SILVER TOP TAXI

FRANKSTON TAXIS   WEST SUBURBAN   SILVER TOP Ballarat TAXI

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 Records must be submitted every **Monday** to our dedicated drop boxes, located at all Silver Top Taxi affiliated sites. Alternatively, please scan or take a clear photo of your cleaning records and email to **cleaning@silvertop.com.au**.

Vehicle Cleaning Record

Vehicle Registration Number: _____ **Driver DC Number:** _____

Date of trip:	Time of trip:	Time of clean: (before every trip)	Passenger high touch surfaces cleaned? (Y/N):	Driver high touch surfaces cleaned? (Y/N):

Vehicle Cleaning Record

Vehicle Registration Number: _____ **Driver DC Number:** _____

Date of trip:	Time of trip:	Time of clean: (before every trip)	Passenger high touch surfaces cleaned? (Y/N):	Driver high touch surfaces cleaned? (Y/N):