

# Fleet Vehicle Cleaning & Disinfecting Procedure During a Global/Local Pandemics

The office of the Vice President for Business Affairs has established a fleet cleaning & disinfecting motor vehicle procedure to follow during a global/local pandemic to ensure the safety of East Georgia State College employees who drive the State of Georgia vehicles.

Only use the wipes that have been provided in the state vehicle and notify [fleet@ega.edu](mailto:fleet@ega.edu) if the wipes in the vehicle are low. Be vigilant in wiping down highly touched surfaces with disinfectant wipes before and after each use. When using wipes, remove excess liquid before wiping surfaces, especially electrical components, and touch screens.

## Sample Vehicle Frequent Touch Areas:

- Car keys and fobs
- Steering wheel
- Shift lever
- Interior/exterior door handles, door latches, and lock buttons
- Any buttons or touch screens (radios, mirror adjusters, climate controls, etc.) Wipers and turn signal stalks
- Center console and cup holders
- Driver and passenger armrests and seat belts, grab handles, and heat adjusters Headrests and seat pockets

Vehicle operators are always required to follow the agency provided guidance on the wearing of face masks when operating the vehicle while passengers are loading, onboard, and exiting the vehicle.

Once the vehicle has been driven it should not be driven for 24 hours unless it is by the same person.

## Other Suggestions:

- Wash your hands before and after each use
- When fueling up a vehicle consider using your knuckles rather than fingertips to touch common use contact areas.
- Be sure to sanitize your hands or use a wipe after fueling.
- Wipe down the fuel card before placing it back in the logbook.
- Wipe the logbook and use a wipe to place it back in the middle console.

## What to Avoid:

- Do not use bleach or hydrogen peroxide on the inside of the state vehicle
- Do not use ammonia-based cleaners on car touch screens or dashboards
- Don't use wipes containing bleach