

# **Guidelines to Taxi Regulations**

**(2014 Revised Version)**

The aim of this guideline is to introduce and explain some regulations related to TAXI. Details of the content can be found in the *Road Traffic (Construction and maintenance of Vehicles) Regulations* and *Road Traffic (Public Services Vehicles) Regulations* of the Road Traffic Ordinance (Chapter 374).

## I. TAXIMETER

1.1 Every taxi shall be fitted with a taximeter of a design and construction approved by the Commissioner for Transport (refer to as "Commissioner"). No taximeter or instrument similar to a taximeter is allowed to be fitted to a vehicle without the prior approval of the Commissioner.

1.2 If the registered owner of a taxi removes the taximeter from a taxi or ceases to use the taximeter, he should notify the Commissioner within 24 hours of such removal or cessation.

1.3 Every taximeter should be provided with an indicator (or "flag") of a size not less than 100 millimetres by 50 millimetres displaying the words "FOR HIRE" or the word "TAXI".

1.4 Every taximeter should be so constructed that:-

- (i) it may be sealed to the satisfaction of the Commissioner;
- (ii) the fare dial should indicate a clear division between dollars and cents and the words "FARE", "EXTRAS", "H.K. Dollars" and "cents" (or symbols "H.K. \$" and "c") should be displayed as well;
- (iii) the amount of fare calculated by time or distance or a combination of time and distance as prescribed is indicated on the fare dial;
- (iv) the amount of additional fares in progressive increments of the lowest fare as prescribed is indicated on the fare dial;
- (v) the height of the figures indicating the fare and additional fares is not less than 10 millimetres;
- (vi) the fare dial of every taximeter should be capable of being illuminated during the hours of darkness or when required by the hirer, so as to render the readings on the fare dial easily legible;
- (vii) the fare dial clearly displays the position of the taximeter actuating device at whether:
  - (a) FOR HIRE;

- (b) HIRED; or
- (c) STOPPED.

1.5 Every taximeter should be actuated by a device which can cause the taximeter to be set to, and to operate in any one of, the following positions:-

- (i) FOR HIRE, when the taximeter is not recording and the indicator (or “flag”) display is clearly visible to any person standing in front of the taxi at a distance of 20 metres;
- (ii) HIRED, when the taximeter is recording by time or distance or a combination of time and distance and the indicator (or “flag”) display is not visible outside the taxi;
- (iii) STOPPED, when:-
  - (a) the taximeter is recording by distance only and the indicator (or “flag”) display is not visible outside the taxi; or
  - (b) the mechanism of the taxi is not in motion and the indicator (or “flag”) display is not visible outside the taxi.

1.6 The taximeter actuating device should operate direct from the “FOR HIRE” position to the “HIRED” position and passes through the “STOPPED” position before being returned to the “FOR HIRE” position.

1.7 Every taximeter should be tested by the Commissioner before it is fitted to a taxi and thereafter at intervals of not more than 6 months. If the tests prove that the taximeter is satisfactory, and the receipt printing device installed in respect of the taxi is in proper working order, the taximeter will be stamped and sealed by the Commissioner.

1.8 The registered owner of the taxi should report to the Commissioner, as soon as reasonably practicable, any fault or damage to the taximeter fitted to the taxi that may result in any inaccurate recording of the fare, or damage to any stamp or seal of the Commissioner thereon.

1.9 The registered owner of a taxi and the taxi driver should ensure that:-

- (i) the taximeter complies in every way specified in the law;
- (ii) the taximeter is affixed with prior approval of the Commissioner; and
- (iii) the stamp or seal of the Commissioner is in good condition.

Anyone who fails to comply with the above standards commits an offence and is liable to a fine of

\$10,000 and to imprisonment for 6 months.

1.10 Anyone without lawful excuses defaces, damages or alters any taximeter commits an offence and is liable to a fine of \$10,000 and to imprisonment for 6 months.

(Note: All the offences and penalties as listed in the Guidelines is only the most updated terms available when printing is arranged.)

