

**Driving and Sanitizing Vehicles Guidance
for COVID-19 Precautions
Updated: February 3, 2023**

Scope: This guidance document applies to any employer-provided transportation during the course and scope of employment, including transportation to and from different workplaces, job sites, delivery sites, building, or facilities, which are provided, arranged for, or secured by UCI, regardless of the travel distance or duration of travel.

Driving a Vehicle for University-Related Business:

- It is recommended for departments to assign vehicles to the same groups of employees/individuals in the same group to reduce potential COVID exposure.
- Voluntary Use Respirators: Upon request, UCI will provide voluntary use respirators (i.e., N95s) to any employee.

Please notify your leads, supervisor, or manager if you have any questions regarding these requirements.

Cleaning and Disinfecting Procedures for Vehicles:

Before and after vehicle use, it is recommended that employees clean and disinfect high-contact surfaces. These surfaces should also be cleaned and disinfected if used by a COVID-19 positive individual if another individual must use the vehicle within 24 hours.

1. Before starting to drive or repair vehicles, use cloth and UCI provided disinfectant, don gloves, and:
 - a. Wipe down common exterior driver door touchpoints - door handle, top of door, inside door pull and window and door lock controls.
 - b. Wipe down common interior driver door touchpoints:
 - i. Door handle, top of door, inside door pull and window and door lock controls
 - ii. Steering wheel and controls, seat adjuster control, parking brake lever, and gear shift lever
 - iii. Seat belt latch and buckle, MVAC controls and radio controls, turn signal and wiper controls, center console and glove box.
 - c. While outside the vehicle, wipe down the gas door fill, and cargo door and handles, both inside and outside
 - d. Clean ignition keys/fob, as well as any hand tools utilized during service of the vehicles (where applicable).
2. Repeat all steps in item 1 after parking the vehicle. (Please allow vehicle to sit for 15 minutes before any usage)

Have tissues and hand sanitizer available in the vehicle. All persons must cover their mouth and nose for coughs and sneezes. Touch as few surfaces as possible, do not touch your face.

Vanpool/Mass Transit:

Employees who use mass transit or use a vanpool service to and from their place of employment, please refer to the agency administering the program for COVID -19 safety guidelines, rules and restrictions.

Additional Resources:

[EH&S Face Covering Guidance](#)

[UCI's Executive Directive on Face Coverings](#)

[Cal/OSHA and Statewide Industry Guidance on COVID-19](#)

[OCTA COVID 19 Safety Guidelines and Operations Update](#)