
- University Offices Wellington Square, tel: 270098

Colleges and halls

- 1 All Souls College
- 2 Balliol College
- Blackfriars
- a Brasenose College
- campion Hall
- Eveter College
- Exeter College
- Green Templeton College
- fine Harris Manchester College
- Hertford College
- Jesus College
- ß Keble College
- Kellogg College
- 15 Lady Margaret Hall
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- 18 Magdalen College
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- new College
- 2 Nuffield College
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- Pembroke College
- The Queen's College
- Regent's Park College
- St Antony's College

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 St Hugh's College
- st John's College
- 55 St Peter's College
- St Stephen's House
- Somerville College
- Trinity College
 University College
- 41 Wolfson College
- Worcester College
- 43 Wycliffe Hall

EXPLORE THE UNIVERSITY OF OXFORD - OPENING TIMES

THE TELEPHONE AREA CODE FOR OXFORD IS 01865

The information given in this leaflet is intended for guidance only. Charges are subject to change. Opening times are subject to University functions, examinations, bank holidays, conferences, etc. Please check with the place you wish to visit in advance.

Groups should check if they need to book in advance.

We want you to enjoy your visit, but please remember that our colleges and halls are places of residence, work and study, and you are asked not to enter staircases, rooms and areas marked as private. All visitors should report to the Lodge on arrival. Dogs, except guide dogs, are not allowed in colleges and halls.

Oxford is a beautiful city of stunning architecture, history and culture. You'll find ancient and modern colleges, fascinating museums and galleries, and plenty of parks, gardens and green spaces in which to relax. Plus, the city centre is small enough to cover on foot, and only a few minutes' walk from the main rail and coach stations. Information on how to get to Oxford is available here:

www.ox.ac.uk/visitors/visiting-oxford/how-get-oxford

Disabled Access



Many of our buildings are very old. We are making reasonable adjustments wherever possible to improve accessibility. The Access Guide at www.accessguide.ox.ac.uk provides information about accessibility, but to make the most of your visit we suggest you contact individual locations directly.

Museums, University buildings and other places of interest

A Ashmolean Museum Beaumont Street, tel: 278000 www.ashmolean.org Open: Daily, 10:00–17:00 Charge: Admission is free. Special exhibitions are ticketed and a booking fee is charged for online bookings. Note: Please see the website for information on visiting as a group

B Bate Collection of Musical Instruments

Faculty of Music, St Aldate's, tel: 276139 www.bate.ox.ac.uk Open: Mon-Fri 14:00-17:00 Charge: Free

C Bodleian Library

Broad Street, tel: 287400 http://visit.bodleian.ox.ac.uk Open: Open to visitors daily. For up to date information on opening times, admission and tickets, exceptional closures and the latest guidance for visiting see: https://visit.bodleian.ox.ac. uk/plan-your-visit/opening-times Charge: Entry to Divinity School is £2.50 per person. Please book a ticket online for your 15-minute time slot to guarantee entry. Admission to the Divinity School is free to alumni, Bodleian cardholders and Friends of the Bodleian. Up to four guests will also be admitted free. The Bodleian Old Library and Radcliffe Camera are open to members of the public by guided library tour only, prices vary, visit: https://visit. bodleian.ox.ac.uk/tours/library-guided-

Note: The Bodleian Library offers a range of tours for different experiences and run all year round. (Booking recommended: tours@bodleian.ox.ac.

D1 Christ Church Meadow

The Meadow can be entered through the Memorial Garden entrance on St Aldate's, through a gate between Merton College and Corpus Christi on Merton Lane, or through a gate at the eastern end of the Meadow next to the Botanic Gardens.www.chch.ox.ac.uk/visitingchrist-church/meadow

Open: Open to the public until dusk each day, and provides opportunities for picnics and river walks.

Note: The Christ Church Shop, located in the Visitor Centre in Christ Church Meadow, is open for gifts and souvenirs.

D2 Christ Church Picture Gallery Direct access to the Picture Gallery is via Canterbury Gate off Oriel Square tel: 276172

www.chch.ox.ac.uk/picture-gallery/

visiting-gallery
Open: 11:00–17:00 Mon, Thurs, Fri and Sat; 14:00-17:00 on Sun. It is closed on Tues and Wed.

