

GENERAL INSTRUCTION MANUAL

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. No. **Approved**
6.030ISSUE DATE
07/01/2016REPLACES
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This General Instruction (GI) covers motor vehicles safety and enforcement requirements for all Saudi Aramco vehicles as well as contractor and private vehicles driven within Saudi Aramco communities, facilities or premises. Vehicles as defined in this General Instruction (GI) are all motorized vehicles.

1. Vehicle Safety Programs and Requirement.
2. Citations for Unsafe Driving Practices and Assignment of Penalty Points.
3. Government Traffic Violations Program.
4. Disciplinary Action and Corrective Guidance for Traffic Violations.
5. Reporting Unsafe Driving Practice By Division Head and Above.
6. Recommendation, Concurrences and Approval

1.0 VEHICLE SAFETY PROGRAMS AND REQUIREMENTS

Department heads will establish vehicle safety programs aligned with Element 6 of the Saudi Aramco Safety Management System (SMS). These programs shall be communicated to all employees, contractors and shall address the followings at a minimum:

1.1 Accountability

Each authorized drivers of a company vehicle and any driver within Saudi Aramco communities, facilities or premises shall be held accountable for the safe operation of their vehicles according to Sections 2, 4 and Supplement-I in this G.I. Supervisors shall consider the driving behaviors of employees as part the Corporate "Safety" Competency of Performance Management Program (PMP).

- 1.1.1 Department heads shall instruct all drivers that they are expected to operate vehicles responsibly, with all due attention to legal requirements, road & traffic conditions, and vehicle operating limits. All authorized Saudi Aramco drivers and all other drivers of vehicles within Saudi Aramco communities, facilities or premises are required to drive in a manner to safeguard not only themselves, their passengers and vehicles, but also, pedestrians, other vehicles, and company or private properties.
- 1.1.2 Proponent department heads shall instruct their contractor employees and business visitors that they are fully responsible to adhere to all Saudi Aramco traffic rules and regulations as stated in this GI and the Guidebook for Defensive Drivers while driving within company facilities, communities or premises, regardless of working for or visiting Saudi Aramco. Proponents departments are fully accountable for the driving behaviors of their contractor employees and shall implement corrective action of their driving behaviors as per Section 4.2 of this GI.

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Note: Refer to Section 3.0 for more details regarding traffic violations related to business, personal and hospital visitors' traffic violations.

1.1.3 Employees shall inform and educate their dependents, personal visitors and personal drivers of the requirement to comply with all Saudi Arab Government and Saudi Aramco traffic rules and regulations while driving within Saudi Aramco communities, facilities or premises. If a visitor committed a traffic violation, visitor shall be issued a Government Traffic Violation Ticket.

1.1.4 All Saudi Aramco's and Contractor's employees are required to adhere to safe driving practices at all times. Supervisors and above are required to model safe driving behaviors both on and off-job.

1.2 Rules for Operation of Vehicles

Departmental programs shall include minimum requirements for authorization of drivers and operation of vehicles. Supplement-I contains a list of minimum behavioral rules & regulations and other requirements. Additional requirements may be added by departments based on their operational needs. Explanation on key requirements is provided below:

1.2.1 Driver Qualification, Training and Authorization:

1.2.1.1 **Licensing** - All drivers shall hold a valid driver's license recognized by the Government of Saudi Arabia permitting them to drive legally within the Kingdom of Saudi Arabia. Departments shall check with the Industrial Security Support Services Department's ID & Stickers Office regarding the acceptance of non-Saudi Arab Government issued driver's license, e.g., international driver's license, driver's license from country of origin. The owners and operators of all vehicles shall adhere to Government and Saudi Aramco traffic rules and regulations.

1.2.1.2 **Driver Improvement Program (DIP)** - All Saudi Aramco and contractor employees required to drive company vehicles shall complete the Saudi Aramco Driver Improvement Program (DIP). The DIP is currently offered through Training & Development (T&D).

1.2.1.3 **Driver Improvement Refresher Seminar (DIRS)** - The DIRS is offered by T&D and shall be repeated by all authorized drivers every three (3) years. Saudi Aramco and contractor employees shall complete the online eLearning DIRS to fulfill DIRS requirement.

1.2.1.4 **Training for Unauthorized Drivers** - Saudi Aramco employees who are unauthorized to drive company vehicles may also be enrolled in the DIP and DIRS at any time with the approval of their supervisor. However, the

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employees shall be legally authorized to drive in the Kingdom of Saudi Arabia prior to their enrollment for DIP or DIRS, refer to section 1.2.1.1.

1.2.1.5 Off-Road and Specialty Driving - Before being permitted the use of company four-wheel drive/off-road vehicles, Saudi Aramco and contractor employees required to drive company vehicles shall pass the off-road vehicle driving test conducted by T&D. For other “specialty vehicles”, e.g., large trucks or heavy equipment, special training shall be required and be conducted by the Transportation and Equipment Services Department (T&ESD) and/or T&D. Note: The Saudi Government traffic law requires special licensing for certain types of specialty vehicles.

1.2.1.6 Supervisor’s Road Test - After completing the on Road Test evaluation offered by the Driver/Heavy Equipment Operator Training Unit (HEOPTU) using Saudi Aramco form 7224, every DIP qualified employee driver candidate shall conduct a Supervisor’s Road Test (SRT) by their supervisor, and the results documented on the Saudi Aramco form 7224, “On Road Driving Evaluation”. Employees who pass the SRT shall be authorized to drive company vehicles. Saudi Aramco form 7224 shall be retained in the employee’s file. Note: it is the department’s responsibility to ensure that employees are qualified to operate specific types of vehicles, e.g., manual/clutch type vs. automatic transmission, light truck, mini-van, etc., regardless of the test vehicle used by T&D.

1.2.1.7 Authorized Driver’s List - All departments shall maintain an up-to-date “Authorized Driver List” of their department employees authorized to operate company motor vehicles. The list shall include any restrictions (e.g., no night-time driving) and the types of vehicles the employees are permitted to operate. The authorized drivers list shall be updated immediately whenever there is a change in an employee’s status, for example, a condition prevents the employees from safely operating a company vehicle.

