



Northern Territory Government

Department of Infrastructure, Planning and Environment

PUBLIC TRANSPORT BRANCH

Northern Territory Courtesy Vehicle Requirements and In-Service Maintenance Standards

Prepared by
Commercial Passenger Vehicle Policy
and Compliance Section

**Endorsed by the
Commercial Passenger Vehicle Board**

Introduction

The principle purpose of this document is to provide the Commercial Passenger Vehicle Industry with a set of guidelines for determining the minimum acceptable standards for Courtesy Vehicles. These guidelines include, but are not limited to comfort requirements, aesthetic standards and vehicle technical standards. These guidelines are applicable to Courtesy Vehicles when being assessed for first registration as a Courtesy Vehicles and to Courtesy Vehicles that are already in-service.

The information contained in this document comprises minimum maintenance standards as determined by the Registrar of Motor Vehicles for the purposes of Section 6.2 of the Northern Territory Courtesy Vehicles Regulations and other requirements set down by the Director Commercial Passenger (Road) Transport. The requirements in this document, set down by the Director, reflect the intention of the Director to establish benchmarks within the Courtesy Vehicles sector that are consistent with the spirit of the Commercial Passenger (Road) Transport Act.

Owners and Operators of Courtesy Vehicles, Transport Inspectors, Commercial Passenger Vehicle Inspectors, and approved Authorised Inspectors are all intended users of this document.

Operators of Courtesy Vehicles in the NT must ensure their Courtesy Vehicle complies at all times with the requirements contained in this document. In addition, Courtesy Vehicles must also be serviced and maintained according to the vehicle manufacturer's recommended periodic maintenance schedule, and comply with all applicable Australian Design Rules (ADR's) and roadworthy standards.

Many of the comfort and aesthetic standards contained in this document require subjective assessment when assessing a vehicle. Comparison should be made with other previously accepted Courtesy Vehicles of similar age and condition and the item only deemed not to comply if clearly different.

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Delegate of Director Commercial Passenger (Road) Transport
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1 Definitions

ADR – means the Australian Design Rules for road vehicles.

Approved – means approved by the Director.

Courtesy Vehicle – means an approved motor vehicle (not being a motor vehicle operated as a taxi, limousine, special function vehicle, minibus, motor omnibus, tourist vehicle or special passenger vehicle) used with the services of a driver, to carry passengers for hire or reward where the carriage –

- (a) is offered as an inducement in respect of an agreement for the provision of accommodation or activities for the purposes of recreation or pleasure: and
- (b) is provided to passengers without payment of a fare by them.

Director – means the Director of Commercial Passenger (Road) Transport.

GVM – means the manufacturer's Gross Vehicle Mass. The value is usually located on the vehicle's compliance plate and/or in the operator's manual.

Luggage – means any container for a person's belongings or any individual item.

MVR – means the Northern Territory Motor Vehicle Registry.

Regulations – means the **NORTHERN TERRITORY OF AUSTRALIA
COURTESY VEHICLE REGULATIONS.**

Subjective Assessment for the purpose of Comfort & Aesthetic Standards – means there is some discretion given to a person who is inspecting the vehicle, to make allowances for the area of operation and / or the remaining life of the vehicle for example:

- (a) during the preceding 6 months a number of small scratches & chips have appeared on a door of a courtesy vehicle that is 9 ½ years old. Given that the courtesy vehicle only has 6 months left to run the inspector may allow the operator to touch up the chips (eg paint stick) and polish the door instead of having the door resprayed;
- (b) a homestead operating as a tourist resort in a remote location utilises a courtesy vehicle to pick up tourists from an airport and take them to the homestead. Given that the vehicle travels extensively on unsealed roads, some latitude is given on the external cleanliness of the vehicle. The same latitude may not be allowed for a vehicle operating in an urban environment.



- Denotes items that are enforceable by Infringement Notice.

2 Vehicle Type

There are no restrictions on the type of vehicle that may be used as a courtesy vehicle.

3 Vehicle Age Requirements

There are no age restrictions on a vehicle that may be used as a courtesy vehicle.