## II. RECEIPT PRINTING DEVICE

2.1 According to the present legislative requirement, there should be a receipt printing device installed in every taxi, either by forming part of or being connected to the taximeter with which the taxi is fitted. The device, when under proper mechanical condition, should be able to print a fare receipt within 12 seconds. When the receipt printing device is not installed in accordance with the law, the registered owner of the taxi commits an offence and he/she is liable to a fine of \$10,000 and to imprisonment for 6 months.

2.2 Any receipt issued in respect of the payment of any fare for the hiring of a taxi should be printed on a form specified by the Commissioner. The format can be found in Appendix 1. The content of the receipt should set out all the items listed in Appendix 1. The letters and figures of the receipt should be printed in black and blue, each of which is not less than 2 millimetres in height, on a white paper.

2.3 If the receipt printing device is not in proper working order, a fare receipt should be issued by the driver of the taxi by completing in manuscript of a pre-printed form. The format and the content of the pre-printed form should be the same as the sample in Appendix 2.

2.4 When the scale of fares for the hiring of taxis is amended, even if the taximeter of a taxi affected by the amendment has not been converted to record the revised scale of fares, the taxi driver still has to issue a fare receipt to the passengers. The taxi-driver should set out in manuscript, next to the total amount of the fare recorded in respect of such hiring on the taximeter, the total amount of the fare chargeable in accordance with the revised scale of fares.

2.5 Anyone who does not issue taxi fare receipt in accordance with the law commits an offence and he/she is liable to a fine of \$5,000 and to imprisonment for 6 months.

## III. ILLUMINATED SIGNS AND MARKINGS

3.1 Every taxi should be fitted on the top of its roof an illuminated sign, of a type approved by the Commissioner, which at all times during the hours of darkness when the taxi is available for hire displays the word "TAXI" so that it is clearly visible from the front and the rear of the vehicle. In addition, every taxi

should be plainly marked in English and Chinese writing of uniform size not less than 100 millimetres in height on the outside of the vehicle on both the near and off sides of the vehicle with the words "TAXI" and the characters "的士".

3.2 Every taxi shall display, on the front and on the back of the vehicle, a plate indelibly coloured white on a green surface. It shows the seating capacity as laid down in the registration document in respect of that taxi. The form and dimension of the plate should be the same as that prescribed by the Commissioner.

3.3 The Commissioner may, by notice published in the Gazette, specify the colour, combination of colours or colour scheme with which the outside of taxis should be painted.

#### IV. PICKING UP AND SETTING DOWN PASSENGERS

4.1 Under normal circumstances, the driver of a taxi should not stop to pick up or set down passengers except:-

- (i) at a taxi stand in respect of the type of taxi specified; or
- (ii) when requested by a passenger or hailed by an intending passenger (except the prohibited area as stated in law).

4.2 The Commissioner may designate an area of road as an area within which a taxi may stand or ply for hire. Furthermore, the Commissioner may designate a taxi stand as a cross-harbour taxi stand.

4.3 The Commissioner of Police may temporarily designate an area of road as a taxi stand or suspend a taxi stand, for any period not exceeding 72 hours. Such designation may be indicated by appropriate traffic signs.

#### V. FOR HIRE

5.1 The driver of each of the first 2 taxis at a taxi stand should sit in or stand beside his taxi and should be ready to be hired immediately by any person.

5.2 The driver of every taxi at a taxi stand should move up his/her taxi as vacancies occur.

5.3 If a person wishes to engage a taxi:-

- (i) the driver of the first taxi at the taxi stand should accept the hire; and

- (ii) the driver of the taxi other than the first one at the stand should not accept the hire, unless the drivers of all taxis ahead of his taxi at the stand have either accepted a hire or are not in or near their taxis.

5.4 The driver of a taxi available for hire should:-

- (i) display the taximeter indicator (or “flag”); and
- (ii) keep the roof “TAXI” sign illuminated during hours of darkness.

