



FRANKSTON  TAXIS

WEST  SUBURBAN

SILVER TOP  TAXI  
Ballarat

## Vehicle Cleaning Record

Please use and keep this document to record and verify that your vehicle has been cleaned.

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 taxi - 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 taxi is used for private purposes in between trips – before a driver's next trip.

### Cleaning checklist:

| DRIVER HIGH TOUCH SURFACES              | PASSENGER HIGH TOUCH SURFACES           |
|-----------------------------------------|-----------------------------------------|
| ✓ Any hand-held payment device          | ✓ Any hand-held payment device          |
| ✓ External and internal door handles    | ✓ Centre console                        |
| ✓ Boot handle                           | ✓ External and internal door handles    |
| ✓ Gear stick                            | ✓ Boot handle                           |
| ✓ Glove box                             | ✓ Heat and air conditioner controls     |
| ✓ Handbrake                             | ✓ Seats and seat belt clips             |
| ✓ Heat and air conditioner controls     | ✓ Visors                                |
| ✓ Steering wheel and any buttons        | ✓ Windows, window controls and handles  |
| ✓ Tablet screen                         | ✓ Wheelchair hoists (if applicable)     |
| ✓ Rear view mirror                      | ✓ Wheelchair restraints (if applicable) |
| ✓ Seats and seat belt clips             |                                         |
| ✓ Transmission control                  |                                         |
| ✓ Visors                                |                                         |
| ✓ Windows, window controls and handles  |                                         |
| ✓ Wheelchair hoists (if applicable)     |                                         |
| ✓ Wheelchair restraints (if applicable) |                                         |



# Vehicle Cleaning Record

**Vehicle Registration Number:** \_\_\_\_\_ **Driver DC Number:** \_\_\_\_\_

[illegible]



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**Vehicle Registration Number:** \_\_\_\_\_ **Driver DC Number:** \_\_\_\_\_

[illegible]