

**SAUDI ARABIAN OIL COMPANY (Saudi Aramco)**  
**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. TRANSPORTATION & EQUIPMENT SERVICES DEPARTMENT (T&ESD)

SUBJECT SERVICES PROVIDED BY T&ESD

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## **1.0 INTRODUCTION:**

### **1.1 Geographical Areas of Operations:**

The Transportation & Equipment Services Department (T&ESD) provides transportation services Kingdom wide. The services include roads paved assets Maintenance cargo services, assigned rental vehicles, U-Drive, bus services, fuel services, and Saudi Aramco Service Vehicles taxis.

### **1.2 Technical Support on Transportation:**

T&ESD acts as a consultant and provides support on technical matters of transportation which includes traffic, engineering, and contracts, as needed by any other organizations in the Company.

## **\*\*2.0 Road Maintenance:**

2.1 Roads and Paved Surfaces Maintenance: For more details refer to GI 1022.000

2.2 Street and Road Closure; Excavation, Reinstatement and Traffic Control: For more details refer to GI 1021.000.

## **3.0 CARGO SERVICES:**

3.1 The Transportation & Heavy Equipment Services Department provides cargo services Kingdom-wide except as established in Section 3.2 below. Also, T&ESD transports material within Gulf Council Countries (GCC) as requested by user organizations.

### **3.2 Cargo Services for Project Management:**

The T&ESD does not normally provide cargo services for projects handled by Project Management. However, such services may be provided through special arrangements for specific operations. In these cases, the associated invoice costs are charged directly to Project Management NDE accounts.

### **3.3 Material Logistics:**

Material Logistics Department is responsible of the logistic shipping function for In-Kingdom movement of material between material supply (MS) locations, and from MS locations to end customers' locations. For more information, visit Supply Chain Management Website; <http://MS.Aramco.com.sa/webhelp/scmmanual/Csh.htm>.

### **3.4 Cargo Services Classification:**

The cargo services provided by the T&ESD are classified into General Cargo, Special Cargo, Water, Fuel, and Sulfur Hauls. The Cargo Trucking and Transportation Services Division (CT&TSD) handles Deep-

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Desert Convoys General Cargo, Special Cargo, Heavy Haul, Water and Fuel Hauls at all locations. The Central Area Transportation & Equipment Division handles Sulfur Hauls.

3.5 General Instruction 1183.005 establishes procedures for the request of cargo services.

3.6 Claim Against Transportation Trucking Contractors.

3.6.1 User Organization Responsibilities. User organizations are responsible for informing the T&ESD of the discovery of any material loss or damage which may potentially generate a claim against the trucking contractors. The respective SA-431, T&ESD Waybill and a detailed report must be submitted to within three (3) working days, from the date of the incident. The report must include the truck number, a description of the lost or damaged materials and a statement of its value, name and address of the shipper and the receiver and any other pertinent information. T&ESD or its trucking contractors are not responsible for hidden or concealed damages of cargo loads. Loading Cargo Shipper is responsible to ensure that the cargo is properly loaded and secured on the truck to prevent any loss, damage or fall before signing on the T&ESD waybill SA-431 for completed loading. The loaded truck in any case should not be allowed to move from loading area if the load is not secured with the proper devices

3.6.2 Trucking Cargo & Transportation Services Division Responsibilities. is responsible for notifying the contractor immediately upon learning of material damage or loss, with whatever information is available, that a claim procedure will be initiated. This applies to damages reported by users or observed by TD personnel or reported by a contractor. Following notification to the contractor, CT&TSD should contact the shipper to ascertain additional data to proceed with the claim.

3.6.3 Claim Value Limitations and Apportioning. Claims are filed against a trucking contractor only if the value of the lost or damaged material is in excess of US\$ 100. The value of the loss is apportioned between the contractor and Saudi Aramco insurance accounts. Damages for up to US\$ 5,000 are recovered from the contractor. The Insurance Division is advised of any losses in excess of this amount, for handling as per Saudi Aramco insurance procedures; Accounting Instructions No.305 (Claim Against Material Vendors/Carriers).

3.6.4 Claim Processing. Claims against trucking contractors are processed by the Contract Planning Group (CPG) of the Transportation Engineering & Support Division. The CT&TSD transfers all relevant information and files to CPG following notification to the contractor and receipt of all relevant information from the users.

## 4.0 ASSIGNED RENTAL VEHICLES:

4.1 General Guidelines.

4.1.1 Scope of Rental Fleet Assignments. Standard production vehicles for general use are assigned full time to user organizations for work related purposes that cannot be satisfied by means of bus services or U-Drive pools.