1.2.2 Driver Fitness - Departments are responsible for ensuring any employee authorized to drive is mentally and physically capable of driving competently and safely. Employees shall be instructed to disqualify themselves from driving if they have any permanent or temporary conditions that could impair their behavior or ability.

1.2.3 Journey Management - Departments shall question whether vehicle journeys are required and seek to minimize driving exposures where feasible. This is particularly important for high risk vehicle operations, e.g., late night driving, driving in adverse weather conditions, extended trips, and trips in high density traffic. Alternatives shall be considered to other means of transport such as air transportation or using inter-area buses where practicable and safely meet operational requirement. Departments shall include factors such as route, time of journey, weather and road conditions, and fatigue in their evaluations of if it is appropriate for employees to make a particular journey.

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1.2.3.1 Where drivers will be driving off-road to remote locations, departments shall ensure compliance with General Instruction, GI 6.025: Control of Remote Area Travel and Search/Rescue Procedures, in addition to other requirements of this GI 6.030.

1.2.3.2 Drivers shall exercise extreme caution in adverse weather conditions. In extreme weather such as and not limited dense fog or sandstorms, drivers shall avoid operating vehicles.

1.2.4 **Portable/Mobile Communication Devices Use Prohibition** - Employees, personal & business visitors, personal drivers, dependents, consultants, contractors and all other drivers while driving within Saudi Aramco communities, facilities or premises are prohibited from using “mobile communication devices”, such as and not limited to radios (push-to-talk, two-way communication), mobile/cell phones, including hands-free devices while driving within Saudi Aramco communities, facilities or premises. The use of “mobile communication devices” while driving company vehicles inside and outside of Saudi Aramco communities, facilities or premises are also prohibited. Violators will be issued traffic violation and assessed penalty points as detailed in Supplement-III or/and granted Government Traffic Violation.

Exception: Emergency Response Vehicles, security vehicle patrol, fire engine truck, ambulance, etc., are allowed to use “mobile communication devices” during emergency situations or/and strictly where operational requirement dictates.

1.2.5 **Speed Limits** – Drivers shall follow all posted speed limits on highways, roads, and within company communities, facilities or premises.

- The maximum speed limits inside Saudi Aramco communities, facilities or premises is 40 km/hr. unless otherwise posted.
- Certain specialty vehicles, or vehicles equipped with special tires, may have lower maximum speed limits as determined by T&ESD.
- Adverse weather or traffic conditions may necessitate speeds lower than those posted.

1.2.6 **Seat Belt Use** – Drivers and all passengers of Saudi Aramco, contractor and private vehicles shall buckle/fasten seat belts. Children or infants will be seated in child seat appropriate for their age, weight and size. Passengers shall buckle/fasten seat belts while riding on buses.

1.3 Program Maintenance and Support

1.3.1 **Communications** - Departments shall ensure that employees are informed of all company and departmental driving requirements and document these communications. Vehicle operation and safety requirements shall be included in the departmental orientation programs for all new and transferred employees.

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1.3.2 **Safety Meetings** – Organization shall ensure that department, division and unit safety meetings are held periodically to address vehicle and traffic safety issues, including topics such as general vehicle safety, off-job traffic safety, changes or enhancements to departmental or general company vehicle safety requirements, training and related issues.

1.3.3 **Ongoing Observations** - Supervisors shall monitor employees' driving performance to ensure safe driving attitudes and behaviors are maintained. Any degradation in performance shall be documented and may be grounds for remedial training, driving restrictions or being prohibited from driving company vehicles.

1.3.4 **Safe Driving Incentives** - Departments shall consider incorporating safe driving incentives within their overall departmental safety program. These may include "milestone" incentives, such as kilometers travelled without a motor vehicle accident (MVA) or traffic citation, as well as proactive incentives for promoting vehicle safety through presentations, publications or other means.

1.4 Reporting and Improvement

1.4.1 **Reporting Vehicle Accidents** - All MVA involving Saudi Aramco vehicles shall be reported in accordance with GI 6.029: Reporting and Recording of Motor Vehicle Accidents.

1.4.2 **Near Misses** - All employees shall be encouraged by their departments to share information on near miss vehicle incidents. These shall be communicated within the department and be used as means to alert other drivers to potential hazards and means of preventing motor vehicle incidents.

1.4.3 **Recordkeeping and Analysis** - Departments shall maintain records of all near misses, traffic violations, motor vehicle accidents and the corresponding penalty points assigned to their employees. Departments shall annually review vehicle incident experience and develop root cause analysis to modify their programs as necessary.

1.5 **Off-Job Driving Safety** - Departmental programs shall incorporate specific means to encourage off-job vehicle safety. This shall be through incentive programs, safety meetings, campaigns or direct communication between employees, and management. The objective is for drivers to practice the same safe driving behaviors off-job that are required on the job.

2.0 CITATIONS FOR UNSAFE DRIVING PRACTICES AND ASSIGNMENT OF PENALTY POINTS

Industrial Security Operations (ISO) is responsible for issuing citations for traffic violations, using the Saudi Aramco online Unsafe Driving Practice Warning (UDPW) System and the electronic form SA-2412: Traffic Violation Ticket. In addition, Area ISO Department is responsible for issuing Government Traffic Violations to all visitors driving vehicles, not bearing Saudi Aramco vehicle's stickers, within Saudi Aramco communities, facilities or premises, refer to Section 3.0 of this GI.

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Proponent department heads shall assign penalty points for company MVA per Supplement-III. These rulings are subject to review and possible adjustment by Area ISO Department.

Proponent department heads shall review all Saudi Aramco form SA-2412 that are issued against their employees and contractors and complete the required actions in the Unsafe Driving Practice Warning (UDPW) System; however, the department head can authorize other users to view current SA-2412, review violation history and update other information.

