

Agency Name
Transit Policies and Procedures

Subject	Vehicle Cleaning
Section	Maintenance
Effective Date	
Approved By	
Approval Date	

Purpose

Ensure that all Agency vehicles are regularly cleaned and sanitized.

Procedure

Develop written cleaning and sanitation practices for Agency vehicles. Drivers shall clean the inside of their assigned vehicles at the end of each shift by removing all trash, wiping down the seats and highly touched surfaces with disinfectant, and sweeping the floor. The Transit Director shall ensure that each vehicle is equipped with trash bags, disinfectant, and a broom.

The outside of the vehicles shall be washed on a weekly basis. Drivers or other employees may be asked to clean the outside of Agency vehicles using cleaning supplies provided by the Agency. The Transit Director may also direct employees to use petty cash to take a vehicle to a local car wash for cleaning in accordance with the Petty Cash policy.

If weather conditions, construction, or other unforeseen circumstances cause a vehicle to become excessively dirty between cleanings, the Driver shall inform the Transit Director. The Transit Director shall decide if the vehicle requires an additional cleaning and shall either send the vehicle to a local car wash or arrange for the cleaning to be performed by the Driver or another employee during downtime.

Agency vehicles will be randomly inspected by office staff as directed by the Transit Director. Drivers could face disciplinary action for failure to keep their assigned vehicles clean.

Responsibilities

Drivers are responsible for cleaning the inside of their assigned vehicles. The Transit Director is responsible for providing cleaning supplies, making arrangements for weekly exterior vehicle cleanings, and arranging vehicle cleanliness inspections.