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4.1.2 User Requirements Evaluation. The T&ESD evaluates user requirement and develops recommendations for the specific vehicle types most suitable for each application, in order to minimize the Company's overall transportation cost while meeting actual field requirements. Special vehicle types, such as four-wheel drive units, utility bodies, crane trucks, etc., can only be provided upon T&ESD's concurrence to the proponent's requirement.

4.1.3 Intent and Use of Assigned Vehicles. Assigned vehicles are provided for work-related requirements and may not be used for personal purposes or for routine unauthorized commuting between residence and work locations as governed by chapter 16, section I, Paragraph F of Industrial Relations Manual for Saudi Arab Employees. Vehicles are assigned to functions or jobs, not to individual employees personally. These units are only provided for functions that involve field work, not for staff personnel who usually remain at their permanent offices, with only occasional activities elsewhere.

4.1.4 Assigned Vehicles Pooling. User organizations are encouraged to pool their assigned vehicles whenever possible, in order to maximize the number of employees served with the same units. Pool usage must be documented by means of vehicle logs for the recording of individual trips, drivers' names, dates, times and other relevant details.

4.1.5 Call-Out Duty Personnel. Vehicles for after-hours use by call-out duty personnel should be provided by re-assigning units dedicated to other uses during normal working hours, not by requesting additional vehicles.

\*4.1.6 Saudi Aramco Logo and Vehicle Number Exemptions: The Saudi Aramco Logo and Vehicle Number must be affixed on all Assigned Rental Vehicles as approved by the Public Relation Department. The organization that requires an Assigned Rental Vehicle without the Saudi Aramco Logo and Vehicle Number must submit a letter addressed to the T&ESD Manager, approved by the Senior Vice President of the requesting organization and concurred by the Senior Vice President of the Industrial Relations.

### 4.2 Annual Support Services Forecast and Fleet Administration:

4.2.1 Annual Support Services Forecast. The annual forecast approved by Management determines the types and quantities of vehicles provided to each organization. The forecast becomes effective on January 1, of each year and is then known as the Original Vehicle Budget. The Current Vehicle Budget for each organization is the Original Budget as amended by additions, deletions, and type changes subsequently approved. The operating plan figures of assigned vehicles should be revised to reflect the final forecasted quantity approved by Business Line Head.

4.2.2 Actual vs Budget Fleet Alignment. The T&ESD and the user organizations are jointly responsible for bringing the actual fleet into alignment with the Current Budget. Users are expected to return any vehicles in excess of the approved fleet as soon as possible after January 1, as these units are assigned to organizations with approved additions, to fill open slots on an interim or permanent basis.

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4.2.3 Divisions and Higher Organization Assignments. Vehicles are only assigned to organizations that report directly to Department Heads or above. Accordingly assigned user organization is responsible for the vehicles custody on behalf of the Company.

4.2.4 Additions to the Current Budget. No rental vehicles may be assigned in excess of the current budget. Additional requirements may only be provided if a budget increase has been approved by the user's Business Line Head through electronic workflow, in SAP Finance and Logistics (transaction ZTLV 948).

4.2.5 Approved Additional Vehicles. Vehicles approved as increases to the Current Budget are assigned by the T&ESD as soon as suitable units become available, but no vehicles are retained in anticipation of un-forecasted requirements. Lead times of up to several months are sometimes required to deliver units to the users. The vehicles are usually delivered on the 3<sup>rd</sup> quarter of the year due to vehicles manufacturer production cycle and Saudi Aramco budget timing.

4.2.6 Rental Fleet Replacement. The T&ESD is responsible for replacing vehicles approved within each organization's Current Budget, as they reach the end of their service life. The service periods are determined by operational and economical factors and vary among applications and vehicle types.

4.3 Temporary Assignments and Type Changes:

4.3.1 Temporary Assignments. These may be provided for up to six months, subject to availability of vehicles and only for purposes that do not fall within the normal operations of the user organization. Temporary assignments should be requested from the T&ESD through electronic workflow, in SAP Finance and Logistics (transaction ZTLV 948) and approved by General Manager or higher authority, as per the following:

4.3.1.1 Managers can approve for up to three months.

4.3.1.2 Admin Area Heads and General Managers can approve for up to six months.

4.3.2 Rental Vehicle Type Changes. These may be requested by the user organizations at any time, through electronic workflow, in SAP Finance and Logistics (transaction ZTLV 948) approved Admin Area Head or higher authority. Type changes can also be requested in conjunction with the annual forecast.

4.3.3 T&ESD Concurrence. Vehicle type changes from less costly into more expensive vehicles require the concurrence of the T&ESD.

4.3.4 Approved Change Implementation. The type change can be implemented if the unneeded type of vehicle is required by another user or can be released from its rental contract. In addition a vehicle of the requested type must be available.

