

## INFORMATION SHEET

### Guidance for Use of Fleet Vehicles or Private Vehicles for University Business

#### 1. Travel safely during the coronavirus outbreak

This information sheet will give useful information and guidance on how to travel safely using fleet vehicles or private vehicles while on company business during the coronavirus pandemic.

Although this guidance has been developed for the use of vehicles on University business, you may find this useful for your travel outside of company business.

#### 2. When not to travel for work

To help keep yourself, fellow colleagues and friends safe, you must not travel on University business if you:

- Are experiencing any coronavirus symptoms.
- Are self-isolating as a result of a positive COVID-19 PCR test.
- Have been identified by test, trace, protect as a close contact of someone who has received a positive COVID-19 PCR test.

If you have been identified as a close contact and are exempt from isolation, (in accordance with Welsh Government and TTP) it is a University requirement that you do not attend campus or University organised activity.

- Staff must make arrangements to work from home.
- Staff who are unable to work from home for operational reasons must not attend work.
- Students must not attend University activity on or off campus, including learning and teaching, research, social activity and events.

For further information see the University SOP Part 3 - Isolation and Close Contacts, on [Staff H&S Intranet](#) or [PG MyUni H&S page](#)

#### 3. Planning your journey

##### 3.1 Before you travel

Before you travel, consider if there are any other methods of achieving the outcome the travel serves, for example could you have an online meeting instead of being face to face. This case could also be used to minimise travel between the campuses. By doing this you can help reduce the likelihood of spreading COVID-19.

Where a fleet vehicle is in use it would be advantageous for the same person to use it for the duration of the day if possible. Where a vehicle is no longer required for use before handing back the keys

the user should clean the interior of the vehicle utilising sanitising and cleaning products. Guidance for cleaning vehicles can be found in section 5 of this document.

Plan your route, including any breaks, before setting out. This will help you minimise contact with others and reduce the likelihood of spreading COVID -19.

If you are to share vehicles with others please consider:

- Ventilation, it is important to have good ventilation. This could be achieved by keeping the windows open or setting the air handling from recirculating to external inlet.
- Seating arrangements so you are facing away from each other and have maximum distance between you.
- Wearing a face covering is strongly recommended when sharing vehicles.
- Utilise the shortest route possible (keeping within speed limits and driving laws) as this will help reduce the amount of time you are in proximity to one another.

### 3.2 On your journey

If you stop at garages, petrol stations, motorway services, etc. you should limit the amount of time you spend there. While there you should keep your distance from other people as best you can and if possible use contactless payment. When you arrive sanitise/ wash your hands and do the same when leaving.

It is recommended you use gloves when refuelling/ charging a vehicle, then dispose of the gloves safely in bins provided. If charging your vehicle on campus, dispose of the gloves in line with the University Waste Management Guidance Notes. You should wash or sanitise your hands following disposal.

### 3.3 Completing your journey

When finishing your journey, we recommend you wash or sanitise your hands.

## 4. Cleaning of Shared Vehicles

### 4.1 Before and after use cleaning

If vehicles are shared (for example through a car share scheme or company fleet vehicle), you should clean that vehicle between journeys. The steps below can be used as a guide to help ensure common touch areas are clean.

1. Before and after each journey, while wearing gloves and using standard cleaning products wipe down all surfaces you come into contact with within the vehicle during your journey including:
  - Keys;
  - Seatbelt;

- Door handles (inside and out);
  - Boot handle;
  - Steering wheel and controls;
  - Dashboard;
  - Touch screens/ radio;
  - Switches;
  - Handbrake.
2. Any cleaning products used should be disposed of following the University Waste Guidance Notes.

## 4.2 Deep clean

For fleet vehicles it is recommended a deep clean is carried out at least once every two weeks.

Both the inside and outside of all fleet vehicles are to be kept clean to avoid the risk of contamination.

1. When cleaning the vehicle, it is recommended that gloves and a mask are worn, and that the inside of the vehicle is cleaned regularly with detergent or liquid soap.
2. After any deep cleaning of vehicle, shower and change clothing.
3. Use of an alcohol-based disinfectant on a sponge to clean down all plastic surfaces is recommended. This includes:
  - Door handles inside and outside of vehicle
  - Centre console
  - Dashboard pillar between door and around windscreen
  - Steering wheel and controls
  - Gear stick
  - Window buttons and handles
  - Mirror
  - Fuel lid operator
  - Bonnet operator
4. Keep exterior of vehicle clean, including regular cleaning of door handles, petrol cap and boot handle.

## 5. Checklists for Safer Travel

### 5.1 Plan your journey

- Have I checked the latest travel advice?
- Have I pre-booked any tickets, tolls or passes I may need for my travel? Checked if contactless payment is possible?
- Have I planned my journey to minimise crowded areas and to allow for delays?
- Am I taking the most direct route to my destination?

## 5.2 What to take with you

- A plan for my journey;
- Contactless payment card, tickets, proof of payment for tolls or passes;
- Phone (if needed for travel updates, tickets, contactless payments);
- Hand sanitiser;
- Essential medicines;
- Tissues;
- A face covering, if required/ wanted;
- Gloves to wear when refuelling or charging vehicle.

## 6. Further information

- [Health & Safety Staff Intranet](#)
- [PG MyUni H&S page](#)