

		Department of Administrative Services Central Procurement and Fleet Services Enterprise				
		Title/Subject:		Fleet Services Motor Pool Driver Contagion Reporting/Response		
		Applies to:		All Executive Branch Employees, Non-Employees Representing the State		Effective Date: 6/30/2022 Revised Date: 6/1/2025 End Date:
		Approved by:		Director Adam Steen		Policy # 650.340
X	Policy	# of Pages:	2	Procedure #	650.340	
X	Procedure					
	Other					
Legal Authority:						

I. Purpose

- A. The purpose of this policy is to advise agencies of the requirements and responsibilities of motor pool vehicle drivers with regard to contagion reporting and response.

II. Policy

- A. During outbreaks of contagious diseases, all DAS Fleet Services staff, motor pool drivers, and passengers are required to follow specific health and safety guidelines to reduce the risk of transmission. These precautionary measures must be observed before, during, and after vehicle use to protect the health of all users and maintain safe operating conditions. The guidelines outlined below are to be followed whenever a contagion outbreak has been identified and communicated by public health authorities or DAS leadership.

III. Procedure

A. Guidelines

1. DAS Fleet Services Responsibilities
 - a) Routine Cleaning: All vehicles are regularly cleaned and sanitized.
 - b) Key Disinfection: Vehicle keys are disinfected daily.
 - c) Sanitizing Supplies: Hand sanitizer and disinfecting wipes are available at the DAS Fleet Services kiosk for driver use.
2. Contagion Reporting and Response
 - a) Reporting Requirement: Drivers, Supervisors, and Fleet Contacts must notify DAS Fleet Services immediately if a motor pool vehicle operator or passenger has been:
 - (1) Exposed to a contagious illness,
 - (2) Exhibiting symptoms of a contagious disease, or
 - (3) Diagnosed with a contagious illness such as COVID-19.

- b) Response Procedure: Upon notification, DAS Fleet Services will implement a specialized disinfection protocol for any affected vehicle to ensure it is safe for future use.
- 3. Driver Recommendations for Preventing the Spread of Disease
 - a) Hand Hygiene: Wash hands frequently with soap and water for at least 20 seconds, especially before and after driving.
 - b) Disinfect High-Touch Areas: Clean the following areas before and after vehicle use with disinfecting wipes:
 - (1) Steering wheel
 - (2) Door handles (interior and exterior) and lock buttons
 - (3) Gear selector
 - (4) Radio and control buttons
 - (5) Seat belt surfaces
 - (6) Windshield wiper and turn signal stalks
 - (7) Armrests, grab handles, and seat adjusters
 - (8) Headrests
 - c) Approved Cleaning Agents: Use a solution containing at least 70% alcohol, which is safe for most vehicle services.
 - (1) Caution: Avoid using bleach, hydrogen peroxide, or ammonia-based cleaners inside the vehicle, especially on electronic touchscreens or non-glass surfaces. Test any cleaning product on a small, inconspicuous area first.

B. Communication

- 1. This Policy is available on the DAS Fleet Services website.
- 2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.