2.1 Company Vehicles

- 2.1.1 For company vehicles, the responsible Area ISO department shall issue the SA-2412-1: Traffic Violation Ticket to the driver and/or owner of the company vehicle. Area ISO department shall assign penalty points in accordance with Supplement-III of this GI and send an electronic SA-2412 to the proponent department head via the UDPW System. If the driver is not present or cannot be determined, Area ISO department shall determine the organization to which the vehicle is assigned, and send the electronic SA-2412 to the department head of that organization.

Note: Violations will be issued against the badge number of the company vehicle's driver. Department heads have the option to amend the violation to reflect the driver's badge number if the company vehicle was driven by a different user.

- 2.1.2 Within five (5) working days of receipt of the electronic SA-2412, the proponent department head shall determine who was driving the company vehicle, investigate the driving violation concur with the points assigned, and take corrective actions as appropriate and in coordination with Area HR if penalty points is 10 or above. He shall execute this action in the UDPW System and submit it to Area ISO department. If after investigating the violation, the employee's department head requests to amend the violation or the assigned penalty points, department head shall provide a written justification in the UDPW System and contact the Area ISO department head who shall review the SA-2412. For each employee, the UDPW System will automatically accumulate penalty points during a consecutive twelve (12) months (Gregorian) period.
- 2.1.3 For company motor vehicle accidents (MVA), penalty points shall be assigned by the proponent department head after determining whether the MVA was preventable or non-preventable, refer to Supplement III and Supplement IV. The proponent department head shall forward the penalty point's assignment determination in a letter to the respective Area ISO Department manager within five (5) working days of the MVA.
- 2.1.4 If Area ISO Department does not receive the completed SA-2412 within five (5) working days, the UDPW System will automatically send a notification to the proponent department head requesting the actions in Section 2.1.2 to be completed. If the proponent department head does not respond to this second request within five (5) working days, the UDPW System will automatically escalates to department administrative area head to resolve the matter.

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2.2 Private and Contractor Vehicles Operated within Saudi Aramco Properties

2.2.1 For traffic violations involving private vehicles owned and/or driven by employees, dependents, personal drivers or domestic helpers, the responsible Area ISO Department shall issue non-electronic form SA-2412-1: Traffic Violation Ticket to the driver or owner of the vehicle. Visitor vehicles, which are not bearing a Saudi Aramco vehicle's sticker, shall be issued a Government Traffic Violation ticket. Area ISO Department shall assign penalty points in accordance with Supplement-III of this GI and send an electronic notification of the SA-2412 to the employee's department head via the UDPW System.

If the driver is not present or cannot be determined, Area ISO Department shall determine, via Saudi Aramco affixed vehicle's sticker, the organization the employee reports to and send the electronic SA-2412 to the department head.

First violation by employees' dependents, drivers or domestic helpers is to be considered a notification with no penalty points assigned to the sponsoring employee. In this way, form SA-2412 will be issued to an employee's department head through UDPW System. For the second and any subsequent traffic violations by employees' dependent, driver, or domestic helper, SA-2412 containing assigned penalty points shall be assigned to the employee and corrective action shall be taken by the employee's department head.

2.2.2 Within five (5) working days of receipt of the electronic SA-2412 for violations involving private vehicles operated by the employee, dependent, driver or domestic helper, Section 2.2.1, the department head shall determine who was driving the vehicle; investigate the violation; concur with the points assigned; take corrective action as appropriate and in coordination with Area HR if penalty points is 10 or above; execute this action in the UDPW System and submit it to Area ISO Department. If the department head requests to amend the violation or change the assigned penalty points, department head shall provide a written justification in the UDPW System and contact the Area ISO Department manager to review the SA-2412. A completed hardcopy of the SA-2412 shall be retained in the employee's departmental file for six months (Gregorian). For each employee or driver, the UDPW system will automatically accumulate penalty points during a consecutive twelve (12) months (Gregorian) period.

3.0 GOVERNMENT TRAFFIC VIOLATIONS PROGRAM

Area ISO Department in coordination with the Government Local Area Traffic Police shall issue traffic violation tickets for business, personal, hospital visitors, contractors, and company retirees/their dependents for any violation listed in Supplement-III. Area ISO Department will provide citation information to the designated Government Local Area Traffic Police for further processing.

Note: Similar violation cases will apply to non-employee drivers of vehicles that do not bear a Saudi Aramco vehicle's sticker within Saudi Aramco communities, facilities or premises.

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PAGE NO. 8 OF 26*** 4.0 DISCIPLINARY ACTION AND CORRECTIVE GUIDANCE FOR TRAFFIC VIOLATIONS****4.1. Saudi Aramco's Employees:**

Procedures contained in Chapter 10: Terminations, of the Industrial Relations (IR) Manual and the General Internal Rules for the Organization of Work and Workmen shall be used as a basis in determining counseling sessions, written warnings, dismissal notices and possible termination and in coordination with Area Human Resources (HR). The followings shall be followed at a minimum:

- 4.1.1. If the employee commits any traffic violations of less than ten (10) penalty points but has not accumulated a total of ten (10) penalty points in twelve (12) months (Gregorian) period, a traffic violations notice, SA-2412, shall be sent to the employee's department head who shall conduct and document counseling session with the employee. Also, to ensure the employee shall complete the compulsory online DIP e-learning course. Employee's department head shall implement rating in action - "Focus on Safety" competency of PMP.
- 4.1.2. If the employee receives a total of ten (10) accumulated penalty points but has not accumulated more than fifteen (15) penalty points of traffic violations in a twelve (12) months (Gregorian) period, a traffic violation notice, SA-2412, shall be sent to the employee's administrative area head and department head who shall issue a written first warning notice, SA-3247, and corrective guidance report, SA-2004, to the employee in coordination with the Area HR. Department head shall ensure the employee complete the compulsory online DIP e-learning course. Employee's department head shall implement rating in action – "Focus on Safety" competency of PMP.
- 4.1.3. If the employee receives a total of sixteen (16) accumulated penalty points but has not accumulated more than nineteen (19) penalty points of traffic violations in a twelve (12) months (Gregorian) period, a traffic violation notice, SA-2412, shall be sent to the employee's administrative area head and department head who shall issue a written second warning notice, SA-3247, and corrective guidance report, SA-2004, to the employee in coordination with the Area HR. Department head shall ensure the employee complete the compulsory online DIP e-learning course. Employee's department head shall implement rating in action – "Focus on Safety" competency of PMP.
- 4.1.4. If the employee receives a total of twenty (20) accumulated penalty points of traffic violations in a twelve (12) months (Gregorian) period, a traffic violation notice, SA-2412, shall be sent to the employee's business line head, administrative area head and department head who shall issue a written dismissal warning notice, SA-3248, and corrective guidance report, SA-2004, to the employee in coordination with the Area HR. Department head shall ensure the employee complete the compulsory class DIP course. Employee's department head shall implement rating in action - "Focus on Safety" competency of PMP.
- 4.1.5. If the employee receives any additional traffic violations, after receiving written dismissal warning notice, as per Section 4.1.4 above, in a twelve (12) months (Gregorian) period, a traffic violation notice, SA-2412, shall be sent to the employee's business line head, administrative area head and department head who shall review the employee's case for possible termination in coordination with the Area HR.