4.4 Vehicle Transfers.

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4.4.1 Transfers of Vehicles within Budget. Users may transfer vehicles held within their current budgets from one organization to another, provided TD is notified through an approved on line electronic form ZTLV7847 transaction, in SAP Finance and Logistics. Vehicle transfers result in automatic reduction of the Current Budget for the releasing organization and a corresponding increase for the receiving organization.

4.4.2 Transfers of Vehicles in Excess of Budget. Users may not transfer vehicles held in excess of their approved forecasts. These must be returned to TD immediately after January 1 of each year.

4.4.3 Transfer Approvals. The approvals of both the releasing and the receiving organizations are needed to process ZTLV7847 transaction through the electronic workflow, in SAP Finance and Logistic. In addition, the following approvals are necessary:

4.4.3.1 If both organizations report to the same higher level authority, the approval of the latter is sufficient, provided it is a Department Head or above.

4.4.3.2 If the organizations report to different higher authorities, both their approvals are needed, and also that of a common higher authority. Except that in no case will an approval higher than two Administrative Area Heads be required, unless otherwise directed by specific Business Line Heads.

**\*\*4.4.4** All vehicles have to be free from stickers (plant, yellow... etc.) before processing ZTLV7847 for vehicle transferring between Divisions accounts and above.

### 4.5 Vehicle User Responsibilities.

**\*4.5.1** User Organization Responsibilities. User organizations are responsible for ensuring that all Saudi Aramco employees authorized to drive Company vehicles comply with all requirements related to driving licensing, training and safety, as defined in applicable Saudi Arabian Government regulations and Saudi Aramco General Instructions and management directives. It is the responsibility of the user organization to allow non-Saudi Aramco employees specified on paragraphs 5.2.1.2, 5.2.1.3, and 5.2.1.4 to drive the assigned vehicles under their supervision, if the user organization ensures that Saudi Aramco will provide transportation services under their contracts.

4.5.2 Vehicle Use and General Care. Vehicle users are expected to exercise reasonable care in the handling of their Company provided vehicles, to ensure that they are not used in applications they are not intended for, and to attend to items such as tire pressure, fuel, oil and coolant supply, temperature readings, warning devices, general cleanness and appearance, etc.

4.5.3 Vehicle Repairs. Users are not authorized to perform any repairs on the vehicles, except for tire changes. They are not authorized to order work to be performed at commercial workshops either. All vehicle faults must be reported to a TD service center for action, including tire failures.

4.5.4 24-hrs Emergency Road Service and Vehicle Recovery. These facilities are available throughout the T&ESD's areas of operations and can be requested by telephone, fax or personally at the

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service centers. This service is not provided for changing tires, unless two or more tires are simultaneously flat.

4.5.5 Vehicle Inspection. Vehicles are inspected by the T&ESD for safety and preventive maintenance at specified time or kilometer intervals. Stickers are issued on completion of the work, which show the next due date or kilometer reading and users must make their vehicles available at designated TD contractors facilitates as shown therein. Overdue vehicles are reported to User Management for action.

\*\*4.5.6 Vehicle User Details. It is the responsibility of the current vehicle user and the assigned organization Department Head to make sure that the vehicle user details are up to date and reflects the vehicle's current user data (Received by Badge Number, Name, Phone, Network Id ) in the SAP Transportation Leased Vehicles system (SAP TLV). This is very important information in terms of accountability, safety and in order to reach the correct user for vehicle maintenance and during vehicle change/replacement. The organization planning group has an update access to this data using SAP PRC transaction ZTLV231U for only vehicles assigned to their organizations.

\*\*4.5.7 Excess Vehicles, Overdue Temporary Assignment & Replacement Vehicles. It is the responsibility of the current vehicle user and the assigned organization Department Head to make sure that any vehicles without budget/ overdue temporary assignment vehicles are returned immediately to the TD. Also, vehicles due for replacement/change should be given a priority by the assigned organization to remove stickers, radios, any extra equipment and return them to TD to expedite the replacement process in order to avoid duple payments (old & new vehicles). TD has the right not to refuel any of the above vehicles at the designated company and contracted gas stations, and has the right to hold them when they come for maintenance.

## 5.0 U-DRIVE SERVICES:

### 5.1 U-Drive Vehicles Usage:

5.1.1 U-Drive Vehicles. The U-Drive provides vehicles for work-related single trips of short duration, which cannot be made using regular bus services or justify an assigned vehicle. U-Drives are not intended for temporary use in lieu of unapproved assigned vehicle requirements, for long-distance travel, for unauthorized overnight use, or for lunch-time and other personal purposes.

5.1.2 Hours of Operation. The main vehicle pools usually operate from 0500 hrs to 1930 hrs Saturday through Wednesdays, although local schedules may vary. During the time the main pools are closed, U-Drive vehicles are available at TD's main Saudi Aramco Service Vehicles (SASV-TAXIS) Dispatch Offices, 24 hours per day, 7 days per week.

