



## **RETURN TO WORK GOOD PRACTICE DOCUMENT FOR LGV/PCV DRIVER TRAINERS**

### **It is important to follow the latest Government advice on dealing with the Coronavirus and staying safe.**

This document, compiled by NVDIR and supported by DVSA, is intended to assist vocational driver trainers as they plan to return to work. It is not intended, nor should it be used, to supersede Government advice and guidance. It is absolutely possible that some points may not be relevant to your particular operation. And it's equally possible that you may put control measures in place that are over and above the suggestions contained in this document. The overriding consideration is the health and safety of you, your staff, driving examiners, customers and visitors.

1. Reduce pedestrian traffic through reception area and ask folk not to hover.

*This can be achieved by asking the candidate to stay in their car and the instructor meet them there.*

*Consider extending session lengths to reduce pedestrian traffic during the day. Ask staff and trainees to take their breaks outside, rather than in the building. Cease provision of any refreshments on site.*

2. Reduce traffic in general/sales offices.

*Discourage folks from coming in to pay; use bank transfer or card instead.*

3. Staff safety in general/sales offices.

*Ensure 2m distance from any visitor and the person to whom they're speaking.*

*Consider safety screens or spit guards as a precaution to protect staff.*

*No hot desking. 1 desk – 1 person.*

*Discourage trainers from visiting the office. Consider alternative means of communication eg text*

4. Examiner's office (where applicable) – measures to ensure cleanliness

*Desktop to be thoroughly cleaned before and after shift.*

*Disposable seat covers fitted and changed daily.*

*2m distancing where more than one examiner.*

*Door handle, shredder, window catch etc etc thoroughly cleaned before and after use*

## 5. Classroom.

*Ensure social distancing within classroom. If not possible, either reduce candidate numbers or use an alternative building eg a local church hall. Consider delivering training outdoors. All furniture to be thoroughly cleaned before and after use. Hand sanitiser freely available, tissues and antibac wipes.*

## 6. Practical training onsite.

*Teaching daily checks, reversing, coupling/uncoupling ensure that social distancing is maintained. If impossible, use face covering. (both parties)*

## 7. Practical training – in cab

*Social distancing is impossible. So use face covering (both parties), keep windows down as far as possible. When stopped to give instruction, consider opening passenger door if safe to do so. Use disposable seat covers and change them whenever there is a change of user.*

*8. Practical sessions better as 1:1 over longer periods eg 7 hours. This reduces the number of folk with which the trainer comes into contact.*

*Vehicle to be thoroughly cleaned with antibac wipes before and after every use. Have a supply of tissues and a bag for their disposal. Get rid of the bag daily.*

*Trainers and candidates can take their break off the premises to reduce any contamination risk at the training centre. Ensure keys are wiped clean.*

## 9. Mod 4 training and testing

*Social distancing should be possible for this. But maybe limit the numbers in a training group (max 4?). Clearly it's 1:1 for test and this should be easy to manage for social distancing. Ensure vehicle is thoroughly cleaned before and after use. **For the time being, the demonstration trolley will not be used for test. "In house" Mod 4 assessors should follow the DVSA lead on this matter to ensure standardisation. Professional standards will mean a minimum of thorough explanation/demonstration by the trainer.***

## 10. Practical driving tests

*Clean seat covers for each individual in the vehicle. Thorough cleaning of vehicle before and after each test. Ensure keys are cleaned. Encourage examiners to use face covering if not already doing so but note that these are currently not mandated for DVSA examiners. **UPDATE. Face coverings are now mandated for examiners AND***

*candidates on test. Face visors do not qualify as face coverings, though they can be used in conjunction with a face covering. Acceptable face coverings include neck tubes/masks. If the candidate has a genuine reason why they cannot wear a face covering (physically unable to fit/remove/use) or if they have a mental issue, then this MUST be declared at the time of booking. At the time of test it will be too late to negotiate and the test may well be lost.*

#### 11. Personal clothing

*Recommend that clothing is removed instantly on arriving home and placed in a bag whilst awaiting washing.*

#### 12. Hand sanitiser

*Hand sanitiser at entrance to building with sign instructing everyone to use. Additional sanitiser points throughout building as appropriate. Sanitiser in every vehicle.*

#### 13. Disposable gloves

*Disposable gloves freely available with a recommendation to use.*

#### 14. Sickness notice

*Sign prominently displayed making it clear that anyone with symptoms should not enter the building or expect to undertake training. Staff to be informed that they, themselves, should not come to work if displaying symptoms.*

#### 15. Housekeeping

*The cleaning regime should be increased so that the premises are scrupulously clean. Ensure that hand sanitiser is topped up/replaced as necessary.*

#### 16. Hand washing

*Signs indicating the need for frequent hand washing and giving location of hand washing facilities*

#### 17. Waiting room

*Where this facility is still in use, ensure that social distancing is maintained preferably avoiding folk facing each other. **UPDATED VSA have closed all waiting rooms. Toilets are not available except where folks have a medical need. Do not arrive for test more than 5 minutes before appointment. This is to reduce the number of people on site at any one time.***

## 18. Doors

*Where possible, and within reason, doors to and in premises should be propped open to avoid contact with handles/push plates etc. Ensure that, in doing so, the potential fire risk is managed accordingly.*

*19. Seat covers. Examiners will not fit seat covers. But, if there is already one fitted, they may well choose to use it. But this is at the examiner's discretion. DVSA have identified a risk of fall in the process of fitting seat covers. If you wish to fit covers, do so from inside the vehicle to eliminate this risk. The seat cover should be changed after use unless it is used again immediately by the same examiner (with no-one else using it in the meantime). In any case, it is imperative that the vehicle is sanitised before and between tests.*

NB In constructing this document, the background thinking is to assume that anyone within the building or vehicles could be carrying COVID-19. So consideration should be given to this when designing individual best practice. In this particular case, paranoia is a good thing!