

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL

GI NUMBER **DRAFT**

1230.000

ISSUING ORG. TRANSPORTATION DEPARTMENT

ISSUE DATE

* 06/01/2011

REPLACES

10/18/2009

SUBJECT SAUDI ARAMCO SERVICE VEHICLE (SASV)/LIMOUSINE SERVICE FARES

APPROVAL

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CONTENT:

This Instruction provides specific fares, rates and general provisions governing payment for use of Company-sponsored Saudi Aramco Service Vehicles (hereinafter called SASV's & Limousine Service) for: (1) Company-paid transport of authorized passengers, plus material, supplies, mail and/or equipment, in connection with Company business and in accordance with established policy covering such Company-paid transportation; and (2) personal use by employees, dependents or other authorized personnel. This General Instruction consists of the following:

1. General Provisions
2. Fares
3. Rates of Payment to Unlisted Destinations
4. Stops Enroute
5. Waiting Time

1.0 GENERAL PROVISION:

- 1.1 Use of SASV's & Limousine Service on a Company-paid basis for work-related transportation in connection with authorized overtime, shift work or days-off, when Company-provided bus transportation is not available, can ONLY be authorized by Transportation Department (TD) personnel authorized to approve charged against TD expense accounts, by issuance of a form A-5681, properly approved. SASV drivers & Limousine Service contractor will accept Personnel Transportation Requests (A5681) signed by an authorized TD representative, in payment of fares for such approved business trips.
- 1.2 All other work-related use of SASV's & limousine must be charged to user organizations' accounts by issuance of properly approved Payment Authorization SA-60 to the SASV drivers.
- 1.3 Fares for personal use of Company-sponsored SASV's & Limousine Service Contract by Company employees, community residents of other authorized personnel shall be paid in cash by the passenger.
- 1.4 Fares listed in the Supplements are applicable for transportation of one to five passengers; no additional fares or surcharges shall be payable for more than a single passenger. No SASV & Limousine driver shall be permitted to carry more than five passengers.
- 1.5 Round-trip fares apply only when passengers or material are transported in both directions, from point of origin to destination and return.
- 1.6 Pets or other live animals shall be carried only in a pet carrier, cage or other appropriate container, at the discretion of the driver.
- * 1.7 The fare of payment for using Suburban, Yukon & Land Cruiser or similar type to transport personnel is 1.75 of the fare published in this GI 1230.000 and its supplements.

2.0 FARES:

Specific one-way and round-trip fares, for both day-time (0600-2400 hrs) and night-time (2400-0600 hrs) trips for all Areas, and specific destinations, are provided in Supplements to this Instruction, as follows:

- 2.1 Dhahran SASV Fares and Limousine Services Supplement 1230.000-1
- 2.2 Abqaiq SASV Fares and Limousine Services Supplement 1230.000-2

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2.3 Ras Tanura SASV Fares and Limousine Services Supplement 1230.000-3

2.4 Udhailiyah SASV Fares and Limousine Services Supplement 1230.000-4

2.5 Western Region SASV Fares and Limousine Services Supplement 1230.000-5

2.6 Riyadh SASV Fares and Limousine Services Supplement 1230.000-6

* 2.7 If the customer pickup point is between 30 KM to 149 Km away from the taxi station, and the customer is requesting one way trip, the fare will be 1.75 of the existing fare under the listed **and unlisted** destinations for one way trip. But if the customer is requesting round trip, the fare will be the same under the listed **and unlisted** destinations.

*2.8 If the customer pickup point is more than 149 KM away from the taxi station, and the customer is requesting one way trip, there will be two fares; one from the taxi station to the pickup point and the other one from the pickup point to the delivery point under the listed **and unlisted** destinations. But if the customer is requesting round trip, the fare will be the same under the listed **and unlisted** destinations.

3.0 RATES OF PAYMENT TO UNLISTED DESTINATIONS:

* 3.1 One-way fares to destinations not listed in fare schedule are to be calculated as follows, based on actual distance traveled as determined by difference in vehicle odometer readings at point of passenger pick up and point of discharge:

One-Way Distance	Daytime Rate
Up to 5 KM	SR 10 per trip
6 to 100 KM	SR 2.00 per KM
101 to 200 KM	SR 198+ SR 1.85 per KM over 100
201 to 400 KM	SR 383 + SR 1.52 per KM over 200
Over 401 KM	SR 688 + SR 1.2 per KM over 400

3.2 Passenger and driver should agree on approximate fare applicable to unlisted destinations, before the trip is begun, based on distance to some point listed in fare schedule which is nearest to desired unlisted destination; final fare will be based on actual distance as measured by vehicle odometer.

3.3 Round-trip fares are 1.75 times one-way fares.

3.4 Fares for trips starting between midnight and 6.00 am are 1.2 times daytime fares.

3.5 The start up of trips begins at the time when the taxi departs the station.

4.0 STOPS ENROUTE:

Intermediate stops en-route, at passenger direction, will be charged at SR 3.00 per stop, plus applicable charge for waiting time in excess of 5 minutes at each stop.

* CHANGE

** ADDITION X

NEW INSTRUCTION ☐

COMPLETE REVISION

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5.0 WAITING TIME:

- 5.1 When driver is required, at passenger direction, to wait at point of origin, destination, or at any point en-route during a trip, waiting time charge of SR 5.00 shall be paid for each (10) minute period or fraction thereof.
- 5.2 On round trips, charge for waiting at destination shall be applicable after expiration of free waiting time listed in fare schedule. Free waiting time will be calculated as follows:

Trips of distance 50 Kilometers or less - 10 min.

Trips of distance more than 50 kilometers - 30 min.

Approved By: _____
Manager, Transportation Department