Adult £6; Concession £3; Free for members of the University and National Art Pass holders. The entrance charge to the Picture Gallery is independent of the admission charge to the rest of the college. Visitors who have bought a ticket to visit Christ Church entitled to the reduced £3 Picture Gallery entrance charge. Tickets can be booked online.

E Harcourt Arboretum

Nuneham Courtenay, tel: 610300 www.obga.ox.ac.uk

Open: Daily, seasonal hours, last admission one hour before closing time. Charge: Adult day ticket from £6.30. concession day ticket from £5. Annual season ticket £25, (concessions £20.50). Free to children in full-time education (when accompanied by a paying adult), registered disabled visitors and their carers, University and OUP employees, Oxford and Oxford Brookes students.

F History of Science Museum Broad Street, tel: 277293

www.hsm.ox.ac.ul Tues-Sun 12:00-17:00

Find out more about visiting as a group at: www.hsm.ox.ac.uk/visiting-

G Oxford Botanic Garden

Rose Lane, tel: 610306 www.obga.ox.ac.uk

Open: Daily, seasonal hours, last admission one hour before closing time. Charge: Adult day ticket from £6.30, concession day ticket from £5. Annual season ticket £25, (concessions £20.50). Free to children in full-time education (when accompanied by a paying adult), registered disabled visitors and their carers, University and OUP employees, Oxford and Oxford Brookes students.

H Oxford University Museum of Natural History

Parks Road, tel: 272950 www.oumnh.ox.ac.uk Open: Daily, 10:00-17:00 Charge: Free Note: Groups must book in advance.

Pitt Rivers Museum

Parks Road (enter via the Oxford University Museum of Natural History), tel: 613000

www.prm.ox.ac.uk Open: Mon 12:00-17:00, Tues-Sun 10:00-17:00. Charge: Free Note: Groups must book in advance.

Sheldonian Theatre Broad Street, tel: 277299

www.sheldonian.ox.ac.uk Open: Mon-Fri, from 10:00. Opening times vary daily depending on when the Sheldonian is in use for ceremonies and events. Please visit www.sheldonian. ox.ac.uk/visit for specific opening times. Charge: Adults £4, concessions £3. Note: A 60 to 80-minute guided tour of the Sheldonian Theatre is bookable through Oxford City Walks - the perfect introduction for curious visitors who wish to know more.

K University Church of St Mary the Virgin

High Street/Radcliffe Square, tel: 279110

www.universitychurch.ox.ac.uk Open: Mon-Sat 09:30-17:00 (18:00 Jul-Aug), Sun 12:00-17:00 (18:00

July-Aug)
Charge: No charge for entry to the Church. A charge applies for entry to the tower.

ote: Principal Sunday Services are a Holy Eucharist at 08:00 and a Choral Eucharist at 10:30, with an afternoon service at 15:30.

L University Parks

Parks Road, tel: 282040 www.parks.ox.ac.uk Open: 07:45 (closing times vary according to season). Charge: Free

M Weston Library

Broad Street, tel: 277094

www.bodleian.ox.ac.uk/libraries/weston Open: Open to visitors daily. For up to date information on opening times, exhibitions and events, and the latest guidance for visiting, see the website above.

Charge: Blackwell Hall and exhibitions in the Weston Library are open to everyone daily. Entry to exhibitions is free and you don't need to book tickets. Note: The Weston Library is home of the Bodleian Libraries' special collections and Blackwell Hall offers a range of events, a café and a shop check the website for details: https:// visit.bodleian.ox.ac.uk

Tourist Information

www.experienceoxfordshire.org Email: info@experienceoxfordshire.org Note: For further visitor information on things to do, arts and culture, places to stay, planning your trip, and tours in Oxfordshire.

University Offices

Wellington Square, tel: 270000 www.ox.ac.uk/contact-us Mon-Fri 07:45-17:45

Visiting the colleges and halls of the University of Oxford

All Souls College High Street, tel: 279379

Open: Members of the public are welcome to visit the College Front and Great Quadrangles and Chapel as individual visitors or groups (up to six) from 14:00 to 16:00 on weekdays. Charge: Free

Broad Street, tel: 277777

Open: Usually open 10:00–17:00 or dusk (whichever is earlier) Charge: Adults from £3, concessions and students from £1

Note: Groups: 20 plus guide for green/ blue badge guided tours; 9 plus guide for all other groups.

