

## Touchless Test Drives

### Test Drive Checklist & Acknowledgment

*Completion of this checklist is not required by law. It is a best practice meant to assist dealers/salespeople*

The below guidelines were followed for this vehicle's \_\_\_\_\_ test drive.  
*Stock or VIN Number*

#### Item

Dealership staff felt safe & were properly trained

A virtual tour of the vehicle was conducted by a registered salesperson prior to the test drive

A digital or photocopied image of the customer's licence was received and verified

The customer's contact information (e.g. phone number) was collected for contact tracing

The customer test drove the vehicle alone

The dealership's insurance provider permitted the customer to test drive alone

The customer drove a limited number of kilometres and within a limited time frame

The vehicle was completely and effectively sanitized and disinfected prior to the test drive

All staff involved in sanitizing the vehicle were equipped with PPE and approved cleaners

The registered salesperson maintained physical distance at all times and drove alone

The customer sanitized the surfaces they touched after the test drive

The customer locked the vehicle after the test drive and returned the keys

The registered salesperson washed their hands immediately upon returning to the dealership

The vehicle was completely and effectively sanitized and disinfected after the test drive

**Registered Salesperson (name):**

**Date:**

**Time:**

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**DISCLAIMER: This is not a legal document and dealers/salespeople are advised to seek legal advice.**

These guidelines, tips, measures, checklists and recommendations were created to assist dealers/salespeople. In no way should they be considered as a guarantee to prevent the spread and/or infection of COVID-19 nor should they be construed as legal opinion.