5.5 At the time the taxi has been hired, the driver of the taxi should move the taximeter indicator (or “flag”) to the recording position. As soon as the hiring has terminated, the taxi driver should return the taximeter indicator (or “flag”) to the non-recording position.

5.6 The hiring time of the taxi should commence from either one of the following time, depending on whichever first occurs:-

- (i) the time at which the journey begins; or
- (ii) the time at which the taxi is first made immediately available to the hirer at the time and place appointed by the hirer.

5.7 When the taxi is standing and plying for hire the driver should display so as to be clearly visible to any passenger travelling in the taxi and have the followings legible to him:-

- (i) a table showing in English and Chinese characters the scale of fares chargeable in respect of the use of the taxi. The table should be of a design and construction and displayed in such position in the taxi as specified by the Commissioner;
- (ii) the registration mark of the vehicle; and
- (iii) a taxi driver identity plate in a holder.
  - (a) a taxi driver identity plate should:-
    - (1) be of such size, design, form and construction and displayed in such a position in the taxi as specified by the Commissioner;
    - (2) show the captions “TAXI DRIVER IDENTITY PLATE” and “的士司機證”;
    - (3) show the driver’s full name as shown in his identity card in English and, where appropriate, in Chinese; and
    - (4) bear the driver’s photograph, which is taken not earlier than 12 months before

the day of display.

(b) The holder should:-

- (1) be of such size, design, form and construction and displayed in such a position in the taxi as specified by the Commissioner; and
- (2) show the registration mark of the taxi.

5.8 The driver of a taxi which is standing or plying for hire at a cross-harbour taxi stand may refuse to accept any hire which is not for a destination across the harbour via the Cross-Harbour Tunnel, the Western Harbour Crossing and the Eastern Harbour Crossing.

## VI. TAXI FARES

6.1 Details of the scale of fares chargeable by a taxi is enclosed in Appendix 3. The scale of fares for the hiring of taxis, the additional fares and the toll charge for the use of tunnels should be based on the figures appeared in the Gazette. The fares suggested in this Guidelines is only the latest ones available at the time of printing and no notification on subsequent changes will be issued.

## VII. HIRING OF TAXI

7.1 The registered owner of a taxi may hire the vehicle to any person on any terms as may agreed with the hirer.

7.2 Before a vehicle is hired, the registered owner and the hirer have to complete and sign 2 copies of a document which contain the following particulars:-

- (i) the rate or scale of charges applicable to the hiring;
- (ii) details of the third party risks insurance held in respect of the vehicle; and
- (iii) the names and addresses of the persons who are permitted to drive the vehicle while it is the subject of the hiring and the numbers of their driving licences.

7.3 The registered owner should retain one copy of the document and produce it on demand by a police officer made within 3 months after the commencement of the hiring.

7.4 The hirer should retain another copy of the document and produce it on demand by a police officer made during the continuance of hiring.

7.5 A person permitted to drive a taxi must be a holder of a valid driving licence with an

entitlement to drive taxi and taxi driver identity plate.

## VIII. CARRIAGE OF GOODS

8.1 No goods other than personal hand baggage shall be carried on a taxi.

8.2 Personal hand baggage shall not include the followings:

- (i) any goods which are of a dangerous or offensive nature; and
- (ii) any goods which are not securely wrapped.

8.3 As a general rule, each piece of light personal baggage that is placed inside the passenger compartment can be carried free of charge if its total dimensions (length + width + height) do not exceed 140 cm.

8.4 Taxi driver may charge passenger for every piece of baggage that is placed inside the luggage compartment a baggage surcharge regardless of its dimensions.

8.5 Wheelchairs, crutches and other items used as an aid to mobility which are carried by a taxi passenger with disabilities can be carried free of charge regardless of their dimensions and where they are placed.

## IX. CARRIAGE OF ANIMALS AND BIRDS

9.1 The carriage of animals and birds in a taxi and the terms and conditions under which any animal or bird is carried should be at the sole discretion of the driver of the vehicle. However, any person who is permitted to take any animal or bird on a vehicle must be responsible for and pay for any damage to the vehicle caused by that animal or bird.

