

Green Community Travel, Vol Car Cleaning Procedure

Before a journey

- Clean the cab (all controls and touch points)
- (Only applicable for GCT own vehicles; Fawkes, Hedwig, Jim) If the Green Card has been left on the dash the vehicle was cleaned the night before so you can just clean touch points and then proceed with vehicle checks.
- (Only applicable for GCT own vehicles; Fawkes, Hedwig, Jim) If the Red Card has been left on the dash you must clean the vehicle before proceeding with the journey.
- Areas to Clean: All door handles, hand and grab rails, seat buckle, tongue and cassette.
- Sanitise hands.

What to use for what

- Anti-bac wipes: Touch points and hard surfaces
- (GCT Vehicles Only- Fawkes/Hedwig/Jim) Floor wipes: Vehicle Floor
- Anti-bac spray (aerosol): fabric seats (This is optional, GCT can provide a spray if you would like one.)
- Zapptizer- able to be used weekly or fortnightly at volunteers request. Arrange with office.

After each passenger

- Clean; Door Handles, hand or grab rails/handles
- If you are using GCT's Own Vehicles (Fawkes/Hedwig/Jim please clean; All door handles, hand and grab rails, head rests, seat grab handles, seat backs, seat buckle tongue and webbing, vehicle floor)
- Sanitise your hands.

At the end of a journey/shift

- Areas to Clean: All door handles, hand and grab rails, seat buckle, tongue and cassette. Cab: Steering wheel, controls, door handles interior and exterior.
- GCT Vehicles Only (Fawkes/Hedwig/Jim please clean; All door handles, hand and grab rails, head rests, seat grab handles, seat backs, seat buckle tongue and webbing, vehicle floor)
- GCT Vehicles Only Remember to leave the Green Card on the dash or the Red Card (in case there has been an emergency and you haven't been able to complete cleaning procedure.) Fridays- Vehicles are zapptized
- Sanitise your hands