

DVSA Standard Operating Procedure Coronavirus (COVID-19): Conducting driving test (tractors and specialist vehicles)

UPDATED 23 August 2021

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

Travelling to and from the test

You should use your own transport or a hire car for the journey to and from the location where possible. Avoid public transport where possible.

Hire cars

Use an anti-viral wipe to clean:

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

Face coverings

Both you and the candidate must wear a face covering when you have face to face contact for example when you meet and greet the candidate, during the test preliminaries and at the conclusion of the test.

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

If the candidate does not have a face covering

You can provide them with one. The candidate must keep the face covering and they are responsible for disposing of it after the test.

As the candidate will be alone in the vehicle during the test, there is no requirement to wear a face covering for the duration of the test.

Before leaving the office

Wash your hands thoroughly before you leave the starting location and take sufficient hand sanitiser and wipes with you.

Take spare PPE so that you have enough of everything you need to conduct the test safely, including bin liner bags to dispose of used PPE.

Meeting the candidate

Meeting and greeting will take place at an agreed location.

Before meeting the candidate, you must put your face covering on.

When wearing your face covering you should:

- ensure it covers your mouth and nose, making sure there are no gaps between your face and the covering, avoid touching the covering. 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 should take additional face coverings on test with you in case they become wet in bad weather.

Politely remind anyone accompanying the driver of the requirement for social distancing.

Do not:

- shake the candidate's hand
- let the candidate touch the iPad, stylus or paper DL25

Trainers and accompanying drivers

Trainers / accompanying drivers will not be able to accompany the test.

Explain to the candidate that you'll offer a debrief at the end of the test. But the trainer/accompanying driver will only be invited to listen in if social distancing can be maintained.

Clear symptoms

If the candidate comes to the test with [clear symptoms](#) the test must not go ahead.

If the candidate 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:

- record code 22 on the DES app
- inform the candidate that they will receive a new booking confirmation with a rearranged test date, free of charge
- call the examiner hotline 0115 6 713 143 to inform the customer service centre

Insurance and residency declaration

Ask the candidate if they have a pen. If they do not, provide them with one. You must also provide them with an:

- insurance and residency declaration form
- insurance and residency declaration form (Welsh)

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:

1. compare their signature on the form to the one on their licence
2. carry out the UV check without physically handling the licence
3. Mark a cross X in the signature box on either the iPad or the paper contingency test report to confirm that the candidate has agreed with the statements and has satisfied the identity checks.

Ask the candidate if they'd like their test result emailed to them and check their address is correct. If the candidate wants to change their email address, you should:

1. ask them to write the new email address on the insurance and residency declaration form
2. enter this email address onto the iPad without touching the form
3. Confirm it is accurately completed with the candidate

The candidate must keep the insurance and residency declaration form. If they borrowed a pen, it must be wiped with an anti-viral wipe after they give it back to you.

Conducting the test

Conduct the test as normal, as per DT1 guidance. To prevent you from shouting, you may want to ask the candidate to turn the vehicle off when you are giving instructions.

At the end of the test

If the candidate has passed, read the health declaration to them 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 contingency test report to confirm that they've 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.

Take the candidate's licence in the usual way for ADLI issue, place the licence inside a bin liner bag for safe transportation back to the DTC. The iPad and wallet should be closed before you handle the driving licence. This avoids the iPad becoming contaminated.

All used PPE must be disposed of.

When you return to the office

You must:

- shred the licence, if in receipt of it
- clean the sat nav, pen and mirror if used with anti-viral spray or wipes
- wash your hands (and arms if wearing short sleeves)

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

If you do not use an iPad, complete the test using the paper contingency test report. This will need to be rekeyed by an iPad user once completed.

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