

# Standard Operating Procedure (SOP): Daily Vehicle Inspection and Sanitation Checklist

This SOP provides a comprehensive **daily vehicle inspection and sanitation checklist** to ensure all company vehicles are maintained in optimal condition and meet hygiene standards. It covers thorough daily checks of vehicle components such as tires, brakes, lights, fluid levels, and safety equipment. Additionally, it outlines sanitation procedures for cleaning and disinfecting vehicle interiors to promote a safe and healthy environment for drivers and passengers. This SOP aims to enhance vehicle safety, prevent breakdowns, reduce contamination risks, and comply with organizational and regulatory requirements.

## 1. Purpose

To establish standardized procedures for daily vehicle inspection and sanitation to ensure vehicle safety, cleanliness, and compliance with regulations.

## 2. Scope

This SOP applies to all company vehicles and designated staff responsible for vehicle operation and maintenance.

## 3. Responsibilities

- **Drivers:** Complete the daily inspection and sanitation checklist prior to vehicle use.
- **Supervisors:** Review completed checklists and ensure compliance.
- **Maintenance Staff:** Address identified issues promptly.

## 4. Daily Vehicle Inspection Checklist

Inspection Item	Status (OK/Defect)	Comments
Tires (pressure & tread)		
Brakes (functionality & fluid)		
Lights (headlights, tail lights, indicators, brake lights)		
Horn & Wipers		
Fluid Levels (oil, coolant, windshield washer, brake fluid)		
Mirrors & Windows (clean and undamaged)		
Seat Belts & Safety Equipment		
Warning Signs/Indicators on Dashboard		
Bodywork & Exterior (damage, cleanliness)		
First Aid Kit & Fire Extinguisher		

## 5. Daily Vehicle Sanitation Checklist

Area/Item	Action Completed (Y/N)	Comments
Steering Wheel & Controls		
Door Handles (interior/exterior)		
Dashboard & Panels		
Seats & Upholstery		

Area/Item	Action Completed (Y/N)	Comments
Floor Mats & Carpets		
Windows & Mirrors (interior side)		
Disposal of Trash		
Ventilation & Air Conditioning Controls		

*Use approved disinfectants. Wear gloves and personal protective equipment during sanitation.*

## 6. Procedure Steps

1. Before use, the driver completes the inspection and sanitation checklist.
2. Record any defects, damages, or sanitation issues on the checklist.
3. Report urgent safety or maintenance issues to supervisors immediately.
4. Retain completed checklist for supervisory review and recordkeeping.

## 7. Documentation & Recordkeeping

- All completed checklists must be submitted daily to the fleet supervisor.
- Checklists are kept on file for internal audits and regulatory compliance.

## 8. References

- Company Vehicle Maintenance Policy
- Relevant Local/State Transportation Hygiene Regulations

## 9. Revision History

Date	Version	Description of Changes
2024-06-10	1.0	Initial SOP release