

DVSA STANDARD OPERATING PROCEDURES FOR CRITICAL WORKER TESTS DURING COVID 19

The public liaison team (PLT) will receive and assess the email requests.

The team will check the candidate's identity, eligibility and the reason they need a test.

At the time of booking we will ask the candidate to confirm they do not currently have a high temperature or a new continuous cough and do not need to self-isolate.

Having successfully completed these checks the PLT will pass the candidate's details on to our deployment team to find the most suitable driving examiner from the list of volunteers.

Deployment will phone the examiner to confirm their availability and that they are still fit and able to conduct the test.

Deployment will ensure that we do not overuse any examiner.

Examiners will conduct no more than 4 category B (car) tests in a day or 2 vocational tests in categories or subcategories of C (lorry) and D (bus).

Deployment will find a suitable date, time and location that works for both the candidate and the examiner. This might not always be at the candidate's preferred location.

Once we have arranged an appointment the examiner will receive a journal either electronically through the DES app the day before or via an email generated by deployment through TARS.

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

The test will take place at a DVSA location that has handwashing facilities for both the examiner and the candidate. Examiners should wash their hands before leaving the office and entering the public waiting area. Gloves should be worn as soon as hands have been washed and for the duration of the test and anti-bacterial wipes will also be available to the examiner.

Examiners should avoid touching their face with their hands.

The examiner should ask the candidate to wash their hands before the sign-up process at the start of the test.

Examiners must not shake the candidate's hand.

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

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

At the end of the test, when the examiner returns to the office, use antibacterial wipes on any equipment the candidate might have touched, such as the iPad stylus or a pen BEFORE removing and disposing of their gloves and washing 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.