3 Blackfriars

St Giles, tel: 278400 Open: Blackfriars Church is open to the public daily in daylight hours.

4 Brasenose College

Radcliffe Square, tel: 277830 Open: Mon-Fri: 10:00-11:30 and 14:00-16:30, Sat and Sun: 13:00-16:30 Charge: Free, donations welcome Note: Groups must book in advance. Maximum group size of 20.

5 Campion Hall

Not open to the public

6 Christ Church

St Aldate's, tel: 276492 pen: Mon-Sun. To visit Christ Church please book a timed ticket online via www.chch.ox.ac.uk/planyour-visit/tickets. Tickets are released on a weekly basis. Please note that as a working academic and religious institution some areas, including the Hall and the Cathedral, may close occasionally without notice. Any known closures will be listed against the relevant time slots on the booking system. Visit the Cathedral website for a schedule of daily services at http://www.chch.ox.ac.uk/cathedral

Charge: Adults: £16, concessions £15, family £50, child (under 5yrs) free. Full details can be found at: Tickets page on the Christ Church website: www.chch. ox.ac.uk/plan-your-visit/tickets. Note: Tickets must be booked online and groups of 12 or more must book in advance.

7 Corpus Christi College Merton Street, tel: 276700

Open: 13:30-16:30 Charge: Free Note: Groups (maximum 20) must book in advance and be accompanied by

Blue Badge Guide. 8 Exeter College

Turl Street, tel: 279600 Open: During summer 2022 (July, Aug and Sept) access is restricted due to restoration work on the College Library. Alumni, prospective students and Bodleian Card holders can visit the College for free, 14:00-17:00 provided the College is open. Other visitors only permitted if they are part of an organised tour group. Tours must be booked in advance and led by an experienced tour guide. Contact the Porters' Lodge on 01865 279600 to check the College is open (and any parts that may be closed) before visiting. Free for children (up to age 12), all prospective students, Bodleian Card holders, and Oxford alumni (with alumni card). Other visitors, £3. Note: Exeter College Chapel services are open to all. Exeter's Cohen Quad, on Walton Street, is open to current members of the University of Oxford

and to Exeter College alumni with

appropriate identification. Cohen Quad

is not generally open to the public, except for public events.

Green Templeton College

Woodstock Road, tel: 274770 Open: By appointment only Note: Maximum 20 people in a group. Graduate college.

Harris Manchester College

Mansfield Road, tel: 271006 Open: Chapel only. Mon-Fri 10:00-17:30, Sat 09:00-12:00 Charge: Free, donations welcome Note: Groups must book in advance

Hertford College

Catte Street, tel: 279400 Open: Daily 14:00-16:30 Charge: Free Note: Maximum 6 people in a group. Larger groups must book in advance.

Jesus College

Turl Street, tel: 279700 Open: 14:00-16:30 daily Charge: Adults £3, seniors and children

Note: Maximum 20 people in a group; groups must book in advance.

13 Keble College

Parks Road, tel: 272727 Open: Daily, 14:00-17:00 Charge: Free

Note: Guided tours and groups of 8 or more must pre book through the Porters Lodge.

Kellogg College

60–62 Banbury Road, tel: 612000 Open: Mon–Fri 09:00–17:00 Charge: Free Note: Graduate college committed to flexible learning.

Lady Margaret Hall

Norham Gardens, tel: 274300 Open: Daily, 10.00-17.00 Charge: Free

16 Linacre Colleg

St Cross Road, tel: 271650 Open: By appointment only Note: Graduate college

Lincoln College Turl Street, tel 279800 Open: Mon-Fri 14:00-17:00, Sat-Sun 11:00-17:00

18 Magdalen College

High Street (OX1 4AU), tel: 276000 en: 10:00 till dusk or 19:00, whichever is earlier Charge: Adults £7; over 65s, children and students £6; family ticket (2 adults and up to 3 children aged 7 or over) £20.

