



ACN 119 312 168 ABN 58 515 341 871

VEHICLE CLEANING PROCEDURE

The number one priority is to protect the Health, Safety, and Welfare of our Guests and Drivers who travel in our vehicles. We have designed and implemented our cleaning procedures around our booking requirements, to occur throughout the day, and at the end of shift or day.

	One Way or Return Transfers	Private Tours & Weddings	End of Shift or Day
<u>Passenger Touchpoints</u>			
Door Handles – Internal & External	X	X	X
Seats – Seat, Seat Belts & Seat Belt Release Buttons	X	X	X
Cup Holders	X	X	X
Window Controls	X	X	X
Head & Arm Rests	X	X	X
Inner Door Lining	X	X	X
Boot Lid & Handle	X	X	X
All Bars and Benches	X	X	X
Remove all Glassware and Changover	X	X	X
<u>Driver Touchpoints</u>			
The Key Fob & Keys	As required throughout the Day		X
Seats – Seat, Seat Belts & Seat Belt Release Buttons			X
Steering Wheel			X
Internal & External Door Handles			X
All Dashboard & Controls			X
Indicator & Wiper Stalks			X
Hand Brake & Gear Shift			X
<u>Vehicle</u>			
Remove Rubbish	X	X	X
Vacuum Inside of Vehicle	X	X	X
Wash Vehicle			X
Refuel Vehicle			X