5.1.3 Service Intent and Rules of Usage. Users are expected to use the vehicles in accordance with paragraph 5.1.1 mentioned above, IR Manual, Chapter 16, Paragraph and the specific rules set forth in this General Instruction.

5.1.4 U-Drive Authorization Types. There are four types of authorization for use of U-Drive Vehicles:

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5.1.4.1 Permanent Authorization: Employees in this category may use U-Drive vehicles during regular working hours for as long as they remain in the Authorized User List. Organizations may specify an expiration date for their users' authorizations. If none is specified, the authorization remains valid until a request to remove the employee from the list is issued. (See Section 5.3)

5.1.4.2 One-time Usage: Employees in this category may use U-Drive vehicles for single trips. (See Section 5.4)

5.1.4.3 Regular Overnight Usage: Employees in this category are authorized to retain vehicles overnight and on week-ends on a regular basis. (See Section 5.5)

5.1.4.4 One-time Overnight Usage: Employees in this category are allowed to retain U-Drive vehicles for a single overnight trip with the approval of their Department Head or higher authority. (See Section 5.6)

All four categories are subject to the user eligibility requirements, approval authorities, and specified usage rules, as set forth below:

## 5.2 User Eligibility Requirements:

5.2.1 Eligible Personnel. The following personnel are eligible for inclusion in the U-Drive Authorized User List:

5.2.1.1 Saudi Aramco employees

5.2.1.2 Supplementary Manpower, General Services and other contractor employees working for a Saudi Aramco organization on a regular basis.

5.2.1.3 Consultants integrated into a Saudi Aramco organization and working from Saudi Aramco offices.

5.2.1.4 Employees of all Saudi Aramco subsidiaries

5.2.2 T&ESD will grant access to U-Drive vehicles for non-Saudi Aramco specified on paragraphs 5.2.1.2, 5.2.1.3 and 5.2.1.4 if the user organization ensures that Saudi Aramco will provide transportation services under their contracts.

5.2.3 Driving Qualifications. It is the responsibilities of the users' organization to ensure that the U-Drive users must be in possession of a driving license that legally entitles them to drive in the Kingdom of Saudi Arabia. In addition they must have completed the Driver Improvement Program and/or the Refresher Program every three years, if applicable, prior to granting of the subject authorization.

## 5.3 U-Drive Authorized User List:

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- 5.3.1 Placement in the U-Drive List. Employees are placed in the U-Drive Permanent Authorized User List upon the approval of a Saudi Aramco Department Head or higher authority, submitted to Transportation using SAP Finance and Logistics transaction ZTUV669 "U-DRIVE REQUEST FORMS". User organizations are responsible for verifying that the conditions set forth in Paragraphs 5.2.1 and 5.2.2 above are met, prior to issuing the ZTUV669 "U-DRIVE REQUEST FORMS" transaction for action.
- 5.3.2 Members of Saudi Aramco Management (Managers and above) are automatically Authorized including regular overnight usage authorization.
- 5.3.3 Departing Employees. Saudi Aramco employees leaving the Company are automatically removed from the Authorized User List when their termination indicator is set in the SAP HR System.
- 5.3.4 Contractor Personnel. Supplementary Manpower, General Services and other contractor employees and Consultants must be added to the SAP HR System using "Supplemental Manpower (SMP) / Other Input" form SA-5806 and may only remain on the Authorized User List for as long as their respective contracts with Saudi Aramco are in effect, or for one year, whichever is the shorter. User organizations must adhere to the one year duration or end of contract date as the validity period for authorization when processing Finance and Logistics transaction ZTUV669 "U-DRIVE REQUEST FORMS".
- 5.3.5 Saudi Aramco organizations can request their U-Drive Authorized User List through SAP Finance and Logistics transaction ZTUV350 "Authorization List Report". Saudi Aramco organizations are requested to check this report on annual basis and update their Authorized User List using transaction ZTUV669 "U-DRIVE REQUEST FORMS".

### 5.4 One-Time U-Drive Usage:

- 5.4.1 Single Trip Authorization. Employees may be authorized to use U-Drive vehicles for single trips. This is accomplished by processing SAP Finance and Logistics transaction ZTUV669 "U-DRIVE REQUEST FORMS" approved by a Saudi Aramco Division Head or higher authority.
- 5.4.2 Extent of Usage. One-time authorizations entitle users to use vehicles for single trips, as specified on the SAP Finance and Logistics transaction ZTUV669 "U-DRIVE REQUEST FORMS", not to retain units for full days. Vehicles should be returned to the dispatch desk immediately upon completion of the authorized trip.

