

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030

ISSUE DATE 12/01/2011 REPLACES 9/7/2010

APPROVAL MAS PAGE NO. 1 OF 18

**CONTENT**

This instruction covers motor vehicle safety and enforcement requirements *for* all Saudi Aramco vehicles as well as private and contractor vehicles driven in Saudi Aramco communities or facilities. Vehicles as defined in this GI are all motorized vehicles.

**1.0 VEHICLE SAFETY PROGRAMS AND REQUIREMENT'S**

- 1.1 Accountability
- 1.2 Rules for Operation of Motor Vehicles
- 1.3 Program Maintenance and Support
- 1.4 Reporting and Improvement
- 1.5 Off-Job Driving Safety

**2.0 CITATIONS FOR UNSAFE DRIVING PRACTICES AND ASSIGNMENT OF PENALTY POINTS****3.0 DISCIPLINARY ACTION AND CORRECTIVE GUIDANCE FOR VIOLATIONS INCURRED BY EMPLOYEES IN COMPANY VEHICLES****4.0 DISCIPLINARY ACTION AND CORRECTIVE GUIDANCE REGARDING PRIVATE AND CONTRACTOR VEHICLES ON COMPANY PROPERTY**

Supplement I VEHICLE CONDITION AND DRIVER RESPONSIBILITIES

Supplement II PENALTY POINTS

Supplement III PREVENTABILITY/NON-PREVENTABILITY GUIDELINES

**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 manual. These programs must be communicated to all employees and address the following at a minimum:

**1.1 Accountability** - Each authorized driver of a company vehicle and any driver on Saudi Aramco property shall be held accountable for the safe operation of vehicles according to sections, 2, 3, and 4 in this G.I. Supervisors shall consider the driving behaviors of authorized drivers as part of the safety competency of PMP.

1.1.1 Departments will instruct all drivers that they are expected to operate vehicles responsibly, with all due attention to legal requirements, road and traffic conditions, and vehicle operating limits. All authorized Saudi Aramco drivers and all drivers of vehicles on Saudi Aramco premises are *required* to drive in a manner to safeguard not only themselves, their passengers and their vehicles, but also, pedestrians, other vehicles, and company or private property.

1.1.2 Proponent department heads shall instruct their contractors and business visitors that they are responsible for abiding by the Saudi Aramco traffic rules as expressed in this GI and in the Guidebook for Defensive Drivers while driving on company facilities, communities or premises, regardless of working for or visiting Saudi Aramco. Proponents are accountable for the driving behavior of contractors and business visitors.

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL  
MAS  
PAGE NO.  
2 OF 18

1.1.3 Employees shall inform dependents and personal visitors of the requirement to comply with all Saudi Arab Government and Saudi Aramco traffic rules and regulations while driving on Saudi Aramco communities or premises. Employees are ultimately accountable for the driving behavior of their dependents and visitors.

1.1.4 While all employees are required to adhere to safe driving practices at all times, supervisors and above will model safe driving behaviors both on and off-the-job.

1.2 **Rules for Operation of Motor Vehicles** - Departmental programs shall include minimum requirements for authorization of drivers and operation of vehicles. Supplement I contains a listing of minimum behavioral rules and other requirements to which additional requirements may be added by departments based on their needs. Additional 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 license recognized by the Saudi Government permitting them to legally drive in the Kingdom of Saudi Arabia. (Departments should check with the Industrial Security Organization, Driver License, Sticker and Passport Unit, for the current requirements relative to acceptance of non-Saudi Arab Government driver's license, e.g., International Driver's License, driver's license from country of origin). The owners and operators of all vehicles shall abide by Saudi Aramco and Government traffic rules and regulations.

1.2.1.2 **Driver Improvement Program** - All Saudi Aramco employees and contractor employees required to drive company vehicles shall first satisfactorily complete the Saudi Aramco Driver Improvement Program (DIP), currently offered through Training & Career Development (T&CD).

1.2.1.3 **Driver Improvement Refresher Seminar (DIRS)** - The DIES offered by T&CD must be repeated by all authorized drivers every three years. Employees may avail themselves of the on-line DIRS as a means of fulfilling this requirement.