Mansfield College

Mansfield Road, tel: 270999 Open: Mon-Fri 09:00-17:00 Charge: Free, donations welcome Note: Groups (maximum 12 people) must be accompanied by a guide.

20 Merton College Merton Street, tel: 276310

Open: Mon-Fri 14:00–17:00 (last entry 16:30), Sat 10:00–17:00 (last entry 16:30), Sun 12:00–17:00 (last entry 16:30). harge: Adults £3. Free to children under 13. There is a reduced fee of £2 for adults aged over 65. Free to University members and alumni (and up to three guests). Guided tours of college and medieval library £5 per person (summer only). Note: Groups of more than 10 must book in advance.

New College
New College Lane, tel: 279500 Open: Easter-Oct 14:00-16:00; Oct-

Easter 13:30–16:30

: Adults £8; seniors, under 16s and full time students £7; family ticket (2 adults and up to 3 children aged 7 or over) £25. Free to children under 7 years of age, Oxford residents and old

Note: Maximum 20 people in a group. Larger groups will need to split.

Nuffield College New Road, tel: 278500

Open: Mon-Fri 09:00-17:00 Charge: Free

Note: Maximum six people in a group. Graduate college.

23 Oriel College

Oriel Square, tel: 276555 Open: Mon-Fri 14:00–17:00 or dusk (whichever is earlier), Sat-Sun 13:00-17:00

Charge: Adults £3; concessions £2 Note: Access to hall, chapel and first quad only. Maximum 12 people in a group. Closed during events.

24 Pembroke College

Pembroke Square St Aldate's, tel: 276444 Note: Pembroke College is only open to prospective students, alumni, members of the University or those with a connection to the college.

The Queen's College

High Street, tel: 279120 oen: By appointment only, unless attending Choral Evensong. arge: Free ote: Groups and term-time only; must be accompanied by a Blue Badge Guide.

Regent's Park College

Pusey Street, tel: 288120 Open: By appointment only

St Anne's College

Woodstock Road, tel: 274800 Open: Daily, 09:00-17:00 Charge: Free, donations welcome Note: Large groups should book in

St Antony's College Woodstock Road, tel: 284700 Open: By appointment only Note: Graduate college

29 St Catherine's College

Manor Road, tel: 271700 Open: Daily 09:00-17:00 Charge: Frée

Note: Advance booking is required for groups of 10 or more.

St Cross College St Giles, tel: 278490

Open: By appointment only Note: Graduate college

31 St Edmund Hall

Queen's Lane, tel: 279000 Open: Daily 10:00-16:00 Charge: Free

Note: Maximum 12 people in a group. Larger groups by appointment.

52 St Hilda's College

Cowley Place, tel: 276884 Open: By appointment only Charge: Free

St Hugh's College St Margaret's Road, tel: 274900 Open: Please check in advance Charge: Free, donations welcome Charge: We welcome visitors but kindly ask that you check in advance. Email hello@st-hughs.ox.ac.uk or telephone

St John's College
St Giles, tel: 277300
Open: 13:00–17:00 or dusk, whichever is earliest. The chapel is also open daily from 13:30 until close.

Maximum 14 people in a group, accompanied by a guide. Larger groups will be split into smaller ones.

St Peter's College

New Inn Hall Street, tel: 278900 Open: 10:00–17:00

Charge: Free, donations welcome Note: Booking is required for groups of 5 or more.

St Stephen's House

16 Marston Street, tel: 613500 Open: By appointment only Charge: Free, donations welcome

Somerville College

Woodstock Road, tel: 270600 Open: 09:00-12:00, 14:00-16:00. No admission outside term-time except for University members and Alumni card holders.

Charge: Free, donations welcome Note: Large groups must book in advance.

38 Trinity College

Broad Street, tel: 279900 Open: Sat–Sun 10:00–16:00 Charge: Adults £4; seniors/children £3. Note: No charge for group leaders or teachers accompanying school groups. A call is recommended to avoid disappointment, as the college could close for events during the summer.

University College

High Street, tel: 276602

Open: 09:00–17:00 (open to the public

out of term time only)

Charge: £2 per head (children under 5 years free)

Note: Maximum 15 people in a group, accompanied by a guide. Advance booking is required.