### 5.5 Regular Overnight usage:

- 5.5.1 Usage Justification. Employees may be authorized to retain U-Drives overnight on a repetitive or routine basis, if they are subject to emergency call-out at night and week-ends.
- 5.5.2 Approval Authority. Regular overnight usage must be requested by the user organization on SAP Finance and Logistics transaction ZTUV669 "U-DRIVE REQUEST FORMS", approved by the

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user's Administrative Area Head. The concurrence of the T&ESD Manager and of the Industrial Services Executive Director are required for final approval.

### 5.6 One-Time Overnight Usage:

- 5.6.1 Usage Justification. Employees may be authorized to retain a U-Drive vehicle for a single overnight trip, if they are expected to return from work assignments late in the evening, at times when it would not be practical to use their regular commuting transportation.
- 5.6.2 Approval Authority. One-time overnight usage must be requested in advance by processing SAP Finance and Logistics transaction ZTUV669 "U-DRIVE REQUEST FORMS", approval by the user's Department Head or higher authority.

### 5.7 U-Drive Usage Rules:

- 5.7.1 Identification. In order to assist user organizations to ensure that only properly qualified employees use the U-Drive facilities, TD dispatchers are entitled to request users to produce their ID cards, and to refuse to issue vehicles if appropriate.
- 5.7.2 Check-Out at Any Pool. Employees included in the U-Drive Authorized User List are entitled to use services at any U-Drive pool, regardless of their own work locations or proponent organizations.
- 5.7.3 Work-Related Trips of Short Duration. U-Drive vehicles are primarily intended for occasional work-related trips of short duration, between locations not served by shuttle or circuit buses.
- 5.7.4 Alternatives to U-Drives. Whenever possible, users are expected to use inter-area buses for accessing Saudi Aramco main facilities at Dhahran, Abqaiq, Ras Tanura and Udhailiyah then use local U-Drive services at those locations, rather than taking a vehicle for long distance travel from their base areas.
- 5.7.5 Immediate One-Trip Usage. U-Drive vehicles must be used immediately upon check-out vehicles. If the users have not started their trips within 10 minutes of checking out or have moved them to the nearby parking area, U-Drive office will notify the users to utilize the vehicles immediately otherwise will be assigned to other users. Vehicles should normally be returned to their pools and the keys handed to the dispatcher immediately upon completion of their trips.
- 5.7.6 After-Hours Vehicle Returns. Users who complete their trips after working hours should log the check-in and drop the vehicle keys in the key-box provided at the pool. If these facilities are not available, they should return their vehicles to the area T&ESD 24-hrs dispatch office. The dispatcher will provide local transportation as needed by the user to reach his final destination.
- 5.7.7 User Responsibilities. Users become custodians of the vehicles assigned to them from the time they receive the keys to the time they return them. Therefore, they are accountable for the vehicle during the interval, including body condition and missing accessories. To this effect:

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5.7.7.1 Users must inspect their vehicles before departure and report any body damage immediately. Users are held accountable for damage noticed at the time they return their vehicles, unless previously reported.

5.7.7.2 Users must check their vehicles' spare tire, jack, and lug wrench before departure, and report any missing items immediately. Users will be required to submit an approved form SA-8043, Missing Item Report, for any unreported item found missing on completion of their trips.

5.7.7.3 The user responsibilities defined in Paragraphs 4.5.1, 4.5.2 and 4.5.3 above, apply to U-Drive users while the vehicles are in their custody, except that any failures or service requirements may be reported to a U-Drive dispatcher, instead of the rental fleet service centers. As a minimum, users are expected to report any mechanical failure or activated warning device upon completion of their trips.

5.7.7.4 U-Drive vehicles are normally refueled by Transportation, but users are expected to exercise reasonable caution to ensure that the available fuel is not exhausted in the course of their trips.

5.7.8 Regular Overnight Check-Outs and Returns. Users authorized for regular overnight usage should check out their vehicles after 15:30 hrs and return them to the pool no later than 07:00 hrs in the morning of the following working day.

### 5.8 Failure to Observe U-Drive Rules:

5.8.1 U-Drive Usage Monitoring. U-Drive usage is monitored by the T&ESD, for compliance with its intended purpose, as set forth in this General Instruction and IR Manual for Saudi Arab Employees, Chapter 16, Paragraph G. Specific forms of usage against the intent of the system include, but are not limited to, the following:

5.8.1.1 Use of U-Drive for trips unrelated to Company business.

5.8.1.2 Use of U-Drive for unauthorized commuting

5.8.1.3 Use of U-Drive during lunch time travel.

5.8.1.4 Frequent use of vehicles for long (more than 5 hours; nearly full-day trips)

5.8.1.5 Unauthorized overnight and week-end usage.

5.8.1.6 Retaining overnight vehicles beyond 07:00 hrs in the morning.

5.8.1.7 Failure to report vehicle body damage or missing items.

5.8.2 SAP U-Drive will send e-mail reminders to those who do not comply with the U-Drive intended purpose, as set forth in this General Instruction to correct their utilization and comply with the General Instruction. If they continue violating the U-Drive rules the Transportation & Equipment Area Division Head will suspend the employee's U-Drive privilege as set forth below.

