

# DVSA Standard Operating Procedure Coronavirus (COVID-19): Conducting ADI Part 3 tests and standards checks

Updated: 24<sup>th</sup> July 2020

This standard operating procedure (SOP) outlines the procedures you should follow when conducting an ADI Part 3 tests and standards checks.

Assessment of the ADI Part 3 test and standards check has not changed. However, some of the processes and procedures have changed 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 instructor, to help you deliver a mixed programme of disciplines whilst adhering to precautions as a result of COVID-19.

If an instructor cannot be contacted or a mutually suitable agreement cannot be reached. The default start and finish locations of an ADI Part 3 or standards check test will be the location booked by the instructor.

## 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).

## Advance contact with the Instructor

A few days prior to the appointment, telephone the instructor to confirm the location and time.

If an alternative meeting point is requested, you must be satisfied you can reach the location within approximately 5 minutes from your base.

You can apply some flexibility around the start time of each scheduled test with the mutual agreement of the instructor.

During the call, confirm they're clear they must attend with a pupil who is either:

- partly trained
- trained or
- full licence holder

A beginner or static lesson is not acceptable. Keeping the vehicle moving and ventilated during the assessment may help reduce the transmission of COVID-19.

## Conducting an ADI Part 3 test or standards check

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

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 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 instructor

Meeting the instructor will take place in the car park.

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..

### Driving Test Centres (DTC) 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

Instructors must wear a face covering.

If the instructor 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 an instructor 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 instructor 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 instructor of the requirement for social distancing.

Do not:

- shake the instructor's hand
- let the instructor touch the paper Part 3 or standards check form
- touch training, CPD or pupil records – ask questions to establish what the instructor is showing you

You should then:

Read out the ADI Part 3 declaration or provide a pre-printed paper copy of the declaration

Provide the instructor with an insurance and residency declaration form (Word) (Word), and a pen if they do not have their own. They must keep this form and the pen.

Look at the driving licence or instructor's badge remaining at least 1 metre from them to make the identity check without physically handling the licence.

Mark a cross X in the signature box on Part 3 to confirm that the instructor has agreed with the statement and has satisfied the identity check.

For ADI's presenting for a Standards Check, you must see their current valid ADI badge to confirm their identity.

### **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 instructor.

NHS Test & Trace will also require information about the pupil that was also present; DVSA does not hold this information. The ADI will be asked for this by NHS Test & Trace.

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>**

## Instructors vehicle – car presented for test

You must be satisfied the vehicle has recently been cleaned. This should be obvious from a visual check.

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.

Wipes used by the examiner must be taken away and disposed of with PPE waste at the end of the test.

You have the option of using a seat covering. If an instructor has put their own seat covering on for you to use, please ask them to confirm it has not been used previously. If in doubt, use a DVSA supplied covering.

### Clear symptoms

If the instructor or pupil arrives for test with clear symptoms associated with COVID-19, the test must not go ahead.

If the instructor or pupil 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. Discuss with the instructor and agree how you can best achieve this for the duration of the test, for the benefit of all parties in the vehicle.

### New measures

Due to COVID-19 in consultation and with support from the ADI Industry, we have made changes to the Part 3 and Standards Check delivery.

These tests now require a PDI or ADI (instructor) to plan their Part 3 or standards check lesson to approximately 45 minutes, with a minimum of 40 minutes of that lesson 'wheels moving'.

Keeping the lesson moving, whilst allowing for short stops to deliver necessary instruction and guidance to their pupil, will ensure we can keep the vehicles ventilated for all parties, as per Government guidance published on 11th May, 'Working safely during Covid-19 in or from a vehicle'.

Whilst social distance measures cannot be fully maintained in a vehicle, reducing the time in a car and increasing ventilation is recommended. The use of face coverings as compulsory for all parties may help to further reduce the risk of transmission.

Reducing a normal lesson from 60 minutes to approximately 45 minutes (supported by NASP and ORDIT working group members), will allow the instructor to demonstrate their competence, whilst benefiting all parties in the vehicle. As it will keep the time spent close to others as short as possible.

Removing beginner lessons and requiring the instructor to bring a partly trained, trained or full licence holder will prevent the lesson from being static for long periods. Only lessons that provide 'wheels moving' for the majority of the lesson will be acceptable to ensure good ventilation for all parties.