▲ 4 *Inspection Requirements*

All in-service Courtesy Vehicles must be inspected at an interval, not exceeding 6 months, by a person authorised to perform such inspections. *Note: Refer to MVR for a list of authorised inspectors.*

NOTE

It is the responsibility of the operator to ensure the vehicle is serviced and maintained to the vehicle manufacturer's requirements and this standard AT ALL TIMES. Where a vehicle is inspected (roadside or in an approved inspection station) and found with a serious road safety related fault(s), the appropriate action will be taken against the operator in conjunction with the issue of a defect notice.

If a vehicle has been issued a defect notice, it will NOT be allowed to operate, for hire or reward, until the defect(s) has (have) been cleared.

NT Legislation must be adhered to whilst operating a vehicle under defect notice.

5 *Equipment*

All Courtesy Vehicles must comply with the following equipment requirements. The equipment detailed must be securely fitted to all Courtesy Vehicles, must not be located in a position that is likely to cause an injury as a result of an accident or emergency braking manoeuvre and be maintained in a serviceable condition at all times.

- ▲ 5.1) A fixture designed to clearly display the driver's identification card must be fitted in a conspicuous position inside the vehicle, which is clearly visible from all passenger-seating positions.
- ▲ 5.2) Signage affixed in a conspicuous position inside the vehicle. The sign is to have white lettering on a black background with font size of capital letters at least 13mm high and is to display the following information;

Payment NOT to be demanded or paid, for the use of this vehicle

- ▲ 5.3) A current vehicle inspection record label, that has been supplied by the Registrar of Motor Vehicles, which must be affixed to the left side of the windscreen (outside of the field of view of the driver) or a window that does not hide from view, on the left hand side of the vehicle.
- ▲ 5.4) A fire extinguisher must be fitted, which has been certified within the past 12 months, is fully charged and meets the requirements of Australian Standard AS2444. It shall be securely mounted and not be a hazard or cause annoyance to the vehicle occupants. It must be easily accessible and must not be obscured.
- ▲ 5.5) A roadworthy spare tyre/wheel assembly and a minimum of the tyre changing equipment and tools supplied by the vehicle manufacturer must be fitted and secured to the vehicle.

6 Exterior

- ▲ 6.1) All vehicle exterior body panels must be in a sound condition correctly aligned, free of dents, scratches, accident damage, corrosion and dirt.
- ▲ 6.2) All exterior paintwork must be of a similar colour and lustre, and must also be free of scratches, chips, blemishes and dirt.
- ▲ 6.3) All exterior signage and any advertising decals must not be damaged or deteriorated.
- ▲ 6.4) All exterior fittings and accessories must be in an undamaged, sound condition and correctly secured. Body mouldings and mud flaps must be correctly aligned and secured.
- ▲ 6.5) All vehicle glazing must comply to the relevant ADR's, be free of excessive chips, scratches, cracks or other blemishes. Any window tint film fitted must comply with the NT standard (refer to MVR Information Bulletin V51) and must not be scratched, bubbled or deteriorated in any way. All glazing must be free of dirt and where applicable must operate as originally designed.
- ▲ 6.6) If applicable rear windows fitted with mesh screens must not obscure the centre high mount brake lamp and have a minimum total light transmittance through the combined window, screen and any authorised advertising (if applicable) of 35%.
- ▲ 6.7) All doors are to be correctly aligned, are to open and close without undue effort or noise. Hinges, catches and check links must not be excessively worn. All door seals must be correctly secured and undamaged.
- ▲ 6.8) Bumper bars are to be securely attached, correctly aligned and free of dents, scratches, accident damage and dirt.
- ▲ 6.9) Wheels and wheel trims must be of a type that are fitted as standard equipment, or a manufacturer's option for the make / model of the vehicle. All wheels (other than alloy wheels) must be fitted with matching wheel trims. Wheel rims and trims must be maintained in an undamaged and clean condition.
- ▲ 6.10) Tyres must conform to the placarded tyre list affixed to the vehicle and be maintained in a roadworthy condition. Retread Tyres are acceptable for use on a Courtesy Vehicle, including the spare wheel. However the speed rating of the remanufacturer or of MVR Information Bulletin V44 (which ever is the lower) must be adhered to and the vehicle placarded as stated in bulletin V44.
- ▲ 6.11) All mechanical components that contain fluids must be maintained to prevent oil (engine, transmission, differential, steering etc), brake fluid and greases from leaking on to the road surface.