- 4.1.6. All written notices shall be in compliance with the General Internal Rules for the Organization

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of Work and Workmen, reviewed and approved by the Area Human Resources (HR) Service Center within five (5) working days. Consultation between employee's department head and the Area Personnel Office shall occur if termination of an employee is considered so that the correct company and Saudi Labor Law procedures are strictly followed.

Refer to Supplement-I: summary table for Saudi Aramco's Employees' Disciplinary Action and Corrective Guidance for Traffic Violations

4.2. Contractor's Employees

All traffic violations committed by contractor's employees within Saudi Aramco communities, facilities or premises shall be issued Government Traffic Violation. In addition, a traffic violation notice, SA-2412, shall be reported to the contractors' proponent department head for further handling. The followings shall be followed at a minimum:

- 4.2.1. If a contractor's employee commits any traffic violations of less than ten (10) penalty points but has not accumulated a total of ten (10) penalty points in a twelve (12) months (Gregorian) period, a traffic violation notice, SA-2412, shall be sent to the contractor's proponent department head who shall conduct and document counseling session with the contractor's representative. Also, to ensure the contractor's employee shall complete the compulsory online DIP e-learning course. Proponent department head shall implement the violations on the performance evaluation.
- 4.2.2. If a contractor's employee receives a total of ten (10) accumulated penalty points but has not accumulated more than fifteen (15) penalty points of committed traffic violation(s) in a twelve (12) months (Gregorian) period, a traffic violation notice, SA-2412, shall be sent to the proponent department head who shall conduct and document counseling session with the contractor's representative and issue notification letter to the contractor employee explaining the consequences of any further traffic violations accumulating sixteen (16) penalty points shall lead to access suspension for (6) months. Also, to ensure the contractor's employee shall complete the compulsory online DIP e-learning course. Proponent department head shall implement the violations on the performance evaluation.
- 4.2.3. If a contractor's employee receives a total of sixteen (16) accumulated penalty points but has not accumulated more than nineteen (19) penalty points of committed traffic violation(s) in a twelve (12) months (Gregorian) period, a traffic violation notice, SA-2412, shall be sent to the proponent department head who shall conduct and document counseling session with the contractor's representative and revoke contractor employee's ID, vehicle's sticker and be banned from accessing Saudi Aramco communities, facilities and premises temporarily for six (6) months. Also, to ensure the contractor's employee shall complete the compulsory DIP class course upon return. Proponent department head shall implement the violations on the performance evaluation.
- 4.2.4. If a contractor's employee receives a total of twenty (20) accumulated penalty points of committed traffic violation(s) in a twelve (12) months (Gregorian) period, a traffic violation notice, SA-2412, shall be sent to the proponent department head who shall conduct and document counseling session with the contractor's representative and revoke contractor employee's ID, vehicle's sticker and be banned from accessing Saudi Aramco communities, facilities and

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Refer to Supplement-I: summary table for Contractor's Employees' Disciplinary Action and Corrective Guidance for Traffic Violations

4.3. Retirees and their Dependents or Drivers:

All traffic violations committed by retirees, their dependents or drivers within Saudi Aramco communities, facilities or premises shall be issued Government Traffic Violation. In addition, a traffic violation notice, SA-2412, shall be reported to Area Personnel Department, Retirement Processing and Annuitant Unit's Supervisor, for further handling. The following shall be followed at a minimum:

- 4.3.1. First traffic violation for retirees, their dependents or drivers: retiree shall be issued a first notification letter, by Personnel Department, highlighting the traffic violations committed and explaining and addressing relevant company regulations.
- 4.3.2. Accumulation of ten (10) penalty points in a twelve (12) months (Gregorian) period:
Retiree shall be issued a second notification letter, by Personnel Department, advising that committing any further traffic violations shall lead to suspension, or complete withdrawal of the access to Saudi Aramco community privileges, not including medical facilities.
- 4.3.3. Accumulation of twenty (20) penalty points in a twelve (12) months (Gregorian) period:
Retiree shall be issued a third notification letter, by Personnel Department, advising him that access to Saudi Aramco community privileges has been temporarily suspended for ninety (90) days.
- 4.3.4. Any further traffic violation committed, after issuance of the ninety (90) days temporary suspension in twelve (12) months (Gregorian) period, the access to Saudi Aramco community privileges shall be permanently withdrawn with the joint approvals of the Personnel Department Director and the Area Industrial Security Operations Department Manager.

Refer to Supplement-I: summary table for Retirees and their Dependents or Drivers' Disciplinary Action and Corrective Guidance for Traffic Violations

5. REPORTING UNSAFE DRIVING BY DIVISION HEAD AND ABOVE

Division heads and above are authorized to report unsafe driving practices associated with Saudi Aramco leased/logo vehicles and/or vehicles affixed with Saudi Aramco vehicle's stickers to Area ISO department for review and further handling. Unsafe Driving Practice Notice shall be sent to the proponent department heads for any required additional traffic safety training and verbal counseling.

