

# DVSA Standard Operating Procedure Coronavirus (COVID-19): conducting driving tests (Car)

Use from 4 July 2020

This standard operating procedure (SOP) outlines the procedures you should follow in conducting a driving test.

## Extra time will be made for each test

To allow the examiner to take all additional precautions as outlined in this standard operating procedure, extra time will be made for each test.

## When appointments have been arranged

The examiner will either receive a journal through the Driving Examiner Services (DES) app the day before, or via an email generated by deployment through the testing and registration system (TARS).

## Taking the driving test

Examiners must wear suitable clothing providing as much covering as reasonable. Short sleeved shirts can be worn.

You should:

- wash your hands and put a face covering on before leaving the office.
- put the face covering on ensuring you cover your mouth and nose, making sure there are no gaps between your face and the covering
- avoid touching the covering while using it; if you do either wash your hands with soap and water, if at the test centre, or use hand sanitiser whilst on test
- wear gloves as soon as your face covering is fitted and for the duration of the test
- avoid touching your face with your hands

You may choose to wear gloves. If you do, you should wear them as soon as your face covering is fitted and for the duration of the test.

## Meeting the candidate

Waiting rooms will remain closed until further notice, candidates will not be able to use the facilities at the test centre.

When leaving the building the door should be locked to prevent candidates / members of the public entering the building. Where this is not possible a local arrangement should be agreed to ensure the building is secure.

Meeting and greeting will now take place in the car park. For DTCs without car parks, the meet and greet will take place at the usual parking area the candidates use.

You must politely remind the accompanying driver of the requirement for social distancing.

## Face coverings

Candidates must wear a face covering, unless there are exceptional circumstances, which must have been pre-notified and agreed. If the candidate does not have a face covering the examiner can provide one, it must be worn for the duration of the test. The face covering must be retained by the candidate and not left on site.

Where a candidate arrives for test wearing a face covering, you may need to ask the candidate to temporarily remove their face covering so their identity can be confirmed.

Should the candidate be wearing a niqab (full face veil worn for religious purposes), you should be sensitive in ensuring the privacy of the candidate when carrying out the identity check. You must consider the candidate's wishes of their face not being seen by others during the identity check. This may mean just asking the candidate to position with their back towards others present before removing their niqab.

In some circumstances, it may be necessary to wait for other candidates to leave the car park before the identity can be checked.

Where candidates present for test wearing glasses and a face covering, you should make them aware of the increased possibility of glasses/eye protection fogging up. Where issues arise with this on test, offer advice and guidance to help resolve the problem. If the issues continue to interfere with the safety of the test, terminate/stop the test on safety grounds.

Find out more about [how to wear and make your own cloth face covering.](#)

## Social distancing measures

You must politely remind the accompanying driver of the requirement for social distancing.

Do not shake the candidate's hand.

You must not let the candidate touch the iPad, stylus or paper DL25.

Provide the candidate with an insurance and residency declaration form (Word) and a pen if they don't have their own. The candidate must keep this form.

Ask the candidate to:

- read the insurance and residency declaration form
- tick the boxes if they agree with the statements
- sign it

Without handling the licence, you must then compare their signature on the form to the one on their licence.

A UV check should then be carried, also out without physically handling the licence. This will be a part of the usual identity check.

## Confirmation

Mark a cross X in the signature box on either the iPad or the paper DL25 to confirm that the candidate has agreed with the statements and has satisfied the identity checks.

For DES app users the candidate should continue to be asked if their email address is where they wish the result to be sent.

In cases where the candidate wishes the email address to be changed, you should ask for the new email address to be written down on a separate piece of paper the candidate has. Then enter this address onto the iPad.

Ask the candidate to keep the insurance and residency declaration form (Word), it must not be left on site. This amended process avoids you contaminating your gloves before conducting the test.

ADI's / accompanying drivers will not be able to accompany the test.

The examiner should explain to the candidate that a debrief will be offered at the end of the test. In order to maintain social distancing, the ADI/accompanying driver will not be invited to listen in unless social distancing can be maintained.

### **Cleaning of cars presented for test**

You must be satisfied the vehicle has been recently cleaned.

Before entering the car, you may choose to fit a disposable seat cover to your seat.

Use an anti-viral wipe to clean:

- the passenger door handles inside and outside
- the dashboard in the examiner area
- any other touch points

Dispose of the wipe in line with the PPE disposal guidance, detailed below.

Any seat covers and wipes used must be taken away and disposed of with PPE waste at the end of the test.

### **Clear symptoms**

If the candidate comes to the test with clear symptoms the test must not go ahead.

If the candidate becomes unwell or starts to cough continuously during the test, the test must be stopped.

You must make sure the test vehicle is well ventilated. This may mean asking the candidate to open their window, as well as your window being opened at the start of the test. Make a judgement to ensure the vehicle is adequately ventilated.

Conduct the test as normal, as per DT1 guidance with the following exception.

### **Exception to conducting a test as normal**

#### **Curtailing tests when failed**

Where a candidate fails the test either by committing a serious or dangerous fault or by making 16 driving faults, direct the candidate back to the test centre taking the most convenient route and do not carry out any additional test requirements.

Any faults identified on the route back to the test centre should continue to be assessed and recorded in the usual way. In many cases it's likely this will mean arriving back at the test centre having not fully completed the test. In this case, the test will be terminated in the interest of public safety at the test centre and completed using activity code 4.

These should not be recorded on the terminated test log unless the drive was terminated and stopped on the road in the interest of public safety.

### **Debrief**

Do not alert the candidate to the outcome of the test until arriving back at the test centre.

During the debrief explain to the candidate that the test has been curtailed following the point at which the test had been failed, and that continuing the test would have made no difference to the outcome.

### **At the end of the test**

If the candidate has passed, you should read the health declaration to candidate and ask if the statement is true.

If the candidate agrees, mark a cross X in the signature box on either the iPad or the paper DL25 to confirm that the candidate has agreed with the statement.

When completing the DVSA10 pass certificate, you can take the driver number from the iPad. You'll see it at the top of the screen where the pass certificate number is entered.

You should take the candidate's licence in the usual way for ADLI issue, ensuring it's only handled with gloves on. The iPad and wallet should be closed before handling the driving licence. This avoids the iPad becoming contaminated.

When you return to the office, you must:

- shred the licence, if in receipt of it
- clean the sat nav and mirror if used with anti-viral spray or wipes
- refer to the HSE guidance for the correct removal of single use gloves
- if worn, dispose of your gloves
- wash your hands (and arms if wearing short sleeves)

If you choose to wear gloves, use a new pair for each test.

If the test was conducted on the DES app, all write ups should be done using the voice to text function.

If you do not use an iPad user or you're conducting a test currently not available on the DES app, complete the test using the paper DL25 form.

Post the DL25A to the Newcastle scanning team as normal. Contingency is in place to have staff available to scan the paper DL25s.

At the moment, there remains sufficient traffic on the roads to ensure that a meaningful test can be conducted. This will be reviewed regularly.

### **Disposing of PPE and disposable face coverings**

Personal Protective Equipment (PPE) such as gloves and anti-viral wipes, must be disposed of separately to general waste.

PPE must be disposed of and double bagged daily. At the end of the day the bag must be clearly marked by taping on a note showing the date it can be collected.

It will be collected using normal collection methods and must be at least 72 hours after the items were disposed of.

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