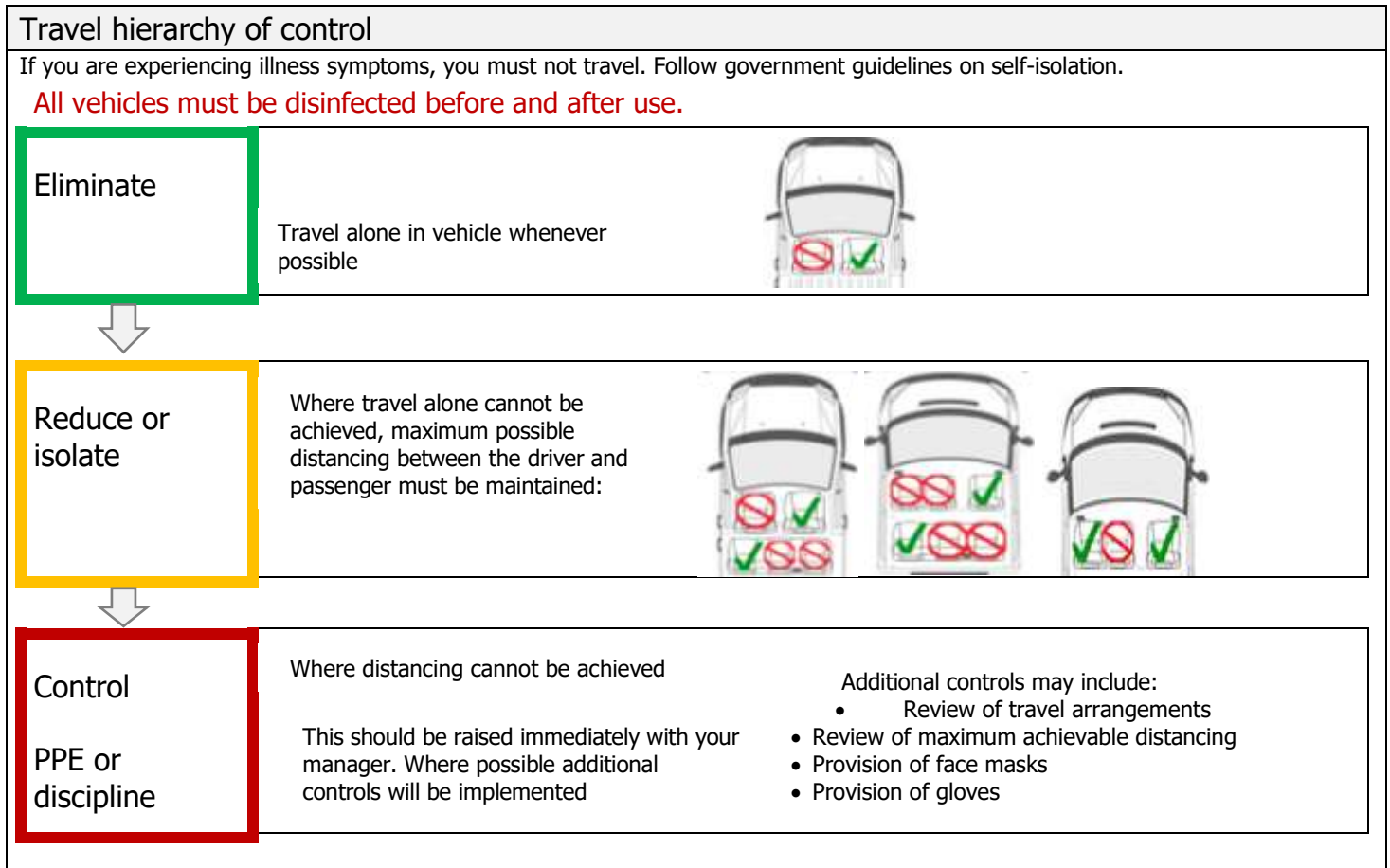


Guidance note – Coronavirus

Travelling safely to work in vehicles

1. Occupancy of vehicles



Note – the guidance below must not be exceeded without written authorisation from a director

- Vehicles with three or fewer seats – maximum of driver only
- Vehicles with 4 or 5 seats - maximum of two people including driver
- Vehicles with between 6 and 9 seats – maximum of three people including driver
- Vehicles with between 10 and 16 seats – maximum of four people including driver

2. Vehicle driver instructions

Before travel

- Clean the external door handles with soap and water or disinfectant wipes.
- Internally, use disinfectant wipes to sanitize the door handles, steering wheel, gear lever, handbrake, indicator and wiper arms, beacon switches, seat belts and buckles, window buttons, mirrors, stereo and climate control buttons.

During travel

- Keep the windows at least partially open whilst travelling and the climate control system switched to blow external air to ensure continuous air change within the cabin area
- Do not store food or drink in the cab unless you have your own container or bag to place it in.
- Ensure you have a supply of clean tissues and a waste bag in your vehicle. Catch your cough or sneeze in a tissue, then throw in the bin and sanitise your hands. Remove the bin bag at the end of your shift and dispose of it correctly.
- Do not share personal items such as phones.

Upon arrival at destination

- Stand away from the vehicle on exiting and immediately socially distance yourself from your colleagues. Retrieve your belongings one at a time, and distance yourself from the vehicle straight away to ensure you maintain social distancing from your colleagues.
- Do not stand shoulder to shoulder. Maintain a two metre distance from your colleagues at all times.