

Coronavirus (COVID-19): Conducting ADI Part 2 tests

Guide

This standard operating procedure (SOP) outlines the procedures you should follow when conducting an ADI Part 2 test. You should read it alongside the:

- [risk assessment for ADI Part 2 tests \(Word\)](#)

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.

Read the following guidance before restarting ADI Part 2 tests. You'll need to make sure you read and follow all COVID-19 and site risk assessments at the locations you work from.

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 through either:

- the driving examiner services (DES) app the day before, or
- an email generated by the Deployment team through the Testing and Registration System (TARS).

Conducting the ADI Part 2 Test

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, you should either wash your hands with soap and water if at the test centre, or use hand sanitiser whilst on 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.

You should take additional face coverings and gloves on test with you in case they become wet in bad weather.

Meeting the PDI

Waiting rooms will remain closed until further notice. PDIs should be given access to toilet facilities where they are available, upon request.

If accessing the facilities means walking through a waiting room that is being used for extra desk space, ensure clear desk policy is adhered to. People using the toilet should be escorted through the building to access them.

People using the toilet facilities will be asked to clean before and after use themselves.

LDTMs should ensure that cleaning materials are available in the toilets. A poster will be provided with instructions for cleaning the toilet and how to dispose of any PPE they may use.

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 make sure the building is secure.

Meeting and greeting will now take place in the car park. For Driving Test Centres (DTC) without car parks, the meet and greet will take place at the usual parking area the test candidates use or outside the DTC.

Face coverings

PDIs must wear a face covering, unless there are exceptional circumstances, which must have been pre-notified and agreed upon.

If the PDI does not have a face covering, you can provide them with one. It must be worn for the duration of the test. The PDI must keep the face covering and not leave it on site.

In Scotland only

You can refuse to carry out the test if the accompanying trainer or the PDI are not wearing a face covering when they arrive at the test centre. You should not refuse them if they live in the same household or they have a good reason not to wear one.

Should the PDI refuse

Should the PDI refuse to wear a face covering and did not pre-notify, the test cannot continue unless there is a volunteer available. If the test is terminated for this reason, record it using code 22.

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 checked.

Social distancing measures

You must politely remind the PDI, and any accompanying trainer, of the requirement for social distancing.

Do not:

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

If the weather is bad, complete these steps inside the vehicle.

Ask the PDI if they have a pen. If they do not, provide them with one and an:

- [insurance and residency declaration form \(Word\)](#)
- [insurance and residency declaration form \(Welsh\) \(Word\)](#)

The PDI must keep this form. If they have borrowed a pen, it must be wiped with an anti-viral wipe after the PDI hands it back to you.

Ask the PDI to:

- read the insurance and residency declaration form
- tick the box if they agree with the insurance statement
- sign it

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

Carry out the UV check without physically handling the licence. This will be 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 PDI has agreed with the statement and has satisfied the identity check.

If you're a DES app user, ask the PDI if they'd like their test result emailed to them.

If the PDI wants to change their email address, you should ask them to write the new email address on the separate piece of paper the PDI has. You should enter this email address onto the iPad.

Ask the PDI to keep the insurance and residency declaration form. They must not leave it on site. This amended process avoids you contaminating your gloves before conducting the test.

Trainers will not be able to accompany the test.

Explain to the PDI that you'll offer a debrief at the end of the test. The trainer will only be invited to listen in if social distancing can be maintained.

Cleaning of cars presented for test

You must be satisfied that the interior of the vehicle presented for test has been recently cleaned.

This means that they should have:

- tidied any unnecessary items away from the dashboard, footwells, door pockets, cup holders and seats
- wiped down the dashboard and car controls

The vehicle does not need to have had a full valet.

There may be leaves, grit, or other dirt brought into the footwell of the vehicle from outside. This is acceptable.

However, you should not turn away a test that could reasonably be conducted.

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

Use an anti-viral wipe to clean:

- the door 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.

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 PDI comes to the test with clear symptoms, the test must not go ahead.

If the PDI becomes unwell and displays clear symptoms during the test, you must stop the test.

If you terminate a test for either of these reasons you must:

1. record code 22 on the DES app
2. inform the PDI they'll receive a new booking confirmation with a re-arranged test date, free of charge
3. call the examiner hotline 01156 713 143 to inform the customer service centre

Ventilation

The car must have at least one window open on each side throughout the test. Any combination of windows can be opened, for example, one from the front and one from the back.

The windows do not have to be fully open. They need to be lowered enough to allow a good flow of air through the vehicle.

In bad weather, do not open the windows so far that the inside of the vehicle becomes overly wet or causes the PDI discomfort.

PDIs are being advised to wear clothing suitable for the weather.

Air conditioning, other ventilation systems and demisters can also be used, as long as they have a fresh air supply.

Direct air vents away from your face. The risks of transmission via air conditioning and demisters is low.

Conduct the test as normal, as per ADI1 guidance with the following exception.

Exception to conducting a test as normal

Curtailing tests when failed

Where a PDI fails the test either by committing a serious or dangerous fault or by making 7 driving faults, you should direct the PDI back to the test centre taking the most convenient route. Do not carry out any additional test requirements.

If the failure point is during the independent driving section, you should end the independent drive and give normal directions back to the test centre.

You should continue to assess and record any faults identified on the route back to the test centre. This may 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.

Do not tell the PDI the outcome of the test until arriving back at the test centre.

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

Accompanied tests

There are times when it might be necessary to have an accompanied test such as:

- for quality control purposes
- identified development needs
- conducting a test with a British Sign Language Interpreter (Deaf PDIs only)

Where the test is accompanied, the person accompanying should:

- wash their hands and put a face covering on before leaving the office
- put the face covering on ensuring it covers their mouth and nose, making sure there are no gaps between their face and the covering
- avoid touching the covering while using it. If they do, they should either wash their hands with soap and water if at the test centre or use hand sanitiser while on test
- avoid touching their face with their hands

They can wear gloves if they wish to.

To avoid inhibiting lip reading, BSL interpreters may not be required to wear face coverings. This must be pre-notified and agreed upon.

Supervised tests

Following a supervised test, feedback should be given to the examiner confidentially keeping social distance. Quality Monitoring Forms (QMF) used on the test should not be handed to the examiner. A screen shot of the completed QMF with comments on the examiner's performance, including any development needs, should be emailed to them. Confirm receipt of the form via email.

At the end of the test

Follow your normal practice and inform the PDI of the result of the test and offer a debrief. PDIs are not allowed to have their Trainer accompanying the test, however they may be present for the debrief 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.

When you return to the office, you must:

- clean the sat nav, pen and mirror, if used, with anti-viral spray or wipes
- correctly remove your single use gloves (if worn), following [HSE guidance \(PDF\)](#)
- 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 or individually assigned keyboards.

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.

Last updated 12 November 2020