

Group Cleaning Checklist during COVID (to be completed alongside logsheets)

Each bus has a piece of laminated card that is red one side, and green on the other. If ever you have not been able to complete the cleaning procedure, please leave the card **RED** side up on the dash. Any other driver coming to use this bus would be able to see before boarding the vehicle that the red card is showing so this means the vehicle must be cleaned before use.

If the procedure has been completed please leave the card **GREEN** side up on the dash. This is also to help us keep track of cleaning those vehicles that aren't used every day.

Groups using their own drivers must also complete this sheet so we can ensure the cleaning procedure has been followed.

Cleaning Equipment:

Anti-bacterial wipes- use for touch points and hard surfaces

Anti-bacterial spray (when spray has run out use bottle and dilute zoflora/fabulosa instead) - use for touch points and hard surfaces

Anti-bacterial aerosol- use on children's seats, wheelchair clamps, any soft furnishing/surface that may have been touched etc, please use this on exiting the vehicle.

Floor Wipes- use for floor of minibus

Date of Group Booking:

Group/Organisation Name:

Signed by driver: _____

	Before Journey	After Journey
Door handles		
Handrails		
Head rests		
Seat Grab Handles		
Seat Backs		
Seat belts (tongue/buckle/webbing)		
Seats (use aerosol spray this should be done at the end of the journey)		
Driver's Cab (steering wheel, dash, handbrake, gear stick etc)		
Vehicle floor (can just be done after the journey)		