

# VIP TOUR & CHARTER BUS COMPANY, INC.

---

## Interior/Exterior and Garage Service Job Description

*Each person is to assist your associate with interior and exterior servicing.  
Be a team player. These are tasks are to be completely nightly.*

### Interior:

- Walk through coach, looking for lost and found articles. If any are found, please them in the lost and found located underneath the service desk. Please note the bus number on which the item was found, as well as the date.
- Clean upper luggage racks by removing all debris.
- Brush and sponge clean all seats, including the driver's seat and steering wheel.
- Clean cup holders and arm rests
- Clean the restroom:
  - Rinse the toilet and holding tank. Refill and chemical. Clean seat, walls, handrails, mirror, and floor. Use proper cleaning detergent for disinfecting. Make sure hand sanitizer is full, and toilet paper.
- Sweep floor, paying attention that under the seats is properly cleaned.
- Clean all windows and mirrors.
- Clean driver compartment. Instrument panel/dash/floor.
- Check luggage dashboard compartment; make sure there are 2 trash bags and 2 rags.
- CHECK dispatch; if a coach is being dispatched for more than 2 days away from terminal, add a trash bag for each additional day and also add a package of toilet chemical.
- Mop floor: rinsing mop every couple of rows. Change the mop water & rinse mop after completing each coach. It is impossible to clean a floor with dirty water!
- Clean stepwell, handrails, and hand wash each step and make sure that all walls in stepwell are properly cleaned. Use whisper clean glass cleaner for the walls.
- Wipe down door interior. Use whisper clean glass cleaner.
- Your coach should be complete!

**It is expected that to complete service properly both inside and out, each coach should take between 45 minutes to an hour.**

## Exterior:

- Check engine oil before starting coach to get proper reading. If the coach is already running or has just come in from a run, let it set for 20 minutes before checking oil.
- Check all lights and repair/replace is needed.
- Fuel coach. **NEVER** leave fueling operation unattended. Complete fueling and oil information in the coach service record and at the service desk for each coach.
- Lavatory dump service when needed: Properly flush toilet and holding tank. Refill with 5 gallons of water and add chemical.
- Check all fluids: Engine oil, transmission, power steering, coolant. Add when needed. Accurately make all entries in service records.
- Inspect and clean all luggage bays. Use the pressure washer.
- Clean all wheels; with brush if necessary. Use pressure washer.
- Clean engine compartment and doors. Use pressure water.
- Wash back of the bus with brush and soapy water. Rinse clean.
- Wash exterior of coach by using automatic power brush (Hairy).
  - Wash down side of the bus, from back to the front. Stopping at the driver's window, return down same side of the bus.
  - Turn off and walk around the back of the bus to the other side.
  - Wash down the side of the bus, stopping at the passenger door. Return down side of the bus.
- Wash Windshields and mirrors with brush and soap. Do not leave soap on for any length of time as it will etch the surface. RINSE THOROUGHLY with cold water is best.
- Inspect coach interior. Your coach should be complete!

## Garage:

To be completed by all service crew members

- Floors to be swept in the garage
- Empty all trash containers
- Garage restrooms are to be cleaned nightly
- Sweep and mop garage walkway floor
- Drivers' room to be cleaned nightly: including sweep and mop
- Service desk area and wash bay to be kept clean at all times.
- Be sure all supplies are put away neatly, mops rinsed out, buckets put away and wash brushes are not left in buckets.
- Be sure water hoses are shut off at night and fuel pump switch is off.
- Lock all wash bay doors.