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**\*5.8.2.1 A notification of suspension letter will be sent to the employee's manager** if the employee committed ten (10) violations against any one rule set forth in Paragraph 5.8.1 or a combination of rules in a given month.

**\*\* 5.8.2.2 The employee's manager has to provide a strong justification to keep the employee's U-Drive privilege otherwise the employee will be suspended accordingly.**

**\* 5.8.2.3** Employee may be reinstated after one (1) month following the first suspension, three (3) months after the second suspension, six (6) months after the third suspension, and one (1) year after the fourth suspension upon a new U-Drive Request via ZTUV669 SAP transaction, provided that the employee was counseled to comply with the U-Drive GI # 1245.001

**5.8.3** Records of Individual Usage. The T&ESD maintains records of usage by individual employees, evaluates consistent pattern of rule violation, and reports to the user organizations as necessary, with recommendations for corrective action. If required by the user organizations, monthly U-Drive Usage Reports may be generated and transmitted on a regular basis. Furthermore; individuals with access to SAP Finance & Logistics can utilize SAP transaction ZTUV360 "Individual Usage Report" to view records of individual usage and ZTUV152 "Employee Status Report" to check the employee authorization status.

### 5.9 U-Drive Vehicle Accidents:

**5.9.1** U-Drive Accidents. User organization for employee until of U-Drive vehicles that involved in an accident is responsible for reporting it to the dispatch office as soon as possible, and for submitting to Transportation a form SA-8049, Notification of Motor Vehicle Accident or Non-Collision Damage, duly filled out and approved; a copy of the applicable form SA-1193 endorsed by the Loss Prevention Department; and the Police Clearance Certificate that authorizes the vehicle's body repair.

**5.9.2** User Suspension. User involved in an accident may be suspended from the Authorized User List. He may be reinstated upon a request approved by their Department Head or above, provided the above documentation has been submitted to Transportation or by processing SAP transaction ZTUV669.

**5.9.3** U-Drive Accident and Traffic Violation Records. U-Drive accidents and traffic violations are recorded by Loss Prevention and Security, respectively, against the driver's organization, in accordance with their own established procedures. To this effect, the T&ESD provides any required information available in its U-Drive records.

### 5.10 Vehicle Damage of Unknown Cause:

**5.10.1** U-Drive Vehicles with Damage of Unknown Cause. These are vehicles for which no user acknowledges that damage took place while the vehicle was in their custody.

**5.10.2** SA-1193, Motor Vehicle Collision Report. In order to ensure that U-Drive vehicles with damage that could have been caused by collisions are repaired in a timely manner, the T&ESD submits to

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Loss Prevention a form SA-1193 for each such case. The report includes all available information on the incident, to facilitate further investigation.

5.10.3 U-Drive Accident Account. Loss Prevention records the above incidents against a separate U-Drive account, independent of the TD Vehicle Accident Account.

5.10.4 SA-8049, Notification of Vehicle Accident or Non-Collision Damage. The T&ESD prepares a form SA-8049 and submits it to Loss Prevention for endorsement, for each case of vehicle damage of unknown case.

5.10.5 Police Clearance Certificate. The T&ESD obtains a police Clearance Certificate, if required, to repair vehicles with damage of unknown cause. This is done through the normal Saudi Aramco Affairs channels or through the Transportation vehicle contractor.

## 6.0 BUS SERVICES:

### 6.1 Bus Services Policies:

Saudi Aramco bus services are provided in accordance with policies established by Management and published in Chapter 16, paragraph A, C, D and E of the Industrial Relations Manual.

### 6.2 Purposes and Authorized Users:

The services are intended for specified work related or authorized personal purposes and are provided for the exclusive use of Saudi Aramco designated personnel or by non Saudi Aramco personnel as requested by organizations and approved by T&ESD, free-of- charge to passengers.

### 6.3 Bus Operations:

Specific bus operations procedures, routes, frequencies, types of vehicles, terminal locations and other parameters are defined by the T&ESD, for services that fall within approved policies. Such in-policy services operate for as long as there is sufficient actual demand to economically justify them. Otherwise, they are discontinued. Out-of-policy services can only be operated upon Management approval, issued in accordance with Chapter 16 of the Industrial Relations Manual.

