

F.No. Z-11017/13/2020-G.A.  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,  
CGO Complex, New Delhi-110003,  
Dated 17<sup>th</sup> April, 2020

To

M/s. Vishal Travels,  
C-217, Paryavan Complex,  
Near MCD School, M.B. Road,  
Saket, New Delhi-110030.

Subject: Preventive measures under COVID-19 for Cleaning and Disinfection of Cars and Sanitization Protocols for Drivers - Reg.

Sir,

I am directed to refer to the subject mentioned above and to say that **following measures need to be immediately taken up for the vehicles and drivers attached with this Department** to prevent the spread of pandemic COVID-19:-

**I REGARDING USAGE OF CARS AND DRIVERS**

- a. Agency should ensure that **E-PASSES issued by this Department to drivers and vehicles are used for OFFICIAL PURPOSES ONLY** with proper authority.
- b. **No driver and vehicle attached with this Department should be deployed elsewhere** without permission of this Department.
- c. **No unauthorized person should be allowed inside the car when the vehicle is not on duty.**
- d. Drivers of vehicles should avoid public transport as far as possible. Drivers should park vehicles in their premises, to the extent possible, subject to safety, security and availability of non contaminated authorised space.
- e. **Addresses of all drivers must be provided and it should be ensured that drivers from hot spot areas are not deployed.**
- f. **Individual Drivers should be held accountable for the safety, security and hygiene of the vehicle.**

**II REGARDING PERSONAL HYGIENE OF DRIVERS**

- f. Safety of drivers is also of prime concern. **Drivers to wear Personal Protective Equipment (PPEs) like face masks all the time and maintain the**

hygiene, cleanliness and social distancing protocols. Face masks and gloves have been issued by the Department to the drivers. They can be asked to use home-made face masks as well which must be washed daily.

- g. Drivers should wash their hands frequently with soap and water as well use hand sanitizers that have been issued by the Department also.

### III REGARDING CLEANING AND SANITISATION OF CARS

- h. Drivers should be advised to clean the cars meticulously. Cars should be sanitized and disinfected by using disinfectant to especially cleaning areas that are considered HIGH TOUCH AREAS. Drivers should sanitize and wipe with disinfectant car surfaces including - the steering wheel, dashboard, armrests, console, seat adjusters, doors, door latches, door handles, lock buttons, seat belts and buckles, window buttons, rear view mirrors, radio, ventilation grills and knobs, boot (Dickey) etc which are all common touch points in a vehicle.
- i. This sanitization protocol should be followed carefully before taking out vehicle every day, and thereafter at a four hours interval as well as after dropping officers/officials to their destination.
- j. At the time when the car is stationary or parked all doors be kept open for 10 to 15 minutes to ensure the car is properly aired and sunlit.

IV Drivers will observe personal hygiene, social distancing, cleanliness and any violations or digression will invite strict action.

2. It may be ensured that above instructions are strictly followed to prevent the spread of pandemic COVID -19.

Yours sincerely,



(Vikash Prasad)

Director to the Govt. of India

Tel. No. 011-24369047

To,

- (i) All the Directors & Deputy Secretaries and Under Secretaries of the Department.

Copy for information to:-

- (i) Sr. PPS to Secretary  
(ii) PPS to JS(PS) & JS(TR)  
(iii) PA to DDG