






# Sharing Vehicles Safely

## Driver Checklist

### Collecting the keys

- 1 Wash your hands for 20 seconds, using -  
 Soap and water  or  Alcohol-based hand rub  
 (if your hands are not visibly dirty; ideally at least 70% alcohol)
- 2 Wipe the key with a detergent or alcohol-based wipe. Dispose of wipe in  lined bin.

### At the vehicle

- 3 Don gloves, or disinfect handles, before opening vehicle door/s. 




- 4 Undertake **touch-point cleaning**:

Using clean detergent or alcohol-based wipes **clean**:

- ▶ ☐ All door handles and areas on the door driver or a passenger may touch
- ▶ ☐ Steering wheel
- ▶ ☐ Inside of windows (except windscreens)
- ▶ ☐ Gear shift
- ▶ ☐ Seat belts
- ▶ ☐ Hand brake
- ▶ ☐ Arm rests
- ▶ ☐ Indicator and windscreen wiper
- ▶ ☐ Mirror and window controls
- ▶ ☐ Other electronic controls (heater / aircon / radio)
- ▶ ☐ Compartments eg where the logbook and fuel card are stored
- ▶ ☐ Pens, logbook and fuel card (if provided)
- ▶ ☐ Look around the interior and wipe any other surfaces that may be touched

As wipes become soiled, replace them. Place used wipes in a rubbish bag.  
Place used gloves in the rubbish bag, then use alcohol-based hand rub.

### Returning the vehicle and keys

- 1 Repeat **touch-point cleaning** 
- 2 Remove rubbish, including used  wipes and gloves. Dispose of in lined bin.
- 3 Wipe the key with a detergent or alcohol-based wipe 
- 4 Wash hands for 20 secs using soap and water or alcohol hand rub 