### When running a test

The instructor should arrive a few minutes prior to their allotted time, you should ask them to step outside of their vehicle so you can go through preliminary identification checks and ask some questions regarding the Instructors lesson plan for the session.

Do not offer to shake hands but will maintain at the recommended social distance. As these preliminaries may be delivered outside of a building, please remember to wear suitable clothing, or carry an umbrella in case of bad weather.

Remember to check with the instructor they have brought a pupil who is either:

- partly trained
- trained
- a full licence holder

No beginner lessons will be permitted as they are often the most static. The test will not go ahead, and the fee will be forfeited if the Part 3 cannot be conducted, due to the level of the pupil and the lesson plan.

There's no change to what you should expect to see and assess, this is a normal lesson that you are joining part way through. Instructors should cover all competencies, even though the time has been reduced: instructors will still be assessed on all elements. Instructors will have spent time when they collected their pupils, setting out the goals for the lesson and discussing risk management, you should expect these key competencies to be recapped for the purpose of your assessment. This should take no more than 2 or 3 minutes.

### Keeping the vehicle moving

This does not mean that Instructors cannot stop or change the lesson plan if something goes wrong. We expect this, the lesson is for the benefit of their pupil. We are not expecting a 10 to 15-minute static brief during the minimum 40 minutes 'wheels moving' assessment. You should try and manage this situation with a discreet prompt, if the Instructor continues and you cannot make a satisfactory assessment. On your return you should terminate the test – no result. If this happens on a Part 3 test, the fee will be forfeited. On a standards check, the lesson will be void and the Instructor will have to attend again.

On return to your start location, the Instructor should have a couple of minutes at the end of their lesson plan for the pupil to be given time to reflect on their performance. This should take approximately 2 – 3 minutes, however you should intervene if this continues with no meaningful content for assessment, such as booking the pupils next lesson, this can be done once you exit the vehicle.

### Once out of the Instructors vehicle

Complete your paperwork in the usual way, ensuring you're in a safe environment and considering any potential cross contamination on paperwork or touch points. Once you have completed your assessment, continue with your normal process of offering the instructor the result and a debrief.

## Debrief

As with the start of the lesson this should be conducted outside, where you cannot be overheard and whilst maintaining social distance. Instructors cannot have their trainer accompanying the Part 3 or standards check. However, they may be present for the debrief either in person, maintaining social distance.

Alternatively, the Instructor may use their telephone allowing for their Trainer to listen to the debrief, this cannot hold up the debrief especially if this will impact on your subsequent duties, the debrief can be conducted outside of the vehicle.

## To recap

From entering the car:

- the instructor lesson should consist of 2-3 minutes recapping key competence areas
- a minimum of 40 minutes 'wheels moving'
- no beginner or static lessons to be given
- the end of lesson should include 2-3 minutes for pupil's reflection

The total lesson plan for the instructor is approximately 45 minutes.

Introductions and debrief between you and the Instructor should not be included in the lesson plan. As per current practice they should be delivered away from the pupil. There is no change to the assessment criteria of a Part 3 Test or a Standards check.

## End of test procedure

Inform the instructor that the assessment will be completed either in the examiner's car or DTC, depending on the start location and may take approximately 10 -12 minutes. The instructor and their pupil should be advised to use this time to maintain social distance.

Instructors can have their trainer present for the debrief either in person, maintaining social distance. Alternatively the Instructor may use their telephone allowing for their Trainer to listen to the debrief, this cannot hold up the debrief especially if this will impact on your subsequent duties.

Follow the current procedure and issue the result and profile, as with the start of the test this discussion should be outside of the vehicle, maintaining social distance and conducted so others persons not involved cannot overhear your conversation.

A copy of the assessment form should be issued to the Instructor. When you return to the office they must, clean any clipboard if used with anti-viral spray or wipes:

- dispose of any anti-viral wipes, gloves, face coverings or seat covers used in the instructor's car and dispose of following the PPE guidance
- refer to the HSE guidance for the correct removal of single use gloves
- wash their hands for 20 seconds using soap and water or hand sanitiser

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 paperwork please write 'date posted' and the date on the rear of the envelope.

A new face covering should be used for each test, and new gloves if you chose to wear them.

### **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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