



Process 2.14

Cleaning Vehicles

Purpose of this process is to effectively ensure employees and self-employed persons are protected when operating vehicles

RedSW operates a cleaning process when vehicles are delivered from suppliers, the person accepting the collection/on hire/off hire/return/movement to garage, will be responsible for cleaning the vehicle in line with the standards below in red text.

Key contact points to be cleaned

clean the key areas clean the contact surfaces e.g. door handles, steering wheel, gear stick, seat belt buckle and other hand operated controls.

When the vehicle is then on hired to a driver and off hired to a driver the driver will be provided with the wipes and hand sanitiser to clean the areas above in key contact to be cleaned section of this process, this will be evidence on the vehicle on and off hire document shown with a tick to show the vehicle was cleaned inside and out, and the driver and OSM will sign the document confirming this.

This is evidenced in process

1.1 vehicle collection and return

1.2 vehicle on & off hire to drivers

The OSM or person returning the vehicle to a supplier or to a garage for maintenance/vehicle repairs will also be provided with wipes and hand sanitiser to clean the key contact points at the time they initially get in the vehicle, and exit the vehicle at the garage and then the same process should be followed when the vehicle s collected from the garage, with all the key contact points cleaned.