

Checklist for Daily Cleaning / Disinfectant of Vehicles

We have enacted new emergency standards for vehicle cleanliness and disinfection protocols during daily and weekly upkeep as well as increasing frequency of vehicle inspections.

Below is an enhanced recommended checklist for daily cleaning.

- Daily, leave the rear doors of the transport vehicle open to allow for sufficient air changes to remove potentially infectious particles.
- Drivers should clean vehicle daily so that it is free of trash and debris.
- Clean vehicle with disinfectant / chloride dilution wipes/spray to “high Touch” areas in vehicle.
 - Use clean wipe for each surface and wipe area in one direction to prevent recontamination (not back & forth).
 - After disposing of gloves worn while cleaning, wash hands at least 20 seconds
- Drivers should clean “High Touch” areas in vehicles including but not limited to:
 - steering wheel, front panel, dashboard, air vents, knobs and switches, door panels, door handles, console, seats, seat belts, mirrors, windshield, windows and window controls, interior lights, floor mats and any equipment, such as wheelchairs.
- Drivers should also clean electronic devices used while in vehicle, such as phones, chargers, tablets and laptops.
- When cleaning vehicles each day, drivers should wear disposable gloves and throw away after each use; washing hands for at least 20 seconds after disposing of gloves.
- Bring vehicle into shop to fog vehicle with a fogging system.

Best Practice for Transporting Passengers

- Keep tissues and hand sanitizer for use and disposal bags/containers for disposal of trash.
- Drivers will not be helping passenger to and from the vehicle, except for certain accounts or if specially requested to try and keep social distancing.
- Passengers are requested to sit in the backseat, whenever possible.
- Drivers are encouraged to wear a face mask while transporting passengers.
- Driver should not touch eyes, nose or mouth with unclean hands.
- Drivers will regularly wash hands when possible but use hand sanitizer when hand washing is not available.
- Drivers will refrain from keeping food and drinks in the vehicle while transporting passengers.
- Currently we are trying out a few different vehicle partitions in some vehicles to try to reduce the spread of airborne particulates.

zTrip is monitoring the health advisory information issued by federal, state, and local agencies tasked with providing public health information. At this time, zTrip is taking the actions outlined above, but subject to vary depending on changing circumstances.