1.2.1.4 **Training for Non-authorized Drivers** - Saudi Aramco employees who are not authorized to drive company vehicles may also be enrolled in the DIP and DIRS at any time with the approval of their supervisor. However, the employees must be legally authorized to drive in the Kingdom of Saudi Arabia before they can be enrolled in the DIP or DIRS (refer to 1.2.1.1).

1.2.1.5 **Off-road/Specialty Driving** - Before being permitted the use of company 4-wheel drive off-road vehicles, employees, including contractor employees required to drive company vehicles, shall pass the off-road vehicle driving test conducted by T&CD. For other "specialty" vehicles, e.g., large trucks or heavy equipment, special training may be required by Transportation, Roads & Heavy Equipment and/or T&CD. (**Note:** The Saudi Arab Government requires special licensing for certain types of specialty vehicles.)

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 3 OF 18

- 1.2.1.6 **Supervisor's Road Test** - After completing the on Road Test evaluation offered by the Driver/HEOP TU using SA Form 7224, every DIP qualified employee driver candidate shall be given 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 may be authorized to drive company vehicles. Saudi Aramco Form 7224 shall be retained in the employee's file. Note that it is the department's responsibility to ensure that employees are qualified to operate specific types of vehicles, e.g., clutch vs. automatic transmission, light truck, mini-van, etc., regardless of the test vehicle used by T&CD.
- 1.2.1.7 **Authorized Driver's List** - All departments shall maintain an up-to-date "Authorized Driver List" of departmental employees authorized to operate company motor vehicles. The list shall include any restrictions (e.g., no nighttime driving), and types of vehicles the employees are permitted to operate. The authorized drivers list must be updated immediately whenever there is a change in an employee's status, for example, a condition prevents him 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 must be instructed to disqualify themselves from driving if they have any permanent or temporary conditions that could impair their behavior.
- 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 poor weather conditions, extended trips, and trips in high density traffic). Consideration should be given to other modes of transport such as air transportation or using inter-area buses where practicable. Departments shall include factors such as route, time of journey, weather and road conditions, and fatigue in their evaluations of whether it is appropriate for employees to make a particular journey.
- 1.2.3.1 Where drivers will be driving off-road to remote locations, departments should ensure compliance with GI 6.025, Control of Remote Area Travel and Search/Rescue Procedures, in addition to the requirements of this instruction.
- 1.2.3.2 Drivers shall exercise extreme caution in adverse weather conditions. In extreme weather such as dense fog or sandstorms, drivers shall avoid operating vehicles.
- 1.2.4 **Mobile use prohibition** – Employees, personal visitors, dependents, consultants, contractors, business visitors and all others are prohibited from using mobile phones, including hands-free mobile installations, while driving Company vehicles as well as private and contractor vehicles in Saudi Aramco communities, facilities or premises. Violators will be ticketed and assessed penalty points as detailed in Supplement-II. To

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 4 OF 18

avoid being distracted from the task of safe driving, drivers should proceed to a parking or rest area and properly park their vehicle before making or accepting a call.

**1.2.5 Speed limits** - The maximum allowable speed limit for private, contractor, and company owned or leased vehicles are those posted on highways, roads, and in company facilities.

- The maximum speed on Saudi Aramco facilities and camps is 40 kph unless otherwise posted.
- Certain specialty vehicles, or vehicles equipped with special tires, may have lower maximum speed limits as determined by the Transportation Department.
- Road and traffic conditions may necessitate speeds lower than those posted. All vehicles shall be driven at lower speeds if necessitated by road, weather and/or traffic conditions.

**1.2.6 Seat belt use** - All occupants of private, contractor and Saudi Aramco vehicles must wear seat belts. Children or infants will be seated in child restraint seats (see supplement-1 page 1 of 3) as appropriate for their size and weight. Where fitted, passengers will wear seat belts on buses.

