

# DVSA Standard Operating Procedure Coronavirus (COVID-19): Conducting driving test (Motorcycle Mod 1 & Mod 2)

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

## Extra time will be made for each test

To allow you 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

You'll receive a journal through either:

- the driving examiner services (DES) app the day before, or
- an email generated by deployment through the testing and registration system (TARS)

## Taking the motorcycle test

### Mod 1 tests

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. Make sure there are no gaps between your face and the covering. The covering may be a neck tube often worn by motorcyclists, so long as it covers the mouth and nose
- avoid touching the covering while using it. If you do, you should wash your hands with soap and water
- wear gloves as soon as your face covering is fitted and for the duration of the 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.

Follow the government rules for social distancing during all briefs for each individual MMA exercise.

## **Mod 2 tests**

You must wear your usual motorcycle clothing. A face covering may be worn during the meet and greet and kitting up part of the test.

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. Make sure there are no gaps between your face and the covering
- avoid touching the covering while using it. If you do, you should wash your hands with soap and water
- avoid touching your face with your hands

## **Where there is face to face contact**

A face covering must be worn where there is face to face contact, for example during the test preliminaries and at the conclusion of the test. The face covering can be a neck tube or scarf, or other face covering, but must cover the mouth and nose. There will inevitably be elements of the test where the face cannot be covered, when removing their helmet for example. The examiner should maintain a good social distance at these points and avoid being face to face with the candidate.

[Find out more about how to wear and make your own cloth face covering.](#)

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

## **Meeting the candidate (Mod 1 and Mod 2)**

Waiting rooms will remain closed until further notice. Any candidates should be given access to the 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, make sure the door is secured to prevent candidates / members of the public entering. Where this is not possible, you should agree a local arrangement to ensure the building is secure.

Meeting and greeting will now take place in the car park or the foyer where practicable.

Signing and kitting up of candidates should be carried out outside.

## Start of test

### Fitting the Bluetooth devices

The candidate must fit their own earpiece which they should be provide. If they do not have a compatible earpiece, you can provide them with one.

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

### Social distancing measures

Politely remind trainers and candidates of the requirement for social distancing in line with government guidelines.

Do not:

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

Ask the candidate/ADI if they have a pen. If they do not, provide them with one and an insurance and residency declaration form.

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

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 then compare their signature on the form to the one on their licence.

Carry out the UV check without physically handling the licence. This will be a 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 candidate has agreed with the statements and has satisfied the identity checks.

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

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

Ask the candidate to keep the insurance and residency declaration form (Word). They must not leave it on site. This amended process avoids you contaminating your hands or gloves (if worn) before conducting the test. The pen must be wiped with an anti-viral wipe after the candidate hands it back to the examiner.

Explain to the candidate that you'll offer a debrief at the end of the test. But the trainer 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:

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

### **Further guidance**

Handling suspected or known coronavirus (COVID-19) cases in driver services

### **At the end of the test**

For the end of test elements, remove your motorcycle gloves (Mod 2) and replace them with a pair of nitrile gloves provided by DVSA.

Ask the candidate to remove the earpiece from the radio. If you provided them with an earpiece, it should be taken back so it can be reused.

DVSA earpieces should be wiped clean with anti-viral wipes after being used again. Wash your hands after wiping the earpiece clean.

You should also take the radio from the candidate.

### **If the candidate has passed**

You should read the health declaration to the candidate and ask if the statement is true.

If the candidate agrees, you 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.

When completing the DVSA10 or DVSA12 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.

Candidates do not need to sign the DVSA12 at the end of the test whilst they are with the examiner. Candidates should be asked to take their pass certificate with them and to sign it when they get home.

Take the candidate's licence in the usual way for ADLI issue. The iPad and wallet should be closed before you handle the driving licence. This avoids contaminating the iPad.

When returning to the office you must:

- shred the licence, if in receipt of it
- wipe the radio and pen with anti-viral wipes or similar
- correctly remove your single use gloves, [following HSE guidance](#)
- if worn, dispose of your gloves
- wash your hands

If you choose to wear gloves, use a new pair for each test.

If you conducted the test on the DES app, use the voice to text function for all write ups or an individually assigned keyboard.

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

You 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.

### **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.