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RECOMMENDED: _____
Manager,
Industrial Security Support Department

Date: _____

CONCUR: _____
Manager,
Loss Prevention Department

Date: _____

CONCUR: _____
Director,
Personnel Department

Date: _____

CONCUR: _____
Director
Human Resources Policy & Planning

Date: _____

APPROVED: _____
General Manager
Industrial Security Operations

Date: _____

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FOR TRAFFIC VIOLATIONS****Saudi Aramco's Employees:**

TOTAL POINTS WITHIN 12 MONTHS	ACTION & GUIDANCE TO BE TAKEN	UDPW SYSTEM NOTIFICATION TO
Less than 10	I. Document counseling session with the employee. II. Complete the compulsory online DIP e-learning course. III. Implement rating in action – “Focus on Safety” competency of PMP.	I. Department Head
10 - 15	I. Written first warning notice (SA-3247), and corrective guidance report (SA-2004) in coordination with the Area HR. II. Complete the compulsory online DIP e-learning course. III. Implement rating in action – “Focus on Safety” competency of PMP.	I. Department Head, II. Administrative Area Head
16 - 19	I. Written second warning notice (SA-3247), and corrective guidance report (SA-2004) to the employee in coordination with the Area HR. II. Complete the compulsory online DIP e-learning course. III. Implement rating in action – “Focus on Safety” competency of PMP.	I. Department Head II. Administrative Area Head
20	I. Written dismissal warning notice (SA-3248), and corrective guidance report (SA-2004) to the employee in coordination with the Area HR. II. Complete the compulsory DIP class course. III. Implement rating in action – “Focus on Safety” competency of PMP.	I. Department Head II. Administrative Area Head III. Business Line head
More than 20	I. Reviewing the employee's case for <u>possible termination</u> in coordination with the Area HR.	I. Department Head II. Administrative Area Head III. Business Line head
1st violation by Employees' dependents or drivers	Only Notification with no penalty points assigned to the sponsoring employee. The sponsoring employee shall educate his/her dependents, personal drivers to prevent any further violation for the second or subsequent instances.	I. Department Head

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FOR TRAFFIC VIOLATIONS****Contractor's Employees:**

TOTAL POINTS WITHIN 12 MONTHS	ACTION & GUIDANCE TO BE TAKEN	UDPW SYSTEM NOTIFICATION TO
Less than 10	I. Issued government traffic violation. II. Document counseling session with the contractor representative. III. Complete the compulsory online DIP e-learning course. IV. Implement the violations on the performance evaluation.	Proponent Department Head
10 - 15	I. Issued government traffic violation. II. Document counseling session with the contractor representative. III. Issue notification letter to contractor explaining the consequences of any further traffic violations accumulating 20 penalty points will lead to access suspension for six (6) months. IV. Complete the compulsory online DIP e-learning course. V. Implement the violations on the performance evaluation.	
16 - 19	I. Issued government traffic violation. II. Document counseling session with the contractor representative. III. Revoke contractor employee's ID, vehicle's sticker and be banned from accessing Saudi Aramco communities, facilities and premises <u>temporarily</u> for six (6) months. IV. Complete the compulsory DIP class course upon return. V. Implement the violations on the performance evaluation.	
20	I. Issued government traffic violation. II. Document counseling session with the contractor representative. III. Revoke contractor's employee ID, vehicle's sticker and be banned from accessing Saudi Aramco communities, facilities and premises <u>permanently</u> .	

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FOR TRAFFIC VIOLATIONS****Retirees, Their Dependents and Drivers:**

TOTAL POINTS WITHIN 12 MONTHS	ACTION & GUIDANCE TO BE TAKEN	UDPW SYSTEM NOTIFICATION TO
Less than 10	I. Issued government traffic violation. II. First notification letter highlighting the traffic violation committed and explaining relevant company regulations.	Personnel Department
10 - 19	I. Issued government traffic violation. II. Second notification letter advising that committing any further traffic violations will lead to suspension, or complete withdrawal of the access to Saudi Aramco community privileges, not including medical facilities.	
20	I. Issued government traffic violation. II. Temporary access suspension notification letter advising him that access to Saudi Aramco community privileges has been suspended for ninety (90) days.	
More than 20	I. Issued government traffic violation. II. Permanent access suspension notification letter to Saudi Aramco community privileges shall be permanently withdrawn with the joint approvals of the Personnel Department director and the Area ISO manager.	

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15 OF 26**SUPPLEMENT-II**
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Drivers are responsible for the overall safety of their vehicles and passengers. Drivers shall abide by all traffic laws, rules and regulations in the Kingdom of Saudi Arabia and Saudi Aramco and ensure that their vehicles are inspected and maintained properly before each trip.

All drivers of Saudi Aramco's vehicles, contractors working for Saudi Aramco's departments, and private vehicles within Saudi Aramco communities, facilities and premises are expected to observe defensive driving behaviors at all times. Also, all drivers shall behave courteously to other drivers and pedestrians at all times.

A company publication, "Guidebook for Defensive Drivers," is available from Training and Career Development, Industrial Training Department for additional information on driving in the Kingdom of Saudi Arabia.

Drivers shall adhere to the following rules and regulations. These are not all-inclusive, however, and other traffic and safety rules may apply to reinforce safe and prudent driving practices:

1. Drivers shall hold a valid driver's license, at all times, prior to operating any motor vehicles.
2. Drivers of Saudi Aramco's vehicles shall undergo required training and certification prior to being authorized to drive company vehicles.
3. Vehicles shall be maintained in a safe operating condition. Furthermore, any unsafe condition shall be corrected or reported immediately. Each Saudi Aramco vehicle shall be taken for service on or before the specified odometer readings or the date shown on the Transportation Department, Vehicle Inspection and Preventive Maintenance (PM) Service Notice Sticker.
4. The use or being under the influence of intoxicants or medications which cause impairment to judgment while operating a vehicle is prohibited.
5. Drivers shall check vehicles daily for serviceability of such basic equipment as tires, breaks, lights, fluid levels, glass, mirrors, etc. Deficiencies shall be corrected immediately at the nearest repair facility. Before each trip, a 360° walk-around inspection is recommended before getting into the vehicle.
6. All occupants shall buckle/fasten seat belts. Drivers shall insist that all passengers buckle/fasten seat belts before starting the vehicle.

