

Coronavirus (COVID-19): conducting driving tests for critical workers

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

Both the standard operating procedure and risk assessments are being updated regularly, please check you're using the latest version before you do any testing.

Dealing with critical/key workers requests for a driving test

You can view the new service on GOV.UK using the below links:

- [Apply for an emergency theory test if you're a critical worker](#)
- [Apply for an emergency driving test if you're a critical worker](#)

At the start of the application, they'll be asked a series of questions and will need to supply their ID, so we have all the information we need to confirm their eligibility.

Applicants will then be matched with available volunteers for test slots at their nearest testing centre.

How deployment will arrange the driving test

Deployment will agree a priority testing work pattern with examiners.

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).

Examiners should check their journals and emails daily

As tests will be booked in automatically based on the agreed programmes, examiners should check their journals and emails daily.

To make sure examiners are not overused, deployment will share tests out amongst all volunteers, keeping the number of tests conducted to a minimum.

Examiners must notify their local driving test manager (LDTM) or their deputy about when and where they are testing to make arrangements for keeping in touch on the day, this is to ensure the examiner remains safe.

Taking the driving test

Examiners must wear suitable clothing that fully covers their arms and legs.

The test will take place at a DVSA location that has hand washing facilities for both the examiner and the candidate.

Examiners should:

- wash their hands before leaving the office and entering the public waiting area
- wear gloves as soon as hands have been washed and for the duration of the test
- refer to the [Health and Safety Executive \(HSE\) guidance for the correct removal of single use gloves \(PDF\)](#)
- avoid touching their face with their hands

Face coverings

In addition to the above PPE requirements, examiners may choose to wear their own face covering. Wearing a face covering is optional and is not required by law, including in the workplace.

If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Care must be taken to ensure that any additional items worn do not interfere with the control of the test. Examiners need to be aware that there is the potential for glasses fogging up when worn with a face covering.

Candidates are not required to wear face coverings, tests should still be conducted under these circumstances.

Where a candidate turns up for test wearing a face covering/mask, where necessary examiners should ask the candidate to temporarily remove their face covering/mask so their identity can be confirmed.

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

Social distancing measures

Where necessary the examiner must politely remind the accompanying driver of the requirement for social distancing.

Examiners must not shake the candidate's hand.

Examiners must not let the candidate touch the iPad, stylus or paper DL25. The examiner will provide the candidate with a blank piece of paper and a pen if the candidate doesn't have their own.

The examiner should read the insurance and residency declaration to the candidate and ask them to confirm they agree with the statements.

The candidate should sign the separate piece of paper so the examiner can compare to the licence signature without handling the licence. The UV check should be carried out without physically handling the licence. This will be a part of the usual identity check.

The examiner should 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 the examiner should ask for the new email address to be written on the separate piece of paper the candidate has, the examiner should enter this address onto the iPad.

The candidate must be asked to retain the paper and pen, it must not be left on site. This amended process avoids the examiner contaminating their gloves before conducting the test.

The test will be unaccompanied to help with social distancing and to reduce potential spread of the virus.

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

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.

The examiner must ensure the test vehicle is well ventilated. This may mean asking the candidate to open their window, as well as the examiner window being opened at the start of the test. Examiners should make a judgement to ensure the vehicle is adequately ventilated.

The examiner should conduct the test as normal, as per DT1 guidance with the following exception.

Exception to conducting a test as normal

This exception only applies to car and vocational tests, and not motorcycle tests.

Where a candidate fails the test either by committing a serious or dangerous fault or by making 16 driving faults, the examiner should direct the candidate back to the test centre taking the most convenient route and 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 is likely that 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.

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

The examiner should not alert the candidate to the outcome of the test until arriving back at the test centre.

Additional guidance for vocational tests only

The reversing exercise and uncouple/recouple exercise must be done at the start of the test.

If the candidate gets a serious fault for either of these exercises, then the test must be terminated in the interest of public safety using activity code 4 as per the general guidance above.

These exceptions only affect tests being conducted during the coronavirus (COVID-19) pandemic. These exceptions do not apply to Mod 1 or Mod 2 Motorcycle tests.

Additional guidance for Motorcycle tests only

Motorcycle examiners must follow these additional steps:

Mod 1 and Mod 2

Signing and kitting up of candidates / completing end of test paperwork and debriefs should be carried out either in the general waiting room or outside, the bike kitting up room is too small to allow for social distancing.

Start of test

Fitting the Bluetooth devices – The candidate must fit their own earpiece which will be provided by the examiner, this will be an unused earpiece.

If the candidate has their own earpiece compatible with our Bluetooth device, it is acceptable for them to use it.

If the examiner has any Bluetooth issues during the test, they should talk the candidate through switching it off and back on again to reset it. Once the test has started the examiner should not handle any of the radio equipment.

End of test

The examiner should wear a pair of gloves provided by DVSA and ask the candidate to remove their earpiece. Once removed the examiner should dispose of the earpiece along with their gloves. Refer to the [HSE guidance for the correct removal of single use gloves. \(PDF\)](#) The guidance relating to disposing of PPE should be followed for disposing of earpieces and gloves.

MOD 1 Tests only

Sign the candidate up following the advice above.

Make sure that the government rules for social distancing are followed during all briefs for each individual MMA exercise.

At the end of the test

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

If the candidate agrees, the examiner should 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.

The examiner 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 the examiner handles the driving licence. This avoids the iPad becoming contaminated.

When the examiner returns to the office they must:

- shred the licence, if in receipt of it
- refer to the [HSE guidance for the correct removal of single use gloves \(PDF\)](#)
- dispose of their gloves
- wash their hands

A new pair of gloves should be used for each test.

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

If the examiner is a non-iPad user or is conducting a test currently not available on the DES app, they should complete the test using the paper DL25 form.

They should 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 our roads to ensure that a meaningful test can be conducted. This will be reviewed regularly.