

DVSA Standard Operating Procedure Coronavirus (COVID-19): Conducting ADI Part 2 tests

UPDATED 24 July 2020

This standard operating procedure (SOP) outlines the procedures you should follow when conducting an ADI Part 2 Test.

Assessment of the ADI Part 2 tests has not changed, however some of the processes and procedures have been amended to protect the safety of our people and customers.

Flexible start/finish times

You can choose the start and finish times of tests, which you can discuss and agree with the potential driving instructor (PDI), to help you deliver a mixed programme of disciplines whilst adhering to precautions as a result of COVID-19.

There will be no change to the start and finish locations of an ADI Part 2 test, they will take place from the location booked by the PDI.

When appointments have been arranged

You'll receive a journal or an email generated by the Deployment team through the Testing and Registration System (TARS).

Conducting the ADI Part 2 test

You must wear suitable clothing providing as much covering as reasonable.

Short sleeved shirts can be worn but you should follow the guidance in the risk assessment, the key points are:

- wash your hands for 20 seconds using soap and water or hand sanitiser prior to leaving the office and on their return
- gloves are optional, they do not replace the need for regular hand washing with soap and water.
- wash your hands more often, especially when you arrive at work, before and after interacting with different customers: after blowing their nose, cough or sneeze, and before you eat or handle food
- when gloves are worn: familiarise yourself with the HSE guidance on the safe use and removal of gloves
- face coverings must be fitted and worn for the duration of the test, an adequate supply of these will be provided
- avoid touching your face, eyes or mouth with their hands
- you have the option of using a seat covering. If an instructor puts their own seat covering on for you to use, ask if it has been used previously. If in doubt, use a DVSA supplied covering
- any anti-viral wipes, gloves, face coverings or seat covers used should be removed from the instructor's car and disposed of following PPE guidance on your return to the office



Meeting the PDI

Driving Test Centre (DTC) waiting rooms will remain closed until further notice. PDIs should be given access to toilet facilities where they're available, on request.

Where people using the toilet have to walk through waiting rooms, they should be escorted. When leaving the building, the door should be locked to prevent members of the public from entering the building unnecessarily.

Before locking doors, check that nobody is still inside the premises. Where this is not possible, a local arrangement should be agreed to make sure the building is secure.

DTCs without car parks

For DTCs without car parks, the meet and greet will take place at the usual parking area the test candidates use.

Face coverings

PDIs must wear a face covering.

If the PDI does not have a face covering, you can provide one. It must be worn for the duration of the test. The face covering must be retained by the wearer and not left on site.

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

Should the PDI be wearing a niqab (full face veil worn for religious purposes), be sensitive and ensure their privacy when carrying out the identity check. You must consider their wishes to not have their face seen by others during their identity check. This may mean just asking them to position with their back towards others present before removing their niqab.

In some circumstances it may be necessary to wait for other persons to leave the car park before their identity can be established.

Social distancing measures and pre-test checks

For everyone's continued safety, continue to follow guidance on reducing the spread of COVID-19. You must politely remind the PDI of the requirement for social distancing.

Do not:

- shake the PDIs hand
- let the PDI touch the iPad, stylus or paper DL25

Provide the PDI with an insurance and residency declaration form and a pen if they do not have their own. They must keep this form and the pen.

Check their driving licence remaining at least 1 metre away without physically handling the licence.

Mark a cross X in the signature box on the paper DL25 to confirm that the PDI has agreed with the statement and has satisfied the identity check.

Test & Trace

If a DVSA Examiner has a confirmed diagnosis of Covid19 in the days after a test, the NHS Test and Trace service will use data DVSA collects to contact the PDI.

We've updated our privacy notice published on GOV.UK to explain how we manage personal data. See section 4.1 of the following document:

<https://www.gov.uk/government/publications/dvsa-privacy-notice/approved-driving-instructor-adi-registration-and-services-privacy-notice>

PDI vehicle – car presented for test

You must be satisfied the vehicle has recently been cleaned. This should be obvious from a visual check. Before entering the vehicle, you can fit a disposable seat cover to their seat.

Use an anti-viral wipe to clean the door handles inside and outside, and any other touch points should be wiped. The wipe must be disposed of in line with the PPE disposal guidance. Seat covers and wipes used by the examiner must be taken away and disposed of with PPE waste at the end of the test.

Clear symptoms

If the PDI arrives for test with clear symptoms associated with Covid19, the test must not go ahead.

Where the PDI becomes unwell or starts to cough continuously during the test, it must be stopped.

Make sure the test vehicle is well ventilated. Discuss with the PDI and agree how you can best achieve this for the duration of the test for the benefit of both parties in the vehicle.

New measures to curtail the test if necessary

In line with the Cat B driving test

To reduce the amount of time you spend with a PDI in the vehicle unnecessarily, ADI Part 2 tests will be curtailed if a PDI has:

- committed a serious or dangerous fault
- has accumulated 7 or more driving faults

Direct the PDI back to the test centre taking the most convenient route and not carry out any additional test requirements.

This may occur during the independent section of the test. Pre-load the DTC postcode location into the sat nav prior to conducting a test. If the test is curtailed during this element, the sat nav will then take the most direct route back to the DTC. This should be done discreetly. If the PDI asks then confirm they are being directed back to the start location.

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 that you'll arrive back at the DTC having not fully completed the test.

During the debrief, explain to the PDI that the test was curtailed following the point at which the PDI could no longer pass the Part 2 test: continuing the test would have made no difference to the outcome. This is done to mitigate any unnecessary time spent in the vehicle for both yourself and PDI. By reducing the time in a car for all parties, it may help to further reduce the risk of transmission of Covid19.

End of test procedure

Follow your normal practice and inform the PDI of the result of the test and offer a debrief and a copy of the DL25.

Exit the vehicle removing the seat cover, where applicable, to dispose of with other PPE, inviting the PDI for their debrief adhering to social distance guidelines outside of the vehicle.

Debrief

PDIs are not allowed to have their Trainer accompanying the Part 2 test, however they may be present for the debrief: either in person, maintaining social distance.

The PDI can use their telephone to allow their Trainer to listen to the debrief. This should not hold up the process, especially if it impacts on your subsequent duties.

The debrief should be conducted outside of the vehicle.

When you return to the office, you must:

- clean the clipboard, Sat Nav & mirror if used with anti-viral spray or wipes
- dispose of any anti-viral wipes, gloves, face coverings or seat covers used
- refer to the HSE guidance on the correct removal of single use gloves
- wash your hands for 20 seconds using soap and water or hand sanitiser
- a new face covering should be used for each test and new gloves if you chose to wear them

Paperwork and results should be handled and stored following the normal process. Consider the need to wash your hands again to avoid any cross contamination from your paperwork. When posting DL25's please write 'date posted' and the date on the rear of the envelope. The DL25A's should be posted to the Newcastle scanning team as normal.

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Disposing of PPE and disposable face coverings

Personal Protective Equipment (PPE) such as gloves and antiviral 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.