

# ***From FM Fleet:*** **Special Statement Regarding Vehicle Use & COVID-19**

---

## **ESSENTIAL VEHICLE TRIPS:**

- Is each trip strictly necessary?
- Supervisors should provide guidance to staff on which vehicle trips are essential and which are not.
- Avoid any unnecessary trip to eliminate contact.

## **CLEAN COMMON TOUCH POINTS:**

- Implement cleaning procedures for touch-surfaces within the vehicles.
- Wipe down interior and exterior touch points such as door latches, steering wheel, sun-visor, seat belts and latches, gearshifts, radio and navigation-system buttons, climate controls, turn signals stems and all other main surfaces upon entry, operation and exit of the vehicle.
- Additionally, wipe down any surfaces encountered outside the vehicle, such as fuel pumps and EV charging cables. Use social distancing while at the fuel pump area.

## **MAINTAIN SOCIAL DISTANCE:**

- Limit 1 person per vehicle.

