

# SOP: Post-trip Vehicle Inspection and Sanitization Routines

This SOP details the **post-trip vehicle inspection and sanitization routines**, covering thorough checks of vehicle condition, identification of any damages or maintenance needs, and comprehensive cleaning and disinfection procedures. The goal is to maintain vehicle safety, hygiene, and operational efficiency by ensuring vehicles are properly inspected and sanitized after each trip, minimizing the risk of contamination and mechanical failure.

## 1. Purpose

To ensure all vehicles are inspected and sanitized after each trip, maintaining high standards of safety, cleanliness, and operational readiness.

## 2. Scope

This SOP applies to all staff responsible for operating, maintaining, or cleaning company vehicles.

## 3. Responsibilities

- **Drivers:** Complete the post-trip inspection and initial sanitization checklist.
- **Maintenance Staff:** Review reported issues and perform necessary repairs or follow-up maintenance.
- **Cleaning Staff:** Conduct thorough cleaning and disinfection as per guidelines.
- **Supervisors:** Monitor compliance and complete random audits.

## 4. Procedure

### 4.1 Post-trip Inspection

1. Park the vehicle in the designated inspection area and turn off the engine.
2. Conduct a walk-around visual check for:
  - New scratches, dents or body damage
  - Cracked or broken lights, mirrors, or windows
  - Tire condition (pressure, tread, damage)
  - Fluid leaks (oil, coolant, etc.) underneath the vehicle
3. Inspect the interior:
  - Check dashboard indicators (warning or service lights)
  - Inspect seats, seatbelts, and upholstery for damage
  - Ensure all equipment and personal belongings are removed
4. Note any issues or maintenance needs on the **Post-trip Inspection Checklist** and report immediately to the maintenance team.

### 4.2 Vehicle Sanitization

1. Put on personal protective equipment (gloves and mask) before cleaning.
2. Remove all trash and debris from interior compartments.
3. Vacuum floor mats, seats, and carpets.
4. Wipe down all hard surfaces with approved disinfectant, focusing on high-touch areas:
  - Steering wheel
  - Gear shift
  - Door handles (inside and out)
  - Dashboard, controls, and buttons
  - Seat belt buckles
5. Clean and sanitize windows and mirrors.
6. Dispose of cleaning materials and PPE as per hazard waste guidelines.
7. Record completion in the **Sanitization Log**.

## 5. Documentation

Complete the following for every post-trip routine:

- Post-trip Inspection Checklist
- Sanitization Log

- Maintenance Request Form (if applicable)

## 6. Records and Audit

1. All completed checklists and logs must be submitted to the supervisor within 24 hours.
2. Supervisors will conduct weekly audits to ensure procedure adherence and address deficiencies.

## 7. Review

This SOP will be reviewed annually or as necessary to incorporate updated hygiene or maintenance standards.

### Sample Post-trip Inspection Checklist (Excerpt)

Inspection Item	Status (OK/Issue)	Notes
Vehicle parked safely, engine off		
Exterior body/free of new damage		
Interior clean and all items removed		
High-touch surfaces sanitized		
Issues reported/maintenance requested		

## References

- Manufacturer's vehicle cleaning and maintenance guide
- Company Health & Safety Policy
- National Center for Disease Control: Vehicle Sanitization Guidelines