7 Interior

- ▲ 7.1) All vehicle interior surfaces including seats, head rests, floor coverings, trims and seatbelts are to be in a sound condition, free of dirt, stains and damage. Original seat and head rest coverings (if not fitted with removable covers) and any removable seat and head rest covers fitted, are to be non-absorbent.
- ▲ 7.2) All interior lighting (dome and courtesy lights) must be operational as originally designed. The fitment of interior novelty lighting or the carriage of ornaments in the vehicle is prohibited eg on the dash, interior mirror, rear parcel shelf etc.

- ▲ 7.3) All interior fittings and accessories must be in an undamaged sound condition and match the colour and shade of the existing trim / upholstery. All seats (including the drivers seat), with particular reference to seat cushions (the part a person sits on), must provide adequate support as originally designed.
- ▲ 7.4) The interior cabin space of the vehicle must be maintained in a clean and tidy condition, free of rubbish, loose objects and odours.

8 *Luggage Compartment*

- ▲ 8.1) The spare wheel assembly, tools and equipment must be correctly located secured and covered in line with the vehicle manufacturer's requirements. If a spare wheel is relocated as a result of an approved vehicle modification such as the fitting of a LPG system, the wheel must be adequately secured and also covered in a material that matches the vehicle.
- ▲ 8.2) The luggage compartment must be in a sound condition, free of dirt, stains and damage. The boot lid seal must be correctly secured, aligned and not be damaged.
- ▲ 8.3) All station wagon vehicles must be fitted with a cargo barrier that meets the requirements of Australian Standard AS/NZS 4034. The barrier installation must at all times comply with the manufacturer's requirements.
- ▲ 8.4) Luggage must NOT be carried in a location or manner that may cause an injury in the event of an accident or emergency braking manoeuvre eg luggage carried in the isle of a vehicle is NOT acceptable due to it potentially becoming a missile.

9 *Accessories and Modifications*

- ▲ 9.1) Bull bars, driving lights and any non-safety related vehicle accessory / option must not be fitted unless approved by the Director in writing. eg a safety option such as ABS (Antilock Braking System) does not require written approval, whereas a non safety accessory such as a boot spoiler does require written approval.
- ▲ 9.2) Tow bars are an acceptable accessory however all relevant NT legislation, including the ADR's, regarding the fitment and use of tow bars must be adhered to. However they must be of the type that allows removal of the tow tongue (that part of the tow bar that the tow ball is attached to), which must be removed when not in use ie no trailer attached.
- ▲ 9.3) Any approved accessory fitted must be maintained in a sound condition, at all times meeting the manufacturer's or approved installation requirements.

NOTE:

The Director may instruct the operator to remove the accessory / option if any accessory / option has been fitted without prior written approval.

▲ 10 *Ride Quality and Comfort*

The vehicle's ride quality and comfort must be maintained to an acceptable standard without excessive vibrations, squeaks, rattles and noises from the vehicle's steering, suspension, drive line or body.

11 Advertising

Advertisements that meet the requirements as listed below shall be deemed to be approved by the Director. Any advertising outside these requirements requires individual assessment.

For the purpose of this requirement “advertising” means:

Any advertisement statement or representation of any kind displayed on a Courtesy Vehicle, such as lettering, maps, plans, drawings or pictorial images and includes bumper stickers.

The wording and any pictorial images represented must not be offensive, ambiguous or otherwise inappropriate ie have a racial, religious or ethnic overtone.

- ▲ Advertisements displayed must be static and must not be direct reflective (eg mirror like reflection). Retroreflective material may be acceptable subject to the size, design and layout of the advertisement. (eg the band around a police vehicle is retroreflective material). *For more information on Retroreflective materials refer to Australian Standard AS1906.1*

Note:

The Director may instruct the operator to remove any advertising that does not comply with the above.

12 Trailers

A trailer used in a Courtesy Vehicle operation:

- ▲ 12.1) Must be NT Registered and in a roadworthy condition;
- ▲ 12.2) will have the exterior finished and maintained to a similar level as the vehicle;
- ▲ 12.3) will be fully enclosed to prevent dust ingress; and
- 12.4) must not exceed the towing capacities (with /without brakes) of the vehicle and tow bar as determined by the manufacturers and must comply with all relevant NT legislation including the ADRs.