

Record of cleaning activities

Drivers must clean all surfaces passengers are likely to touch before every trip.

Surfaces a driver is likely to touch must be cleaned:

- ✓ if more than one driver uses the CPV - before a driver passes the vehicle to the next driver, or
- ✓ if you are the only driver of your vehicle - at least once per day.

All high-touch surfaces must be cleaned:

- ✓ at the beginning of a driver's shift, and
- ✓ if the CPV is used for private purposes in between trips – before a driver's next trip.

For more information on vehicle cleaning visit: <https://cpv.vic.gov.au/>

Cleaning checklist – high-touch surfaces

<i>Driver high-touch surfaces</i> are anywhere a driver is likely to touch, including:	<i>Passenger high-touch surfaces</i> are anywhere a passenger is likely to touch, including:
✓ any hand-held payment device ✓ the centre console ✓ external and internal door handles, including the boot handle ✓ the gear stick ✓ the glove box ✓ the handbrake ✓ heat and air conditioner controls ✓ navigation and radio controls ✓ the radio mouthpiece ✓ the rear view mirror ✓ seats ✓ seat belt clips ✓ the steering wheel, including any buttons on the steering wheel ✓ the transmission control ✓ visors ✓ wheelchair hoists (if applicable) ✓ wheelchair restraints (if applicable) ✓ windows, window controls and window handles.	✓ any hand-held payment device ✓ the centre console ✓ external and internal door handles, including the boot handle ✓ heat and air conditioner controls ✓ seats ✓ seat belt clips ✓ visors ✓ wheelchair hoists (if applicable) ✓ wheelchair restraints (if applicable) ✓ windows, window controls and window handles.

Cleaning record – complete this each time the CPV is cleaned

Vehicle Registration Number: _____

<i>Date and time of trip</i>	<i>Date and time of clean</i>	<i>Driver name</i>	<i>Driver certificate number (e.g. DC123456)</i>	<i>Passenger high-touch surfaces cleaned? (Y/N)</i>	<i>Driver high-touch surfaces cleaned? (Y/N)</i>