

# SOP: Bus Cleanliness, Sanitation, and Hygiene Standards

This SOP establishes the **bus cleanliness, sanitation, and hygiene standards** to ensure a safe and healthy environment for passengers and staff. It includes protocols for daily cleaning routines, disinfecting high-touch surfaces, waste disposal, air quality maintenance, restroom sanitation, and the proper use of cleaning agents and protective equipment. The aim is to prevent the spread of germs and maintain a comfortable, sanitary space throughout all bus operations.

## 1. Scope

Applies to all company-owned and operated buses, cleaning staff, drivers, and relevant support personnel.

## 2. Responsibilities

- **Cleaning Staff:** Carry out cleaning, sanitizing, and restocking tasks as per schedule.
- **Bus Drivers:** Inspect cleanliness before starting the route and report issues.
- **Supervisors/Managers:** Ensure compliance and perform random inspections.

## 3. Daily Cleaning Routine

1. **Pre-Operation Checks:**
  - Inspect bus for cleanliness and report any issues.
  - Ensure all cleaning supplies, PPE, and disinfectants are available.
2. **General Cleaning:**
  - Sweep and mop floors.
  - Wipe seats, armrests, handrails, and seat belts with approved detergent/disinfectant.
  - Clean windows and interior surfaces.
3. **Restroom (if applicable):**
  - Clean and disinfect toilets, sinks, floor, door handles.
  - Restock soap, hand sanitizer, toilet paper, and paper towels.
4. **Waste Disposal:**
  - Empty waste bins. Replace liners with new bags.
  - Dispose of waste as per local health guidelines.

## 4. High-Touch Surface Disinfection

- Clean and disinfect high-touch surfaces at least twice daily:
  - Handrails, seat handles, door buttons
  - Payment machines/tickets
  - Restroom fixtures
  - Driver area controls (with care)
- Use EPA-approved disinfectants with proper contact time.
- Staff must wear gloves and dispose of them after use.

## 5. Air Quality & Ventilation

- Ensure A/C filters are cleaned/replaced as per manufacturer instructions.
- Open windows or use ventilation systems to allow adequate air exchange.
- Check HVAC functionality weekly.

## 6. Use of Cleaning Agents & PPE

- Only use approved cleaning and disinfecting agents.
- Follow manufacturer instructions for dilution, contact time, and application.
- All cleaning staff must wear gloves, masks, and gowns/aprons as necessary.
- Wash hands thoroughly after cleaning.

## 7. Emergency & Incident Response

- For spills of bodily fluids (vomit, blood, etc.):
  - Use PPE; isolate area if possible.
  - Clean and disinfect immediately using appropriate biohazard procedures.
  - Dispose of contaminated materials safely.

## 8. Monitoring & Documentation

- Complete daily cleaning checklists (sample below):

Area	Completed (Y/N)	Time	Signature
Floors & Seats			
High-Touch Surfaces			
Restroom			
Waste Disposal			

- Report recurring issues or supply shortages to supervisors immediately.
- Supervisors conduct periodic audits and corrective actions as needed.

## 9. Health & Safety Precautions

- Do not mix cleaning chemicals.
- Ensure adequate ventilation when using cleaning agents.
- Staff exhibiting symptoms of illness should not report to work.
- Train all employees on infection prevention and control procedures.

## 10. Review & Revision

- Review this SOP every 12 months or as new guidance becomes available.
- Document all revisions and communicate updates to staff.