## X. LOST PROPERTY

10.1 Any person who finds any property accidentally left in a taxi should immediately hand it in the state in which he finds it to the driver.

10.2 Immediately after every journey or hiring of a taxi, the driver should carefully search the vehicle to ascertain whether any property has been left in the taxi. Any driver who finds any property left in a taxi, should deposit such property at a police station in the state in which it has been found by or handed to him within 6 hours. He should truly state the particulars of such finding to the Police.



10.3 Provided that such property is sooner claimed by the owner with satisfactory proof of ownership, the property should be restored to the owner instead of being deposited at a police station.

## XI. SEAT BELTS

11.1 The driver of a taxi may refuse to a hire or to drive the vehicle if a passenger in the vehicle refuses or fails to wear a seat belt in accordance with the Road Traffic (Safety Equipment) Regulation. That passenger should:-

- (i) leave the vehicle if so required by the driver, an authorized person or a police officer; and
- (ii) pay the legal fare then recorded on the taximeter.

## XII. OBLIGATIONS AND GENERAL CONDUCT OF TAXI DRIVER

12.1 The driver of a taxi should not without reasonable excuse:-

- (i) wilfully refuses or neglects to accept a hire from a hirer whether the intention of such hirer is indicated expressly or by implication;
- (ii) refuses or neglects to drive the taxi to any place indicated by a hirer;
- (iii) refuses or neglects to carry such number of passengers as required by the hirer, when the number of passengers do not exceed the number specified in the vehicle licence in respect of the taxi;
- (iv) drive to the destination specified by the hirer by not adopting the most direct practicable route; and
- (v) when his/her taxi is hired, permit any person other than the hirer to enter the taxi without the consent of the hirer.

12.2 The driver when in charge of the taxi, should:-

- (i) not in any manner attract or attempt to attract anyone in order to induce him/her to hire the vehicle;
- (ii) ensure that himself/herself and the vehicle is kept in a clean and tidy condition;
- (iii) not deceive or refuse to inform a passenger or intending passenger as to the proper fare and

route to any place;

- (iv) at all times when the taxi is available for hire or is hired, carry for the purpose of giving change, not less than:-
  - (a) \$90 in notes of a denomination of \$10 or in coins of a denomination of \$2 or more; and
  - (b) \$10 in coins of a denomination of \$1 or less;
- (v) take all the reasonable precautions to ensure the safety of passengers on or entering or alighting from the vehicle;
- (vi) not unreasonably delay the journey;
- (vii) not smoke in or on the vehicle when it has passenger on board;
- (viii) not congregate or assemble with other drivers so as to create annoyance to the members of public;
- (ix) drive the taxi away immediately after the passengers have alighted from or boarded the taxi in such manner as to cause the minimum of obstruction and congestion;
- (x) under request of any police officer or traffic warden in uniform or any person authorized by the Commissioner, give particulars of his/her name and address and the name and address of the licensee or owner by whom he/she is employed; and
- (xi) while conveying passengers to or picking up passengers from any place of public amusement or assembly, draw up in order of arrival as near to the door or entrance and, subject to any discretion by the police officer or traffic wardens in uniform, drive the taxi away immediately after the passengers have alighted from or boarded the taxi in such a manner as to cause the minimum of obstruction and congestion.

## APPENDIX 1

### FORMAT OF TAXI FARE RECEIPT ISSUED BY THE RECEIPT PRINTING DEVICE

#### (1) RECEIPT IN CHINESE VERSION

Notes preprinted on the back of the receipt

1.	车号	XY1234
2.	上车	25/12/08 18:00
3.	下车	25/12/08 18:25
4.	总公里	19.45
5.	收费公里	19.25
6.	收费分钟	5.00
7.	附加费	HK\$30.00
8.	总车费	HK\$157.50