### 6.4 Bus Service Classification:

The bus services provided by Transportation are classified into regular work haul, shift work haul, days-off, connection, inter-area, business shuttle, special business-related, medical, in-camp schools, off-camp schools, community, shopping and recreational. Except for recreational and business-related special order services, the NDE cost of all bus services is charged to the T&ESD accounts.

### 6.5 User Requirements:

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User organizations that require bus services for their personnel should address their requests to the T&ESD's Division responsible for bus operations in each geographical area. T&ESD will grant access to use Bus services for non-Saudi Aramco employees specified on paragraphs 5.2.1.2, 5.2.1.3 and 5.2.1.4 if the user organization ensures that Saudi Aramco will provide transportation services under their contracts.

## **\*\*6.6 Special Bus Services.**

User organizations that require bus services as special runs should address their requests through an approved Special Bus Services Work Order SA7525 to the T&ESD's Division responsible for bus operations in each geographical area at least 5 working days prior to the service required date. For special events that require multiple runs an approved SA7525 should be forwarded at least 10 working days prior to the service required date.

## **\*\*6.7 School Bus Monitors**

Services of paid School Bus Monitors will be on a temporary basis, such as for a specific one semester or one school year basis where ongoing support is required. Selection of the School Bus Monitors will be made by the Area Operation Superintendent and in accordance with TD internal application and agreement forms for the final approval of the T&ESD Manager. The T&ESD application and agreement forms will not be valid for more than one school year. The School Bus Monitors will be paid at the following rate:

SR 35 per working hour for a maximum of four hours per working day

Payments will be made under vendor payments section in Miscellaneous Payment System (MPS) with the specified process title and GL account.

If required, the School Bus Monitors may be provided Saudi Aramco network ID for the duration that they are with the T&ESD

## **7.0 FUEL SERVICES:**

### **7.1 Authorized Fuel Issues:**

The T&ESD operates fuel stations throughout Saudi Aramco Kingdom wide. Gasoline and diesel are issued to the equipment and storage facilities listed below:

7.1.1 Saudi Aramco owned vehicles.

7.1.2 Saudi Aramco rental fleet vehicles.

7.1.3 Saudi Aramco owned fleet and equipment provided by Roads and Heavy Equipment Department.

7.1.4 Contracted maintenance, material handling and construction equipment, if operated by Saudi Aramco personnel and identified with a Saudi Aramco number.



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7.1.5 Saudi Electric Company (SEC) vehicles which carry the (SEC) logo and identification vehicle numbers and which are included in a list submitted by (SEC) and approved by the T&ESD Manager.

7.1.6 Contractor vehicles specifically authorized in advance in writing, mainly at remote areas where no private gas stations are available.

7.1.7 Tanks or containers used by Saudi Aramco organizations in their field operations provided they are deemed safe for the transportation and storage of fuel. These deliveries are recorded against the receiving employee's number and organization code, as no vehicle number is involved.

**\*\*7.1.8** Authorized Government Forces Agencies Vehicles such AL-Mujahedeen, Installation Security Force (ISF) and National Guards. The list of vehicles must be approved by both Coordinator of Saudi Aramco Government Forces Coordination Team from Industrial Security Department and TD Manager.

7.1.9 Any of the above in field deliveries with refueler tankers operated by the T&ESD, if the unit receiving fuel cannot be taken to a fuel station without major operational disruption.

**7.2 Fuel Supply:**

Fuel for the T&ESD's stations is obtained from the Distribution and Terminal Operations organization. The fuel cost is not charged to the users or the T&ESD NDE accounts, but cost redistribution amounts are recorded against T&ESD accounts in accordance with Accounting Policy, Methods and Systems Department, GI No. 241.014, paragraph 8.3 and 8.8.

**7.3 Fuel Supply and Delivery Records:**

The T&ESD maintains detailed records of fuel supplies and deliveries, by requisition numbers, employee numbers, vehicle numbers and other details, as needed to ensure that fuel usage is controlled in accordance with applicable Saudi Aramco accountability standards.

**7.4 Regular Fueling at Remote Locations:**

Contractual arrangements may be made by the T&ESD to provide fuel to Saudi Aramco vehicles at designated commercial establishments, if no Saudi Aramco station exists at a convenient location for regular fueling of the intended vehicles and the required fuel volume is sufficiently large to justify a contract.

**7.5 Occasional Fuel Requirements at Remote Locations:**

Users are authorized to occasionally purchase fuel from commercial establishments at locations where no Saudi Aramco operated or designated fueling facilities exist. Their organizations reimburse the associated expenses in accordance with established procedures, charging their own NDE accounts.