### **1.3 Program Maintenance and Support**

**1.3.1 Communications** - Departments will 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 employees.

**1.3.2 Safety Meetings** - Departments will ensure that department, division, and unit safety meetings periodically 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 Observation** - 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 without an 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 Incidents** - All motor vehicle accidents (MVAs) involving Saudi Aramco vehicles shall be reported in accordance with G.I. 6.029, "Reporting and Recording of Motor Vehicle Accidents," using Saudi Aramco SAP EH&S or Form 1193, "Motor Vehicle Accident Report."

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 5 OF 18

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

1.4.3 **Record keeping and Analysis** - Departments will keep records of all near misses, traffic violations, motor vehicle accidents (MVAs), and the corresponding penalty points (refer to Section 2.0 and Supplement II - Penalty Points) assigned to their employees. Annually at a minimum they shall review vehicle incident experience and modify their programs as necessary to improve driving safety.

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

## 2.0 CITATIONS FOR UNSAFE DRIVING PRACTICES AND ASSIGNMENT OF PENALTY POINTS

Industrial Security is responsible for issuing citations for traffic violations, using the online\_Saudi Aramco Unsafe Driving Practice Warning (UDPW) system and the electronic form SA-2412, Traffic Violation Ticket.

Department managers assign penalty points for company MVAs (these rulings are subject to review and possible adjustment by ISO).

It is the responsibility of the respective department head to review all SA-2412s that are issued against his employees and submit the results to Industrial Security; however, the department head can authorize other users to view current SA-2412s, review violation history and update other information.

### 2.1 Company Owned and Leased Vehicles

2.1.1 For company-owned or leased motor vehicles, the responsible Industrial Security department shall issue the SA-2412-1 (Traffic Violation Ticket) to the driver of the vehicle. Industrial Security will assign penalty points in accordance with Supplement-II and send an electronic SA-2412 to the employee's department head. If the driver is not present or cannot be determined, Industrial Security shall determine the organization to which the vehicle is assigned, and send the electronic SA-2412 to the department head of that organization.

2.1.2 Within 5 working days of receipt of the electronic SA-2412, the department head shall determine who was driving the vehicle, investigate the violation, concur with the points assigned, and take other corrective action as appropriate. He shall note this action in the UDPW system and submit it to Industrial Security. If after investigating the violation, the employee's department head wishes to amend the violation or the assigned penalty points, he should provide a written justification in the UDPW system and contact the Industrial Security department head who will review the SA-2412. A



**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 6 OF 18

completed hardcopy of the SA-2412 shall be retained in the employee's departmental file for six months (six Gregorian calendar months). For each employee, the UDPW system will automatically accumulate penalty points during a consecutive twelve month (Gregorian) period.

- 2.1.3 For company MYAs, penalty points will be assigned by the department manager after determining whether the MVA was preventable or non-preventable (refer to Supplement II – Penalty Points and Supplement III – Preventability/Non-preventability Guidelines). The department manager will forward the penalty point assignment determination in a letter to the respective area Industrial Security manager within 5 working days of the MVA.
- 2.1.4 Penalty points are additive for multiple infractions (e.g., failure to stop at a traffic light and failure to wear a seat belt = 16 points).
- 2.1.5 If Industrial Security does not receive the completed SA-2412 from the department head within 5 working days, the UDPW system will automatically re-contact the department head requesting the completed SA-2412. If the department head does not respond to this second request within 5 working days, the UDPW system will automatically contact the department head's administrative area head to resolve the matter.