40 Wadham College

Parks Road, tel: 277900 Open: Term time: 13:00–16:15. Vacation: 10:30-11:45 and 13:00-16:15.

Charge: Free

college.

Note: Groups must book in advance and be accompanied by a Blue Badge

Wolfson College

Linton Road, tel: 274100 Open: Daylight hours Note: Groups should notify the College in advance of their visit. Graduate

42 Worcester College

Worcester Street, tel: 278300 Open: Closed to non-members for visits until further notice (open to current and Old Members only, daily 14:00-16:00). Charge: Free

43 Wycliffe Hall

Banbury Road, tel: 274200 Open: By appointment Charge: Free

For latest visitor information, please check the websites of colleges and permanent private halls. Links can be found in the map above or by visiting www.ox.ac.uk/about/colleges

Traffic signs

Signs giving orders

Signs with red circles are mostly prohibitive. Plates below signs qualify their message.



Entry to 20 mph zone



End of 20 mph zone



/laximum speed



National speed limit applies



School crossing patrol



Stop and give way



Give way to traffic on major road



Manually operated temporary STOP and GO signs



No entry for vehicular traffic



No vehicles
No vehicles
except bicycles

being pushed



No cycling



No motor vehicles



No buses (over 8 passenger seats)



No overtaking



No towed caravans



No vehicles carrying explosives



No vehicle or combination of vehicles over length shown



No vehicles over height shown



No vehicles over width shown



Give way to oncoming vehicles

Give priority to vehicles from opposite direction



No right turn



No left turn



No U-turns



No goods vehicles over maximum gross weight shown (in tonnes) except for loading and unloading

Note: Although The Highway Code shows many of the signs commonly in use, a comprehensive explanation of our signing system is given in the Department's booklet Know Your Traffic Signs, which is on sale at booksellers. The booklet also illustrates and explains the vast majority of signs the road user is likely to encounter. The signs illustrated in The Highway Code are not all drawn to the same scale. In Wales, bilingual versions of some signs are used including Welsh and English versions of place names. Some older designs of signs may still be seen on the roads.



No vehicles over maximum gross weight shown (in tonnes)



Parking restricted to permit holders



No stopping during period indicated except for buses



No stopping during times shown except for as long as necessary to set down or pick up passengers



No waiting



No stopping (Clearway)

Signs with blue circles but no red border mostly give positive instruction.



Ahead only



Turn left ahead (right if symbol reversed)



Turn left (right if symbol reversed)



Keep left (right if symbol reversed)



Vehicles may pass either side to reach same destination



Mini-roundabout (roundabout circulation give way to vehicles from the immediate right)



Route to be used by pedal cycles only



Segregated pedal cycle and pedestrian route



Minimum speed



End of minimum speed



Buses and cycles only



Trams only



Pedestrian crossing point over tramway



One-way traffic (note: compare circular 'Ahead only' sign)



With-flow bus and cycle lane





Contra-flow bus lane



With-flow pedal cycle lane

Warning signs

Mostly triangular



Distance to 'STOP' line ahead



carriageway ends



Road narrows on right (left if symbol reversed)



narrows on both sides



50 yds Distance to 'Give Way' line ahead



Crossroads



Junction on bend ahead



T-junction with priority over vehicles from the right



Staggered unction



Traffic merging from left ahead

The priority through route is indicated by the broader line.



Double bend first to left (symbol may be reversed)



Bend to right (or left if symbol reversed)



Roundabout



Uneven road



Plate below some signs



Two-way traffic crosses one-way road



Two-way traffic straight ahead



Opening or swing bridge ahead



Low-flying aircraft or sudden aircraft noise



Falling or fallen rocks



Traffic signals not in use



Traffic signals



Slippery road



Steep hill downwards



upwards

Gradients may be shown as a ratio i.e. 20% = 1:5



Tunnel ahead



Trams crossing ahead



Level crossing with barrier or gate ahead



without barrier or gate ahead



Level crossing without barrier

Warning signs - continued



School crossing patrol ahead (some signs have amber lights which flash when crossings are in use)



Frail (or blind or disabled if shown) pedestrians likely to cross road ahead



for 400 yds



Pedestrians in road ahead



crossing



Overhead electric cable; plate indicates maximum height of vehicles which can pass safely





