

Vehicle Sanitisation Guide

Why Sanitise Vehicles?

COVID 19 as a virus lives on hard surfaces. If you touch a surface that has COVID 19 present there is a high chance it will transmit to you. Effective sanitisation of surfaces will kill the COVID 19 virus stopping the potential for further transmission.

The more frequently a surface is touched and the greater the amount of people that touch it the higher the potential for transmission. For this very reason, within our industry vehicles have been identified as high risk:

- 1) They have parts that are touched frequently: Door handles, steering wheel, gear stick, door pillars etc
- 2) They have multiple people occupy them: Customers, sales men, technicians, service advisors etc

To control this, we must ensure that we have an effective, consistent sanitisation.

How to approach Sanitising Vehicles

The first and most important step is to identify when a vehicle needs sanitising. There is one key rule for this:

If you are not 100% certain that you were the last person to occupy the vehicle you are about to enter, then you MUST sanitise the key touch points

This is true for entering any vehicle irrelevant of whether the vehicle is a customer vehicle or company owned vehicle.

In order to perform effective sanitisation you should have available to you:

- 1) Sufficient supply of suitable surface sanitiser that can be sprayed
- 2) Micro fibre cloth or blue roll
- 3) Alternatively, you can use suitable surface wipes

Think Behaviours: If you are heading into the pitch or compound area to fetch a vehicle you should have these on your person to perform the correct level of sanitisation

If you see colleagues entering vehicles without performing the correct sanitisation process, they are putting everybody at risk of potentially transmitting the virus. This behaviour should be discussed with your Leader or Social Distancing Marshal.

Owning the Sanitisation Process

It's important to clarify when a vehicle is sanitised by the on-site valet team and when the vehicle is sanitised by Associates. The following advice can be followed

Valet Sanitisation: A vehicle will go to the external valet team to be sanitised after it has been worked on in the workshop and following an unaccompanied test drive or loan period. Following this a mirror hanger or door sticker should be placed on the vehicle indicating it has been sanitised

Associate Sanitisation: This will occur when an Associate is not 100% certain that you were the last person to occupy the vehicle and following an onsite demonstration of a vehicle to a customer where the customer occupies the vehicle. As a visual safety precaution for you - If the door seal is not present or broken or the mirror hanger is not recently dated or not present, assume the vehicle will need to be sanitised by you before you enter the vehicle.

What to Sanitise on a Vehicle?

External Touch Points

Using an isopropyl alcohol-based sanitiser and micro-fibre cloth wipe the following key exterior touch points of the vehicle:

- Door handles
- Boot handle/catch
- Door Frames



Internal Touch Points

When within a vehicle a fresh seat cover (for each new occupant) should be placed on the driver's seat. No additional persons should be in the vehicle. If performing work on the other seats; covers should be put in place. Using an isopropyl alcohol-based sanitiser and micro-fibre cloth wipe the following key interior touch points of the vehicle:

- Steering Wheel
- Hand Brake
- Gear Stick
- Interior door handles
- Radio and infotainment controls
- Push Start button or key slot
- Steering column stalks
- Elbow Rests
- Seat belt and seat belt dock
- Interior door frames
- Seat Adjustment controls



Prior to entering a vehicle and following use of the vehicle you must wash/sanitise your hands. This will help stop the transmission of the virus to and from the vehicle and anything else you go on to touch