## 2.2 Private and Contractor Vehicles Operated on Saudi Aramco Properties

- 2.2.1 For traffic violations involving private vehicles owned and/or driven by the employees, dependents, drivers, domestic helpers or personal visitors, the responsible Industrial Security department shall issue non-electronic form SA-2412-1, Traffic Violation Ticket to the driver of the vehicle. Industrial Security will assign penalty points in accordance with Supplement II of this instruction and send an electronic SA-2412 to the employee's department head. If the driver is not present or cannot be determined, Industrial Security shall determine the organization the employee reports to and send the electronic SA-2412 to the department head of that organization. Because of the seriousness of the traffic regulation, the 1<sup>st</sup> violation by the dependent/driver/domestic helper and the first two (02) violations by the personal visitor are to be considered a warning with no penalty points assigned to the sponsoring employee. In this way, form SA-2412 will be issued to an employee through UDWP system. For the second (and subsequent) traffic violation by the dependent and third (and subsequent) traffic violations by the personal visitors, SA-2412 containing assigned penalty points shall be sent to the employee's department head for appropriate action (**Note:** Drivers using private vehicles affixed by letter "H" to pick-up female employees shall temporarily be allowed to park vehicles in SAMSO designated parking area without citation to be issued).
- 2.2.2 Within 5 working days of receipt of the electronic SA-2412 for violations involving private vehicles operated by the employee, dependent, driver, domestic helper or personal visitor (section 2.2.1), the department head shall determine who was driving the vehicle; investigate the violation; concur with the points assigned; take other corrective action as appropriate; note this action in the UDPW system, and submit it to Industrial Security. If the department head wishes to amend the violation or change the assigned

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 7 OF 18

penalty points, he should provide a written justification in the UDPW system and contact the Industrial Security Department manager to review the SA2412. A completed hardcopy of the SA-2412 shall be retained in the employee's departmental file for six months (six Gregorian calendar months). For each employee or driver, the UDPW system will automatically accumulate penalty points during a consecutive twelve month (Gregorian) period.

2.2.3 For contractors (including haulers and customers), Industrial Security department shall issue the form SA-2412-1, Traffic Violation Ticket to the driver of the vehicle, assign penalty points in accordance with Supplement-II and send the electronic form SA-2412 to the department head. Within 5 working days of receipt of the electronic form SA-2412, the department head shall determine who was driving the contractor vehicle, investigate the violation, confirm the penalty points through the UDPW system, based on Supplement-II and take corrective action as appropriate. The department head shall inform the contractor that he will be barred from driving on Saudi Aramco premises for 6-months if he accumulates 20 penalty points over a 12-month (Gregorian) period. The department head or his designated representative will track accumulated violations by contractors in his department through the UDWP system.

2.2.4 For business visitors, Industrial Security shall determine the department or organization that hosted a business visitor and send the electronic form SA-2412 to Admin Area Head and the department head. The penalty points shall be reflected against the hosting department or organization. However, the Business Line Head (Sr Vice President) shall periodically receive a report of business visitor's traffic violations for his admin areas.

\* 2.2.5 Industrial Security shall send a report to Area HR Service Center Division at Dhahran, Ras Tanura, Riyadh, Abqaiq and Jeddah on traffic violations for all Saudi Aramco employees exceeding 20 points which require a follow-up with the employee's department by Area Personnel concerning issuance of a written warning notice (SA-3247) and the corrective guidance report (SA-2004).

### **3.0 DISCIPLINARY ACTION AND CORRECTIVE GUIDANCE FOR VIOLATIONS INCURRED BY EMPLOYEES IN COMPANY VEHICLES**

Procedures contained in Chapter 10 (Terminations) of the Industrial Relations Manual and the General Internal Rules for the Organization of Work and Workmen shall be used as guidelines when handling such cases, in relation to counseling sessions, written warning notices, and termination involving employees:

3.1 If the employee accumulates 20 penalty points in a 12 month (Gregorian) period the UDPW system notifies the employee's department head who will counsel the employee in regards to the accumulated traffic violations. The department head will document the counseling session in a "memo to file" to be acknowledged by the employee and placed in his department file. If after the counseling session, the employee accumulates 10 additional penalty points in that same 12 month (Gregorian) period, he shall receive a first written warning notice (SA-3247) and the corrective guidance report (SA-2004), issued by his department head. This warning notice is issued for having accumulated a total of 30 penalty points.

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030

ISSUE DATE 12/01/2011 REPLACES 9/7/2010

APPROVAL MAS PAGE NO. 8 OF 18

3.2 If he accumulates 10 or more penalty points during the six month period following the issuance of a first warning notice, the employee shall receive his second written warning notice (SA-3247) and the corrective guidance report (SA-2004), issued by his department head, emphasizing the seriousness of the repeated violation of company rules. The administrative area head will be automatically notified by the UDPW system.