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7. All children shall buckle their seat belt and use child seat as appropriate to their age, weight and size. Rear-facing baby seat is suitable for birth to nine (9) months or up to nine (9) kg. Front-facing toddler seat is suitable for one (1) year to four (4) years or ten (10) kg to 18 kg, while inside the vehicle. The 1st violation is to be considered a notification with no penalty points assigned to the sponsoring employee and the 2nd and subsequent violations are to be considered with two (2) penalty points.
8. Vehicles shall not be left unattended while engine is running.
9. Within operating facilities, vehicles shall only be operated or parked according to plant operating instructions. Vehicles shall not be operated in restricted areas unless appropriate work permits are authorized for such purposes.
10. Vehicles shall not be fueled with the engine running or while using any electrical device.
11. Drivers of vehicles, sedans, pick-up trucks, buses, etc., shall never exceed the Saudi Arab Government or Saudi Aramco posted maximum speed limits. Additionally, maximum permissible speed limits for vehicles equipped with special tires, heavy truck, sand, all-terrain, etc., or other special vehicles, on-the-road and off-the-road, specified by the Transportation Department shall be followed.

Unless otherwise posted, the speed limit within Saudi Aramco communities, facilities, premises and camps is 40 km/hr.
12. Passengers shall be carried only in the passenger compartment of a vehicle. Drivers shall not carry passengers in open vehicles, e.g., in the bed of pickup trucks.
13. Drivers shall obey the direction of traffic flow; driving on the wrong side of a divided highway is prohibited.
14. Drivers shall bring vehicles to a complete stop at STOP signs and red traffic lights, before proceeding again.
15. Drivers shall yield the Right-of-Way to Emergency Response Vehicles during emergency situations and when emergency warning devices are active. This is to allow safe and unobstructed passage of Emergency Response Vehicles on roads, at traffic lights, intersections, and STOP signs.
16. Drivers shall yield the Right-of-Way to pedestrians crossing the street in a marked cross walk or intersections.
17. Drivers shall use turn signals when changing lanes and turning.

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18. Drivers shall use vehicle headlights, not parking lights or running/dim lights, during night time hours.
19. Rules for passing other vehicles are covered in the booklet, Guide for Defensive Drivers. Drivers specifically shall not pass in a posted no passing zone or where there is a solid line in their lane.
20. 'Tailgating' or following another vehicle too closely is prohibited. Drivers shall apply the "two-second rule" as outlined in the Guidebook for Defensive Drivers to determine if they are at a safe distance when following another vehicle.
21. Heavy items, such as and not limited to tools, water cans, spare tire, etc., in any vehicle shall be properly secured.
22. Materials shall not extend over the sides of a truck; loads extending beyond the front or rear of the vehicle shall be marked with a red flag in the daytime and a red light at night.
23. All loads on delivery trucks shall be secured. Stake bed trucks shall have all side panels installed while moving.
24. Towing of all equipment shall be in compliance with GI 1010.007: Safe Practices for Towing Equipment and Trailers.
25. Tires shall be inflated to the correct pressure as specified by the Transportation Department. Tires shall be routinely checked for correct inflation pressures during each refueling or when otherwise indicated. Tires which have exposed tread wear indicators, breaks or cracks in the casing, or have fabric showing, shall be replaced immediately and not be used.
26. Saudi Aramco Contractor employees are prohibited from using portable/mobile communication devices, such as and not limited to radios, mobile/cell phones, etc., even in the 'Hands Free' mode while driving a Saudi Aramco owned or leased vehicle kingdom-wide. This policy also applies to contractors and private vehicles driven within Saudi Aramco communities, facilities, premises.
27. Motorcyclists' shall wear a proper motorcycle reflective type helmet and secured by a chin strap while riding. The motorcycle shall be affixed by a license plate number and shall at all times be securely fastened to the motorcycle. Citation of unlicensed motorcycles within Saudi Aramco communities, facilities, premises shall be reported by Area Industrial Security Operations Department to the Technical Services Group (TSG) in coordination with Community Services Department for further investigation and appropriate action.
28. Drivers are responsible for adequate water, safety equipment and communications equipment relative to remote area driving.

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SUPPLEMENT-III
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Penalty points shall be issued to the drivers of vehicles including Saudi Aramco and Contractors employees, dependents, personal drivers and domestic helpers as set forth in Section 2.2, Paragraph 2.2.1 of this GI.

Because of the seriousness of the traffic regulation, the first traffic violation committed by the dependents, personal drivers and domestic helpers is to be considered a notification with no penalty points assigned to the sponsoring employee. Hence; by this approach, the sponsoring employees have the opportunity to educate their dependents, personal drivers and domestic helpers to adhere to the driving rules and regulations within Saudi Aramco communities, facilities or premises and prevent any further traffic violations for the second time or subsequent instances which are considered a violation and shall be assigned a penalty points.

Penalty Point Categories are listed below. Preventable and Non-Preventable Motor Vehicle Accidents (MVA) are determined by the proponent department head as per GI 6.029 and are defined in Supplement III of this GI 6.030. Non-Recordable MVA are also defined in GI 6.029.

The list of Moving Traffic Violations is not all inclusive regarding violations which may incur penalty points, especially in circumstances where drivers are using unsafe driving practices, which could lead to traffic accidents, personal injuries, or damage to Company or private properties.

