

Delegate Guidance

IAM RoadSmart is pleased to announce that on Monday 12th April we can recommence on-road driver training. Your trainer will conduct your practical in-vehicle session and will take appropriate precautions in line with government advice. To ensure that we manage any risks associated with course delivery, you will be asked to agree a COVID-19 safe meeting point. We ask that you immediately advise the bookings team if any of the following apply:

- You have tested positive for COVID-19 and should be self-isolating
- You are showing symptoms of COVID-19 and should be self-isolating
- You are part of a household where residents are any of the above.

The overriding principle must be:

If either party has ANY concerns the session should not be carried out

When a session has been agreed we ask that you follow the guidelines below:

- A COVID-19 safe meeting point must be arranged with the bookings team (Outside your business premises and suitable for social distancing)
- All training must be on a 1:1 basis and no additional passengers will be allowed
- Be aware that, at present, the guidelines for leaving the house for other than essential reasons may be different in Wales, Scotland and Northern Ireland. Please check your current regional and local restrictions which are constantly changing
- At your meeting place and stopping venues please comply with our guidelines
- Remain outdoors as much as possible with recommended social distancing of at least 1m+ always maintained
- Ensure your car/van is cleaned with wipes before the session paying attention to the areas your trainer will touch, door handles, seat belt clasps, window buttons. Tell your trainer this has been done. Clean the vehicle again after the

session.

- Know the COVID-19 safe procedures to follow at filling stations or shops; gloves, card payment etc.
- Ensure you have enough fuel - try to avoid fuel stops
- Prepare a COVID-19 safety kit to take with you, such as alcohol hand gel, masks, gloves, tissues, plastic bags, etc. in case of emergency
- Face coverings must be worn by both parties, it is mandatory on public transport and will minimise cross-contamination where social distancing is not possible in a vehicle. (there may be circumstances where for medical reasons this is not advised, in these circumstances consider whether the session should go ahead)
- Your trainer will be wearing a face covering and gloves, please do not be offended by this it is for the protection of you both
- Wear appropriate clothing for the session, it is recommended that arms and legs are covered
- If you will be requiring refreshments, ensure you take your own
- Best advice is to keep windows open to circulate fresh air within the vehicle and avoid using re-circulating features on the ventilation system, this needs to be balanced with the effects of wind noise and weather conditions
- Try to enjoy the session even with these restrictions in place, your trainer will be amenable to stopping for a chat where it is necessary and to allow you to exit the vehicle for this to take place
- If there are any changes to your condition after the briefing, please let the bookings team at IAM RoadSmart know, or your company contact so that they can liaise with IAM RoadSmart. Cancel the session if in any doubt
- IAM RoadSmart reserve the right to cancel any training if the government guidelines change or if the trainer has any concerns over your vehicle or your fitness to participate in the session
- Your report will be supplied via email following your session.
- Your trainer will not request any information about your vaccination status but you may wish to share this information.
- Follow the simple guidelines - Hands (wash or sanitise) Face (wear a mask) Space (1m+ where possible) Fresh Air (get out of the vehicle for de-briefs if possible)