3.3 If the employee accumulates 4 or more penalty points during the six month period following the issuance of a second warning notice, the employee shall receive a written dismissal warning notice (SA-3248) and the corrective guidance report (SA-2004), by his department head. The Business Line Head will be automatically notified by the UDPW system.

3.4 If the employee accumulates any penalty points during the one year period following the issuance of a final dismissal warning notice, his case will be reviewed for possible termination from company's service.

\* 3.5 The employee's department must issue online disciplinary action, then to be reviewed and approved by the Area HR Service Center within five (5) working days. Consultation between the employee's department head and the Area Personnel Office shall occur if termination of an employee is considered so that correct company and Saudi Labor Law procedures are followed.

3.6 Serious traffic violations, (10 Penalty Points per violation or greater) as noted by an \* in Supplement II, will be handled as follows:

3.6.1 Serious traffic violations, (10 Penalty Points per violation or greater) as noted by an \* in Supplement II, will immediately be referred to the employee's department head and administrative area head by the UDPW system. The employee's department head will counsel the employee in regards to this traffic violation. The department head will document the counseling session in a "memo to file" to be acknowledged by the employee and placed in his department file.

3.6.2 If after the counseling session, the employee accumulates 10 additional penalty points in the same 12 month (Gregorian) period, he shall receive a first written warning notice (SA-3247) and the corrective guidance report (SA-2004); issued by his department head even if he has less than 30 accumulated penalty points.

3.6.3 If he accumulates 10 or more penalty points during the six month period following the issuance of the first warning notice, the employee shall receive his second written warning notice (SA-3247) and the corrective guidance report (SA-2004), issued by his department head, emphasizing the seriousness of the repeated violation of company rules. The administrative area head will be automatically notified by the UDPW system.

3.6.4 If the employee accumulates 4 or more penalty points during the six month period following the issuance of a second warning notice, the employee shall receive a written dismissal warning notice (SA-3248) and the corrective guidance report (SA-2004), by his department head. The Business Line Head will be automatically notified by the UDPW system.



**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030

ISSUE DATE 12/01/2011 REPLACES 9/7/2010

APPROVAL MAS PAGE NO. 9 OF 18

3.6.5 If the employee accumulates any penalty points during the twelve month period following the issuance of the final dismissal warning notice, his case will be reviewed for possible termination from company's service.

#### **4.0 DISCIPLINARY ACTION AND CORRECTIVE GUIDANCE REGARDING PRIVATE AND CONTRACTOR VEHICLES ON COMPANY PROPERTY**

4.1 Traffic violations of any type by the employee, dependents/drivers/domestic helpers or personal visitors will be reported to the concerned employee's department head for appropriate disciplinary action as described in Section 3 & 4 above. Note that the employee will be assigned penalty points for all traffic violations involving himself and his dependents/personal drivers/domestic helpers/visitors as described in section 2.2.1.

4.2 Traffic violations by contractor employees or business visitors will be reported to their proponent organization by the UDPW for appropriate disciplinary action. Any contractor employee or business visitor accumulating 20 penalty points in a 12 month (Gregorian) period will be reported to their proponent organization by the UDPW and excluded from driving on company property for a period of six months.

\* 4.3 All traffic violations committed by retirees and/or their dependents on company premises will be reported to the Administrator of Area HR Service Center Division, Personnel Department for further handling. The following guidelines will be followed:

\* 4.3.1 **First violation for retirees and their dependents will be considered as warning with no penalty points.**

4.3.2 **Accumulation of 10 penalty points in a 12 month (Gregorian) period:** Retiree shall be issued a notification letter by Personnel Department highlighting the traffic violation committed and explaining relevant company regulations.

\* 4.3.3 **Accumulation of 11 to 19 penalty points:** Retiree shall be issued a second notification letter by Personnel Department advising him that committing any further traffic violation will lead to suspension, or complete withdrawal of the access-to-camp privileges.

4.3.4 **Accumulation of 20 penalty points or higher:** Retiree shall be issued a formal warning letter by Personnel Department advising him that access-to-camp privileges are suspended for 90 consecutive days.