I. Company Motor Vehicle Accidents	Penalty Points
a. Non-preventable or Non-Recordable Motor Vehicle Accidents (MVA): The ruling of non-preventable MVA are subject to review and may be overruled by Area Industrial Security Organizations Department	0
b. Preventable Motor Vehicle Accidents (MVA): Penalty points for preventable company vehicle MVA shall be determined by the proponent department head after investigation of the MVA, and shall be assigned using the guidelines set forth below. Penalty points shall be based on the severity of any traffic infringements committed by employees, which may have caused or contributed to the MVA. Penalty points shall be additive for multiple infractions, e.g., speeding 25 km/hr. over limit = 10 points, and failure to observe stop sign = 8 points, the subtotal of 18 penalty points with an additional five (5) penalty points greater than the defined penalty points for a traffic violation which has resulted in a motor vehicle accident; the total = 18 + 5 = 23 penalty points shall be assigned. Within five (5) working days of the MVA, the proponent department head shall document the penalty points' award in a letter to the respective Area Industrial Security Operations Department Manager for each MVA, including U-drive. Area Industrial Security Operations Department Manager may alter the penalty points' award if the department has not applied the guidelines properly.	Total: 18 + 5 = 23

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Penalty Points for Preventable Private MVA shall be determined by the proponent department head after investigation of the MVA, which is documented in SAP EH&S, or using form SA-1193: Motor Vehicle Accident Report. Penalty points shall be assigned using the guidelines set forth below. Penalty points shall be based on the severity of any traffic infringements committed by employees, which may have caused or contributed to the MVA. Penalty points shall be additive for multiple infractions, e.g., Dark/tinted glass above government limits = 6 points, and Not using seat belts for drivers or passengers = 8 points, the subtotal of 14 penalty points with an additional five (5) penalty points greater than the defined penalty points for a traffic violation which has resulted in a motor vehicle accident; the total = 14 + 5 = 19 penalty points shall be assigned. Within five (5) working days of the incident, the proponent manager shall document the point award in a letter to the respective Area Industrial Security Operations Department Manager for each MVA. Area Industrial Security Operations Department Manager may alter the point award if the department has not applied the guidelines properly.

Total:
14 + 5 = 19

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Violations Code No.	Traffic Violations Descriptions	Penalty Points
2.	Reckless driving (combination of moving violations)	14
3.	Speeding: Exceeding speed limit by;	
	3a. Less than 10 km/hr.	3
	3b. 10 to 20 km/hr.	6
	3c. 21 to 30 km/hr.	10
	3d. Over 30 km/hr.	12
4.	Driving on the wrong side of a divided roadway	12
5.	Passing in a "No Passing" zone	8
6.	Underage dependent driving a motor vehicle/ Motorcycle	10
7.	Underage dependent driving a Golf Cart	6
8.	Failure to obey a traffic signal	12
9.	Not using seat belts (drivers or passengers)	8
10.	"Not Using Child Seat"	2
11.	More than 3 people in front seat (also requires seat belt violation)	5
12.	Passengers in back of open pickup truck	8
13.	Portable/Mobile Communication Devices Use Prohibition: radio, cell/mobile phones including hands-free installations	6
14.	Failure to yield to pedestrians at a crosswalk or intersection	6
15.	Driving with an unsecured load or without panels in place	6
16.	Following too closely (tailgating)	6
17.	Turning or switching lanes without signaling	4
18.	Turning from the wrong lane	8
19.	Failure to yield the right-of-way	6
20.	Driving under influence of medications or intoxicants	14
21.	Riding a motorcycle without a helmet	8
22.	Driving during night time without headlights and/or rear lights	8
23.	Failure to stop when directed by Industrial Security Operations (ISO)	10
24.	Driving the wrong way in a Parking Lot	4
25.	Driving without proper license or special license	2
26.	Failing to stop for two seconds before turning right on red light	6
27.	Parked/standing unattended while engine is running	6
28.	Dark glass tint above government limits	6
29.	Driving Vehicle in Unsafe Condition	3
30.	Stopping suddenly in the street for Loading/ Unloading passengers	4
31.	Parking in an emergency route or emergency vehicle space	

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32.	Parking in a posted Handicapped Parking area without authorization	6
33.	Parking on the wrong side of the street (against the traffic flow)	3
34.	Parking in an unauthorized space or area	2
35.	Double Parking	3
36.	Parking in reverse	2
37.	Misuse of company vehicles (including violations of GI 710.005)	6
38.	Non-Business Use of Company Light Vehicle (CLV)	6
39.	Partially or Totally Covered License Plate Numbers	10
40.	Failure to Obey Other Prohibitory Traffic Sign	6
41.	Failure to obey a stop sign	8

Important Notes:

- a. First violation by employees' dependents, personal drivers and domestic helpers are to be considered a notification with NO penalty points assigned to the sponsoring employee.
- b. Violation Code No. 36 "**Parking in Reverse**" is considered a violation only if vehicle is cited in an angled parking (Non-90 degree) parking space including company parking lots, roads, streets and driveways attached to residential parking areas where in this case violators shall be issued a ticket under the name "parking in reverse" if the vehicle is cited parked against the traffic flow in a residential area where a parking zone is clearly marked.
- c. Citation of Violation Code No. 39 "**Partially or Totally Covered License Plate Numbers**"; Area ISO Department shall assign penalty points in accordance with Supplement III of this GI and refer the case, as required, to the area Technical Services Group (TSG) for investigation and appropriate disciplinary action.

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**SUPPLEMENT-IV
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All MVA shall be considered preventable if any of the following basic safe driving and parking habits were not followed:

1. Complying with existing Saudi Arab Government Traffic laws, signals and signs, and complying with Saudi Aramco driving rules & regulations.
2. Conceding/yielding the right of way.
3. Driving defensively, anticipating hazardous situations, and taking appropriate action to prevent an accident.
4. Concentrating on the driving job.
5. Being courteous to others while driving.
6. Having control of the vehicle at all times.
7. Parking properly in designated parking areas where they exist; when parking areas are not designated, parking where other vehicles are not likely to strike the parked vehicle.

SPECIFIC GUIDELINES FOR DETERMINING PREVENTABILITY1. **Intersections**

It is the responsibility of all drivers to approach, enter and cross intersections prepared to avoid vehicles, even those improperly driven. The failure of a driver to do so shall be considered in determining accident preventability.