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## **8.0 SAUDI ARAMCO SERVICE VEHICLES (SASV-TAXIS):**

### **8.1 Personal Transportation:**

Saudi Aramco Service Vehicles are privately owned vehicles contracted by Saudi Aramco to provide taxi services. The primary purpose of the service is to provide personal transportation for employees and their dependents on a cash-fare basis, within the Saudi Aramco communities and to and from surrounding locations. In addition to the SASV-TAXIS which provided by TD, there are Limousine services through concession agreement provided by Community Services Department, therefore all Limousine concerns should be addressed to the Community Services Department.

### **8.2 Business Requirements:**

SASV's / Limousine Services are also used for occasional Saudi Aramco business requirements, such as delivery of small shipments of materials urgently required; transportation of medical patients and authorized escorts when they are unable, or it is impractical, to use ambulances, bus services or other alternatives; and to provide alternate transportation in accordance with Chapter 16 of the Employee Relations Manual.

### **8.3 SASV / Limousine Services Fares - G.I. 1230.000 and its related supplements; 1230.000-1, 1230.000-2, 1230.000-3, 1230.000-4, 1230.000-5 and 1230.000-6:**

Trips are charged in accordance with fares determined by Saudi Aramco. General Instruction 1230.000 establishes fares of payment to unlisted destinations, and regulations for stops en-route and waiting time for the SASV / Limousine Services

### **8.4 Payment of Fares:**

Fares for personal purpose trips are paid cash, directly to the drivers on completion of their taxi runs. Fares for business related runs are paid by means of form SA60 (Payment Authorization), issued and approved by the proponent organization and sent to accounting for further process, while the Limousine Services can be paid through normal invoice processing.

## **9.0 USER RESPONSIBILITIES FOR ASSIGNED RENTED AND ASSIGNED OWNED VEHICLES CUSTODY:**

### **9.1 Vehicle Custodian Definition:**

The T&ESD assigns vehicles to user organizations. User organizations are responsible for defining custodians for each vehicle in their fleet and for maintaining up-to date custody records, with reference to individual employees identified by name and employee number. Custodians are either permanent assignees, for vehicles permanently dedicated to functions or jobs they hold; heads of organizations, for vehicles assigned to their respective organizations that are normally driven by more than one person; and occasional users, as recorded in vehicle user logs for the applicable time intervals.

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9.2 Vehicle Usage Logs:

Heads of user organizations are responsible for ensuring that vehicle usage logs are kept for any vehicles normally driven by more than one employee. The logs must, at a minimum, provide sufficient information to ascertain the individual employee who had custody of each vehicle at any point in time for the last 30 days. During time intervals when vehicles are not logged out against any employee, they must be parked at designated company facilities and the keys securely kept at the responsible organization head's office.

9.3 Vehicle Safety Security:

Vehicle custodians are responsible for ensuring that vehicles are not left unlocked while parked or otherwise unattended. Furthermore, the keys should not be left in the ignition switch while the driver has left his driving position or inside the vehicle while parked or otherwise unattended.

9.4 Missing Vehicle Reports:

User organization are responsible for reporting to Industrial Security and Transportation any instances of missing vehicles, immediately after noticing that the unit is missing, 24 hours per day, 7 days per week. An interim personal telephone or fax report may be made to a Security and Transportation 24-hr dispatch office, but a formal report, copy of form SA-8043, approved by the user's Department Head and endorsed by Industrial Security, must be submitted to the T&ESD within 24 hours of the incident, or on the following work day.

9.5 Missing Personal Items. It is the user responsibility to ensure that he does not leave any personal items such as mobile, wallet, keys etc. in the vehicle when he bring it to the inspection for repair. TD is not responsible of any personal items are lost while the vehicle under repair.

9.6 Reporting Accident: It is the user responsibility to report any accident or damages to his vehicle to the Industrial Security and Saudi Aramco Affair Departments, in addition to completing Saudi Aramco form A-8049 and delivered to the nearest TD Vehicle Inspection.

9.7 Missing vehicle components: In case of any missing components of Saudi Aramco vehicle such as a spare tire, jack and lug wrench, SA-8043 report should completed and approved by user's Division Head and concurred by the Industrial Security, then submitted to TD Vehicle Inspection.

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**\*\* 10. HEAVY EQUIPMENT SERVICES**

Please refer to the following GI's for heavy equipment services and procedures:

- 1- **0007.024** Marine and Offshore Crane, Hoist, and Rigging Operations
- 2- **0007.025** Heavy Equipment Operator Testing and Certification
- 3- **0007.027** Crane Suspended Personnel Platform (Man basket) Operations
- 4- **0007.028** Crane Lift: Types and Procedures
- 5- **0007.029** Rigging Hardware Requirements
- 6- **0007.031** Heavy Equipment Services
- 7- **1010.007** Safe Practices For Towing Equipment And Trailers

Approved By:

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**Joharji, Khaleel Abdullah**, Manager  
T&ESD