Sharp deviation of route to left (or right if chevrons reversed)



Light signals ahead at level crossing, airfield or bridge



Miniature warning lights at level crossings



Cattle



Wild animal



Wild horses or ponies



Accompanied horses or ponies



Cycle route ahead



Risk of ice



Traffic queues likely ahead



Distance over which road humps extend



Other danger; plate indicates nature of danger



Soft verges



Side winds





Worded warning sign



Quayside or river bank



Risk of grounding

Direction signs

Mostly rectangular

Signs on motorways - blue backgrounds



At a junction leading directly into a motorway (junction number may be shown on a black background)



On approaches to junctions (junction number on black background)



Route confirmatory sign after junction



Downward pointing arrows mean 'Get in lane'
The left-hand lane leads to a different destination from the other lanes.



The panel with the inclined arrow indicates the destinations which can be reached by leaving the motorway at the next junction

Signs on primary routes - green backgrounds



On approaches to junctions



At the junction



Route confirmatory sign after junction



On approaches to junctions



On approach to a junction in Wales (bilingual)

Blue panels indicate that the motorway starts at the junction ahead.

Motorways shown in brackets can also be reached along the route indicated.

White panels indicate local or non-primary routes leading from the junction ahead.

Brown panels show the route to tourist attractions.

The name of the junction may be shown at the top of the sign.

The aircraft symbol indicates the route to an airport.

A symbol may be included to warn of a hazard or restriction along that route.

Green background signs - continued



Primary route forming part of a ring road



Signs on non-primary and local routes - black borders







At the junction



Direction to toilets with access for the disabled

On approaches to junctions

Green panels indicate that the primary route starts at the junction ahead. Route numbers on a blue background show the direction to a motorway. Route numbers on a green background show the direction to a primary route.

Other direction signs



Picnic site



Tourist attraction



Route for pedal cycles forming part of a network



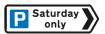
Ancient monument in the care of English Heritage



Direction to camping and caravan site



Recommended route for pedal cycles to place shown



Direction to a car park



Advisory route for lorries



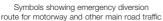
Route for pedestrians













Diversion route

Information signs

All rectangular



Saturday 8.30 am - 1.30 pm

Entrance to controlled parking zone



Entrance to congestion charging zone



End of controlled parking zone



Advance warning of restriction or prohibition ahead



Parking place for solo motorcycles



With-flow bus lane ahead which pedal cycles and taxis may also use



Lane designated for use by high occupancy vehicles (HOV) see rule 142



Vehicles permitted to use an HOV lane ahead



End of motorway



Start of motorway and point from which motorway regulations apply



Appropriate traffic lanes at junction ahead



Traffic on the main carriageway coming from right has priority over joining traffic



Additional traffic joining from left ahead. Traffic on main carriageway has priority over joining traffic from right hand lane of slip road



Traffic in right hand lane of slip road joining the main carriageway has priority over left hand lane







'Countdown' markers at exit from motorway (each bar represents 100 yards to the exit). Green-backed markers may be used on primary routes and white-backed markers with black bars on other routes. At approaches to concealed level crossings white-backed markers with red bars may be used. Although these will be erected at equal distances the bars do not represent 100 yard intervals.



Motorway service area sign showing the operator's name

Petrol /

Information signs - continued



Traffic has priority over oncoming vehicles



Hospital ahead with Accident and Emergency facilities



Tourist information point



No through road for vehicles



Recommended route for pedal cycles



Home Zone Entry



cameras are used to enforce traffic regulations



Bus lane on road at junction ahead

Road works signs



Road works



Loose chippings



Temporary hazard at road works



Temporary lane closure (the number and position of arrows and red bars may be varied according to lanes open and closed)



Slow-moving or stationary works vehicle blocking a traffic lane. Pass in the direction shown by the arrow.



Mandatory speed limit ahead



Road works 1 mile ahead



End of road works and any temporary restrictions including speed limits





Signs used on the back of slow-moving or stationary vehicles warning of a lane closed ahead by a works vehicle. There are no cones on the road.



Lane restrictions at road works ahead



One lane crossover at contraflow road works