

# Standard Operating Procedure (SOP): Vehicle Inspection, Maintenance, and Cleanliness Protocols

This SOP details **vehicle inspection, maintenance, and cleanliness protocols**, encompassing routine vehicle checks, scheduled preventive maintenance, cleaning procedures, and documentation requirements. The objective is to ensure all vehicles remain safe, reliable, and presentable by adhering to systematic inspection routines, timely repairs, and thorough cleaning practices to extend vehicle longevity and enhance operational efficiency.

## 1. Scope

This SOP applies to all company vehicles including cars, vans, trucks, and specialty vehicles operated by [Organization/Department Name].

## 2. Responsibilities

- **Drivers:** Conduct daily pre-use inspections; report faults or damages immediately; maintain cleanliness.
- **Maintenance Staff:** Perform scheduled maintenance and repairs as per schedule or upon driver report.
- **Supervisors/Managers:** Ensure compliance, maintain documentation, and review inspection/maintenance records.

## 3. Vehicle Inspection Procedures

### 3.1 Daily Pre-Use Inspection (by Driver)

- Visual walk-around to inspect for damage, leaks, or obstructions.
- Check tire pressure and tread.
- Check lights, indicators, wipers, horn, and mirrors.
- Verify fluid levels: oil, coolant, brake, and windshield washer.
- Ensure safety equipment is present and functional (jack, first aid kit, spare tire, etc.).
- Document findings in the Vehicle Inspection Checklist.

### 3.2 Weekly/Monthly Inspection (by Maintenance Staff)

- Examine engine, brakes, belts, hoses, and battery condition.
- Inspect all safety systems.
- Test heating, ventilation, and air conditioning (HVAC) systems.
- Check for overdue or upcoming scheduled services.
- Record observations and schedule necessary maintenance.

## 4. Preventive Maintenance Protocols

- Adhere to manufacturer-recommended service intervals (oil change, brake check, filter replacement, etc.).
- Maintain a maintenance schedule for each vehicle.
- Document all maintenance activities using the Maintenance Log.
- Address reported issues/faults within **24-48 hours**, or as urgency dictates.
- Remove any vehicle from service if deemed unsafe until repairs are complete.

## 5. Vehicle Cleanliness Standards

### 5.1 Daily (by Driver)

- Remove trash, debris, or personal items after each use.
- Wipe down high-touch surfaces (steering, dashboard, door handles).

### 5.2 Weekly/As Needed (Cleaning Staff or Designated Person)

- Vacuum interior; clean mats, seats, and flooring.
- Wash exterior: body, windows, mirrors, wheels.
- Sanitize vehicle interior surfaces as per company policy.

### 5.3 Deep Cleaning (Monthly/Quarterly or as required)

- Shampoo upholstery and carpets.
- Clean ventilation ducts and deep-clean hard surfaces.

## 6. Documentation

Document	Responsibility	Retention Period
Vehicle Inspection Checklist	Driver	12 months
Maintenance Log	Maintenance Staff	Life of vehicle + 1 year
Cleaning Log	Driver/Cleaning Staff	6 months
Incident Reports	Driver/Supervisor	5 years

## 7. Review & Training

- Conduct periodic audits of vehicle conditions and logbooks.
- Train all personnel in inspection, maintenance, and cleaning procedures upon onboarding and annually thereafter.

## 8. References

- Manufacturer vehicle manuals
- Company safety and maintenance policies
- Local transportation regulations

## 9. Revision History

Date	Version	Description	Prepared/Reviewed by
2024-06-XX	1.0	Initial SOP release	[Name/Title]