1.	TAXI NO.	XY1234
2.	START TIME	
3.	END TIME	
4.	TOTAL KM	
5.	PAID KM	
6.	PAID MIN	
7.	SURCHARGE (HK\$)	
8.	TOTAL FARE (HK\$)	

#### (2) RECEIPT IN SIMPLIFIED VERSION

Notes preprinted on the back of the receipt

1.	XY1234
2.	25/12/08 18:00
3.	25/12/08 18:25
4.	19.45 KM
5.	19.25 KM
6.	5.00 MIN
7.	HK\$30.00
8.	HK\$157.50

1.	車號 TAXI NO.
2.	上車日期及時間 START TIME
3.	下車日期及時間 END TIME
4.	總公里 TOTAL KM
5.	收費公里 PAID KM
6.	收費分鐘 PAID MIN
7.	附加費(港元) SURCHARGE (HK\$)
8.	總車費(港元) TOTAL FARE (HK\$)

#### (3) RECEIPT IN BOTH ENGLISH AND CHINESE

车号	TAXI NO.	XY1234
上车	START TIME	25/12/08 18:00
下车	END TIME	25/12/08 18:25
总公里	TOTAL KM	19.45
收费公里	PAID KM	19.25
收费分钟	PAID MIN	5.00
附加费	SURCHARGE	HK\$30.00
总车费	TOTAL FARE	HK\$157.50

No notes is required for this receipt

## **APPENDIX 2**

### FORMAT OF RECEIPT ISSUED BY TAXI DRIVER MANUALLY

的士車號：			
TAXI NO.: _____			
上車日期：	年	月	日
DATE:	_____ Yr	_____ Mon	_____ Day
下車時間：	上午／下午		
END TIME:	_____ a.m./p.m.		
咪錶顯示收費：			
METER FARE:	HK\$	_____	
附加費：			
SURCHARGE:	HK\$	_____	
總收費：			
TOTAL TAXI FARE:	HK\$	_____	
司機姓名：			
NAME OF DRIVER:	_____		

## **APPENDIX 3**

### **Taxi Fares**

#### **Urban Taxi**

Type of Fares	Fares
First 2 kilometres or any part thereof	\$22
Every subsequent 200 metres or part thereof / Every period of 1 minute waiting time or part thereof Until the chargeable amount reaches \$78 After the chargeable amount has reached \$78	\$1.6 \$1

#### **New Territories (NT) Taxi**

Type of Fares	Fares
First 2 kilometres or any part thereof	\$18.5
Every subsequent 200 metres or part thereof / Every period of 1 minute waiting time or part thereof / Until the chargeable amount reaches \$60.5 After the chargeable amount has reached \$60.5	\$1.4 \$1

#### **Lantau Taxi**

Type of Fares	Fares
First 2 kilometres or any part thereof	\$17
Every subsequent 200 metres or part thereof / Every period of 1 minute waiting time or part thereof Until the chargeable amount reaches \$143 After the chargeable amount has reached \$143	\$1.4 \$1.2

## Additional Fares

Type of Fares	Fares		
	Urban Taxi	NT Taxi	Lantau Taxi
Every baggage (except light personal hand baggage carried inside passenger compartment)	\$5	\$5	\$5
Every animal or bird	\$5	\$5	\$5
Every hiring arranged through telephone booking	\$5	\$5	\$5
Wheelchairs and crutches carried by disabled passengers	Free	Free	Free

## Surcharge for Every Hiring Involving the Use of Toll Tunnel, Toll Road or Toll Area

Cross-Harbour Tunnel Eastern Harbour Crossing Western Harbour Crossing	Amount of toll paid by driver + \$10* (return toll) Amount of toll paid by driver + \$15* (return toll) Amount of toll paid by driver + \$15* (return toll)
*The return toll is not payable by passenger if: the hiring begins from a cross-harbour taxi stand; or the final destination is not on the opposite side of the harbor.	
Lantau Link	\$30 (per use)
Other toll tunnels and toll area	Amount of toll paid by driver

**Note : The above taxi fares are for reference only. The latest information should refer to the Gazette Notice.**

