



Department of Administrative Services – Office of Fleet Management

Guidance for Operation and Modifications of Passenger Carrying Vehicles

This document is intended to serve as a guide to sustaining Safety, Operations and Modifications to the State of Georgia passenger carrying vehicles during COVID-19 or other virus-related occurrences and will be incorporated as an Appendix to the Georgia Fleet Management Manual.

It is important for agencies to plan for the transition back to normal operations as a result of any virus-related occurrence. Returning employees and vehicle passengers to the workplace during and after the COVID-19 pandemic or other virus-related occurrence(s) requires a phased and thoughtful approach. Advance planning by agencies at this stage is key. The details of each agency's transportation plan will likely differ and be dependent on the agency's individual business operations, but this plan provides general guidance and a high-level structure. Agencies should continue to monitor all COVID-19 or the current virus-related occurrence related guidance from state and federal authorities and consult with counsel as appropriate for guidance specific to scenarios. See Appendix for Helpful Links to COVID-19 Resources.

This guidance has been developed in accordance with the Department of Administrative Services Guidance for Continuing State Operations in Response to COVID-19 which may be found at the following link:

<http://doas.ga.gov/assets/Human%20Resources%20Administration/Human%20Resources%20Administration%20COVID%2019%20Response/CONTINUING%20STATE%20OPERATIONS%205-15-20.pdf> and is developed accordingly with the

following goals for ensuring continuity of State operations in the COVID-19 recovery:

1. Protect the health of both the state's workforce and Georgia's citizens
2. Provide efficient and effective government services
3. Develop sustainable workforce practices to promote long term health and safety

Goal 1: Protect the Health of the State's Workforce and Georgia's Citizens

Strategies for Personnel:

- Communicate the importance of following social distancing and other safety guidelines to vehicle operators and employees charged with cleaning and maintaining vehicles.
- Communicate clearly and consistently with vehicle operators about safety measures that have been taken (including what PPE is available and/or required to be worn), proper use of PPE, and workplace safety best practices for limiting exposure.
- Provide personal protective equipment (PPE) as available and appropriate to vehicle operators. The following link includes Statewide Contracts as well as other sources of supply: [List of PPE sources of supply](#)
- Vehicle operators are always required to follow agency provided guidance on the wearing of face masks when operating the vehicle while passengers are loading, on board and exiting the vehicle.
- Notify passengers in advance if possible that if they are not feeling well or have an elevated temperature, they are asked to stay home.



Strategies for Passenger Safety:

- Passengers are strongly encouraged to have on a face covering in order to get into the vehicle (with exceptions for passengers with respiratory challenges) and to refrain from using transportation services if they are not feeling well or have an elevated temperature.
- When transporting passengers with respiratory challenges, use CDC guidelines for sanitizing and disinfecting the vehicle and for protecting the driver.
- Supply face masks to passengers who do not have face masks if supply is available.
- Encourage passengers to use hand sanitizer upon entering vehicles and provide additional hand sanitizer if available.
- Display signage within vehicles to inform passengers of expectations for use of PPE, staying home when not well along with any other requirements.

Strategies for Sanitation:

- Disinfect and sanitize the vehicles between trips in accordance with CDC guidelines.
- EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the cause of COVID-19, are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time). A list of products with EPA-approved for use for emerging viral pathogens is included in the Appendix.
- Provide personal protective equipment (PPE) as available and appropriate to vehicle operators and those who clean, disinfect or repair vehicles.
- Provide disinfectant products for workers to clean the vehicles and associated frequently touched surfaces.
- Consider the use of disinfectant foggers for sanitization, however, be sure to review and strictly follow product guidelines and instructions for use.

Strategies for Vehicle Modifications:

- Minimal modifications to vehicles may include but **are not required**:
 - a. Driver Separation - Install barrier to separate driver section from passenger section
 - i. Material used for barrier should be flexible (bend not break)
 - ii. Barrier should not impede airflow
 - iii. Barrier should not prevent airbags from deploying
 - iv. Manufacturer guidance should be used for proper installation
 - b. Vehicle modifications that impair vehicle safety functionality or negate existing manufacturer warranties are strongly discouraged.

Strategies for Social Distancing:

- a. Social Distancing – Remove portions of seating and/ or implement passenger spacing to accommodate social distancing to the degree possible such as:
 - i. Sedan- 1 passenger
 - ii. SUV- 2 passengers



- iii. Light Duty Trucks- 2 passengers
- iv. 12/15 passenger vans- remove the first row of bench seating; use every other row with no more than 1 passengers per bench
- v. Shuttle and Motor coach buses- use every other row or every 2 rows of seating with no more than 1 passenger per row, where possible.

Goal #2 - Provide Efficient and Effective Government Services

Strategies for Service Continuity:

- Inform customers and contractors of any changes in operations necessary for service continuity.
- Evaluate passenger loads and scheduling regularly to improve efficiency while providing social distancing at the highest level possible within current available fleet vehicles.
- Consult with agency fiscal officer for assistance with possible CARES Act funding sources for PPE as well as approved and/or recommended suppliers.

Goal #3 – Develop Sustainable Workforce Practices to Promote Long Term Health and Safety

- Provide ongoing education to passengers regarding health and safety measures taken and personal responsibility expectations.
- Evaluate the need for a regular ordering and replenishment schedule of PPE based on ongoing or long-term health and safety needs.



Brian P. Kemp
Governor

J. Alexander Atwood
Commissioner

Appendix

Resources links for vehicle, passenger and driver safety guidelines:

State

[DOAS- Fleet COVID-19 Resource website.](#)

[DOAS-PPE Sources of Supply](#)

Federal

CDC:

[Vehicle Safety / Prevention of COVID-19 video](#)

[Transportation and Delivery: Plan, Prepare, and Respond.](#)

[Cleaning and Disinfection for Non-Emergency Transport Vehicles](#)

[What Rideshare, Taxi, Limo, and other Passenger Drivers for Hire Need to Know about COVID-19](#)

[What Bus Transit Operators Need to Know About COVID-19](#)

General Services Administration:

[GSA Fleet vehicle Cleaning & Disinfecting Guidance for COVID-19](#)

Occupational Safety and Health Administration:

https://www.osha.gov/SLTC/mers/control_prevention.html#MedicalTransportWorkers

<https://www.osha.gov/SLTC/covid-19/emergency-response.html>

Fleet/Transportation Industry

[Transit APTA Transit Guide for COVID-19 Protocol.](#)

<https://www.nafa.org/Resource-Center/Additional-Resources/covid19.aspx>

Environmental Protection Agency

[EPA Guidance - List of Disinfectants to Use Against SARS COVID](#)

[EPA Guidance Cleaning and Disinfecting Public Spaces, Workplaces, Business, Schools and Homes](#)