

**Policy: Deliveries, Collections, Exchanges & Inspections during COVID-19. NDBP038.**

**PREPARING TO DRIVE:**

Clean hands are vital to prevent the virus spreading and all vehicle contact points should be cleaned during any type of handover, before driving and at the end of driving any vehicle that is not your own personal vehicle. These include:

- Keys.
- Door Handles.
- Steering Wheel, stalk and steering controls.
- Dashboard Switches.
- Radio, CD and Media Controls.
- Gear Lever / selector.
- Handbrake Control.
- Cab Tilt Handle – if applicable.

A useful tip is to add this list to your daily walk-around check, cleaning these items as you go around the vehicle. Do not use alcohol/ethanol products on translucent parts of the dash, they are not designed to withstand this and can result in parts cracking.

**IN THE YARD, REFUELLING, MAINTENANCE AND DELIVERIES:**

Social distancing is key when working outside the vehicle or in the office. Stay at least 2metres apart and make sure you consider the following:

- Keys: cleanliness of keys, when handing over to the next driver/operator.
- Fuel pumps: when refuelling use disposable gloves and discard in an appropriate bin when completed.
- Fuel cards: keep clean.
- Pens: use your own pen when signing anything, don't let anyone else use yours.
- Hire cars: when using hire cars, consider the same cleaning regime.

**PERSONAL SAFETY:**

The key points outlined by medical and government experts are:

- Wash hands with soap and water often – for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Wash hands as soon as you get home.
- Cover mouth and nose with tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Ensure you are 2metres away from anyone outside your household at all times.
- For NHS advice, go to: [nhs.uk/conditions/coronavirus-covid-19](https://www.nhs.uk/conditions/coronavirus-covid-19)

All drivers are to carry, at all times, the specific **Covid-19 additional** items being; disposable gloves, alcohol hand gel, sanitised hand wipes, sanitised surface wipe and masks.

If anyone needs anyone needs any extra PPE, advice or cleaning equipment then ask AG, SB or HDB immediately.

**Harry Brown,**  
Operations Director

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