\* 4.3.5 **New traffic violations committed after the 90 day temporary suspension period:** Retiree shall be advised that access-to-camp privileges are withdrawn temporarily for a period of one year.

4.3.6 **New traffic violations committed after the one-year temporary suspension:** Access-to-camp privileges are permanently withdrawn subject to the joint approval of Personnel Department Director and the Area ISO Manager.

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE  
12/01/2011REPLACES  
9/7/2010APPROVAL  
MASPAGE NO.  
10 OF 18

**CONCUR:** \_\_\_\_\_  
Manger,  
Loss Prevention Department

Date: \_\_\_\_\_

**CONCUR:** \_\_\_\_\_  
Director,  
Personnel Department

Date: \_\_\_\_\_

**CONCUR:** \_\_\_\_\_  
Director  
Employee Relations Policy & Planning Department

Date: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
GENERAL MANGER  
Industrial Security Operations

Date: \_\_\_\_\_

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030

ISSUE DATE 12/01/2011 REPLACES 9/7/2010

APPROVAL MAS PAGE NO. 11 OF 18

**SUPPLEMENT-I**  
**(Page 1 of 3)****VEHICLE CONDITION AND DRIVER RESPONSIBILITIES**

Drivers are responsible for the overall safety of their vehicles and passengers. Drivers shall abide by all traffic laws in the Kingdom and ensure that their vehicles are inspected and maintained properly before each trip.

All drivers of company vehicle, contractors working for company departments, and private vehicles on company premises are expected to observe defensive driving behaviors at all times. All drivers shall behave courteously at all times to other drivers and pedestrians.

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.

Drivers must adhere to the following rules. These rules 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 before operating any motor vehicle.
2. Drivers of Saudi Aramco vehicles must undergo required training and certification before being authorized to drive company vehicles.
3. Vehicles shall be maintained in a safe operating condition and any unsafe condition shall be corrected or reported immediately. Each Saudi Aramco vehicle must be taken for service on or before the specified odometer reading or the date shown on the Transportation Department, Vehicle Inspection and 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, brakes, lights, fluid levels, glass, mirrors, etc. Deficiencies should 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 wear seatbelts. Drivers shall insist that all passengers wear seat belts before starting the vehicle.
- \*\* 7. All children below 4 years must use child seat. Rear-facing baby seat for (Birth to 9 months or up to 9 kg), and Front-facing toddler seat for (1 year to 4 years or 10 kg to 18 kg) when they are inside the car. The 1<sup>st</sup> violation is to be considered a warning with no penalty points assigned to the employee and the 2<sup>nd</sup> violation is to be considered with 2 penalty points
8. Vehicles shall not be left unattended while 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.

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 12 OF 18**SUPPLEMENT-I**  
**(Page 2 of 3)****VEHICLE CONDITION AND DRIVER RESPONSIBILITIES**

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 must be followed.

Unless otherwise posted, the speed limit on Saudi Aramco facilities and camps is 40 kph.

12. Passengers will 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 must obey the direction of traffic flow - driving on the wrong side of a divided highway is prohibited.
14. Drivers must bring vehicles to a completed stop at stop signs and Red traffic lights, before proceeding again.
15. Drivers must yield the Right-of-Way to pedestrians crossing the street in a marked cross walk or intersection.
16. Drivers must use turn signals when changing lanes and turning.
17. Drivers must use vehicle headlights, not parking lights or running lights, during night time hours.
18. Rules for passing other vehicles are covered in the booklet, Guide for Defensive Drivers.
- Drivers specifically must not pass in a posted no passing zone or where there is a solid line in their lane.
19. 'Tailgating' or following another vehicle too closely is prohibited. Drivers should apply the '2-second rule' as outlined in the Guidebook for Defensive Drivers to determine if they are at a safe distance when following another vehicle.
20. Heavy items (tools, water cans, spare tire, etc.) in any vehicle must be properly secured.
21. Materials shall not extend over the sides of a truck; loads extending beyond the front or rear of the vehicle must be marked with a red flag in the daytime and a red light at night.
22. All loads on delivery trucks shall be secured. Stake bed trucks shall have all side panels installed while moving.
23. