

Best Practices for Managing Taxi Cameras

You are an owner or manager of a taxi company in British Columbia. The taxis in your fleet use taxi cameras. The cameras make it safer for your company's drivers to do their work. It also means your company has some important responsibilities.

This 'Best Practices Checklist' helps company managers and owners put systems in place to meet taxi camera requirements. We recommend that you review the checklist from time to time.

Camera Program Contact

- A manager or owner of your company has been selected as your "Company Taxi Camera Representative" to respond to questions that drivers or passengers have about taxi cameras
- Your company's contact is familiar with company taxi camera policies and procedures, and with the Board Taxi Camera Rule at www.ptboard.bc.ca/cameras.htm

Driver Training

- Company policies and procedures empower drivers to ensure that taxi cameras are always working
- Drivers receive training that includes taxi camera operating requirements and company policies and procedures on taxi cameras

Pre-Shift Inspections

- The pre-shift checklist includes visual checks of the camera head, status light, wires and connections
- Dispatch is trained on steps to take to ensure that detected camera problems are fixed within 5 days

Schedule camera inspections annually

- A system is in place for all cameras in the fleet to be inspected each calendar year

Standard Billing Procedure for Cameras

- A company-wide service agreement or billing procedure is in place that enables any driver or owner/operator to authorize timely taxi camera inspections, maintenance and memory card replacement

Equipment Records & Tracking

- A system is in place to retain records of taxi cameras for the life of each camera system—including purchases, installations, repairs and inspections