Driving and Sanitizing Vehicles
COVID-19 Precautions
July 30, 2020

Cleaning and Disinfecting Procedures for Vehicles:
1. Before starting to drive or repair vehicle, use cloth and UCI provided disinfectant, don gloves, and:
   a. Wipe down common exterior driver door touchpoints - door handle, top of door, inside door pull and window and door lock controls.
   b. Wipe down common interior driver door touchpoints:
      i. door handle, top of door, inside door pull and window and door lock controls
      ii. steering wheel and controls, seat adjuster control, parking brake lever, and gear shift lever
      iii. seat belt latch and buckle, MVAC controls and radio controls, turn signal and wiper controls, center console and glove box.
   c. While outside the vehicle, wipe down the gas door fill, and cargo door and handles, both inside and outside
   d. Clean ignition keys/fob, as well as any hand tools utilized during service of the vehicles (where applicable).
2. Frequently wash your hands for 20 seconds with soap and water or use hand sanitizer containing at least 60% ethanol.
3. Repeat all steps in item 1 after parking the vehicle and install steering wheel cover as a symbol vehicle has been disinfected (Please allow vehicle to sit for 15 minutes before any usage)

Driving a Vehicle:
1. In order to observe proper physical distancing, when feasible, only the driver should be in a vehicle. When more than one person is required to be in a vehicle at the same time, there must be written approval from their supervisor or manager. If it was not possible to seek written approval prior to the event, then as soon as feasible after the event, a notification must be given to their supervisor or manager on the circumstances and the need.
2. When necessary for two or more persons to drive/ride together, the maximum amount of physical distancing practical between the driver and passenger(s) shall be maintained and all occupants must wear face coverings.
3. A/C system should be set to "Fresh air" position, NOT re-circulated air. When weather conditions permit, vehicle windows should be fully open.
4. Have tissues and hand sanitizer available in the vehicle. All persons must cover mouth and nose for coughs and sneezes. Touch as few surfaces as possible, do not touch your face.
5. When necessary for two persons to drive together, the passenger should sit in the rear of the vehicle on the passenger side and both occupants must wear face coverings.
* Please notify your leads, supervisor, or manager if you have a question regarding this work instruction or its use.

Additional Resources:
[EH&S Face Covering Guidance](#)
[UCI's Executive Directive on Face Coverings](#)
[UCI's Executive Directive on Gatherings](#)
[Cal/OSHA and Statewide Industry Guidance on COVID-19](#)