



The taxi driver's checklist

As a taxi driver, you must drive in a highly responsible manner at all times and show your professionalism by anticipating and forgiving the unsafe behaviour of other road users. Your professionalism can help avoid accidents and improve the image of your profession.

Are you prepared?

Your life and the lives of others depend on your alertness and reactions in an emergency

	<p>Professional driving is very demanding, so you need to stay fit, physically and mentally. Eating healthily, drinking plenty of water and exercising regularly will help you to feel better, work more effectively and live longer.</p>		<p>Respect the legal requirements related to working time. Failure to respect working time rules is a punishable offence that could endanger your job. Use your rest hours to rest.</p>
	<p>Adjust your seat so you are sitting as comfortably as possible, with all the controls within easy reach. Ensure your head is positioned to benefit from the head restraint in the event of an accident. Make sure you sit well back in the seat to avoid straining your back.</p>		<p>Don't drink alcohol before or during driving or take any kind of drugs or medication that could impair your driving skills. Avoid heavy meals before or during driving, as these may make you feel drowsy.</p>
	<p>Even if the law does not oblige you to do so, wear your seatbelt to set a good example to your passengers and encourage them to do the same. If the law obliges passengers to wear a seatbelt, inform them of this.</p>		<p>Stop driving if you feel drowsy. Get out of your vehicle, stretch your legs, get some fresh air and the necessary rest.</p>

...and is everything else ready?

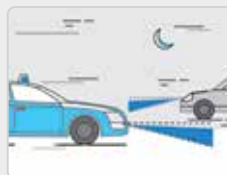
	<p>Is everything in good working order? Have you checked the brakes, tyres (pressure and tread depth), coolant and oil before starting your shift? What about the mirrors, windows (can you see clearly?), windscreen wipers, lights, indicators? How about special equipment like the taximeter, radio and navigation system? Is there any visible damage and is the vehicle clean, inside and out?</p>		<p>Do you have all the right documents? Do you have your technical inspection certificate? Is your taxi registration number visible to passengers? Do you have the necessary insurance documents on board? Have you activated your taximeter? Have you selected the right tariff rate for the journey? Have you included the right supplementary charges? Do you have an invoice ready to fill out, if requested?</p>
	<p>Are your passengers safely and comfortably seated, with seat belts fastened? If necessary, help your passengers with their luggage and/or assist them getting into and out of the vehicle.</p>		<p>Identify the best route. Passengers expect you to have a good knowledge of the area you work in, so take a professional pride in making sure that you do. If a longer route might be quicker, inform your passenger(s). If your vehicle is fitted with a navigation system, ensure that its data is kept up to date.</p>

Take extra care on the road



Remember that you can't see other road users in your blind spots.

(motorcyclists, cyclists, pedestrians and especially children are more difficult to see). Pay particular attention when turning, reversing and when in a restricted pedestrian area where taxis are allowed.



At night, dip your headlights in good time

when traffic approaches from the opposite direction. Are your headlights correctly adjusted? Make sure your lights and reflectors are clean so that your vehicle is visible.



Don't overtake unless you are sure that you have enough room and will not force other vehicles to slow down.



Adapt your driving to weather conditions.

When roads are slippery with rain, mud, ice or snow (remember your chains), reduce your speed – the same goes for driving in fog, rain or in twilight, and in tunnels.



Keep a safe distance from the vehicle in front of you

at least the legal minimum distance. Do not forget that the faster you drive, the greater the separation you need and that safe distances increase with rain, snow and ice.



Use only designated taxi stands.

Take care not to obstruct traffic or the vision of other road users when picking up or setting down passengers. **Do not leave your engine running unnecessarily.**



Keep an eye on your dashboard.

If a warning light comes on, don't wait before taking action to address the problem



At night, take extra care to ensure your safety and security, as well as that of your passenger(s) and vehicle. Look carefully at potential passengers before letting them into your vehicle.



Try to anticipate problems. Avoid sudden braking and acceleration which may be dangerous to other road users, cause discomfort to passengers, waste fuel and generate extra pollution.



It is illegal to use a handheld mobile phone while driving.

If you need to talk on the move, get a proper handsfree system installed.



Respect speed limits and other traffic regulations at all times.

Don't adopt the bad habits of other road users. Driving safely protects your life, the lives of others and your job.



After your shift, report to your company any problems with your vehicle, so that the necessary repairs can be scheduled. Indicate any major traffic problems you encountered, so other taxi drivers can be warned to avoid them.



In the event of a breakdown, accident or other major incident,

inform your base and/or the local emergency services immediately. Programme emergency numbers into your mobile phone.

This checklist is provided to you by the **IRU Academy**, the training arm of the **International Road Transport Union (IRU)**.

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