2. **Reversing**

Most reversing accidents are preventable, whether or not a guide was involved in the maneuver.

3. **Front-End Collisions**

Virtually all Front-End collisions are preventable since drivers are required to maintain a safe following distance and be aware of any unexpected cross traffic or pedestrians.

4. **Rear-End Collisions**

Rear-End collisions preceded by rolling backwards or failing to signal intentions are preventable.

5. **Being Overtaken**

Sideswipes and cut-offs involving a Saudi Aramco driver while he is being overtaken are preventable when he fails to yield to the overtaking vehicle by slowing down or moving to the right, where possible.

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Any collision involving merging or lane encroachment may often be avoided through yielding to the other vehicle. Failure to take such action makes most resultant collisions preventable.

7. Opposing Vehicles

Even when an opposing vehicle enters the driver's traffic lane, it may be possible to avoid collision. For example, if the opposing vehicle is overtaking and the Saudi Aramco driver does not slow down, stop or move to the right, he has failed to take reasonable action to prevent an accident.

8. Turning

Collisions involving a failure to signal, properly position the vehicle for a turn, check mirrors and blind spots, or check pedestrian lanes, shall be considered preventable.

9. Hazardous Situations

Keeping within posted speed limits is not sufficient precaution when adverse or hazardous conditions, fog, rain, and blowing sand, and etc., call for further reduction of speed. Accidents resulting from driving too fast for conditions are preventable.

10. Fixed Objects

Generally, all collisions with fixed objects are preventable.

11. Parking

Preventable accidents include those resulting from:

- a. Failure to park in locations clearly designated for parking, where they exist.
- b. Failure to park completely within parking spaces defined by stripes, chains, upright posts, and barriers laid on the parking area, where they exist.
- c. Parking on roads, streets, highways or their shoulder area where a parking zone is not clearly marked.
- d. Parking in the wrong direction; parking against traffic flow.
- e. Parking outside of designated areas at intersections; too close to intersection. A disabled vehicle is not considered properly parked unless it is off the main traveled portion of the road and displays proper warnings as required

Note: Back-in parking on roads or streets, residential parking and company parking lots are allowed if parking is designed with 90 degree parking space having sufficient & safe distance, and it does not disrupt the flow of traffic.

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(Page 3 of 3)**PREVENTABILITY/NON-PREVENTABILITY GUIDELINES**12. **Single Vehicle MVA**

Single Vehicle MVA shall be ruled preventable when they are the result of incorrect emergency action taken by the driver to avoid an incident, as this is an indication that the driver is driving too fast for conditions or is not paying attention.

Incorrect response to emergency conditions may also contribute to the accident, and must be considered in determining preventability.

13. **Off-Road Driving**

Off-road accidents must be evaluated carefully. If they result from an error in judgment or driving technique they should be ruled preventable.

14. **Traffic Circles (Roundabouts)**

Vehicles in a traffic circle have the right of way, but any accident which could have been avoided by the driver, e.g., by yielding the right of way, shall be ruled preventable.

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The responsible organization shall ensure all safety precautions are exercised when operating their Emergency Response Vehicles (ERV) to ensure safe arriving at the intended location. Authorized drivers shall comply with all of the traffic laws and rules of the road that apply to all other vehicles. The specific exceptions to traffic laws that apply to Emergency Response Vehicles (ERV) shall only be exercised during authorized emergency operations as stipulated in the approved organizations' internal policies or procedures.

The following guidelines shall apply:

1. Emergency Response Vehicles shall only be driven/operated by individuals who comply with the applicable driver's license requirements and have completed the training and certification requirements to operate the particular Emergency Response Vehicles. It is the absolute responsibility of each responsible organization to identify the appropriate training for their ERV's drivers and shall develop a formal training addressing their requirements.
2. Emergency Response Vehicles shall be operated in a manner that provides for due regard and the safety of all persons and property at all times. Safe arrival shall always have priority over unnecessary speed or hazardous driving practices while on the way to an incident or to the hospital.
3. When conditions are unfavorable, the posted speed limit shall not be exceeded and actual speed shall be determined by the conditions. Examples of conditions requiring slower response speeds include but are not limited to:
 - 3.1 Slippery road conditions
 - 3.2 Inclement weather
 - 3.3 Poor visibility
 - 3.4 Heavy or congested traffic conditions
 - 3.5 Sharp curves

All concerned organizations are required to comply with company safety policies and procedures while operating, riding in or performing any function that involves the operation of an Emergency Response Vehicle. Each concerned organization shall establish internal policies to ensure the following:

- a. Maximum permissible speed is set with consideration of the design, capabilities and weight/size of the Emergency Response Vehicles. Actual speed up to the specified limit shall depend on the road, traffic and weather conditions and local terrain. For example, during an emergency, the maximum speed of travel shall not exceed posted speed limits by more than 15 km/hr.
- b. Emergency Response Vehicle's emergency warning devices such as lights and sirens must remain in continuous operation while responding to an emergency situations.

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- c. Emergency Response Vehicles' drivers are required to slowdown preparing to STOP ensuring other vehicles are yielding the right-of-way before proceeding past a red lights, flashing red lights, STOP sign or blind intersection.
- d. The Emergency Response Vehicle driver must never assume that another vehicle will yield the right-of-way; it is always the Emergency Response Vehicles driver's responsibility to ensure that the other driver has yielded the right-of-way.
- e. Operating Emergency Response Vehicles in opposing traffic lanes, against the normal traffic flow, is extremely hazardous under all conditions and shall only be considered under exceptional circumstances, i.e., if there are no alternate routes of travel.
- f. The Emergency Response Vehicles driver shall not pass a school bus that has stopped with red lights flashing to pick up or drop off passengers, unless the bus driver clearly signals that it is safe to pass.
- g. The Emergency Response Vehicles driver shall not exceed the posted speed limit when approaching a pedestrian crosswalk. If the crosswalk is occupied, the Emergency Response Vehicles driver shall slow down and be prepared to stop if the pedestrian does not yield the right-of-way.

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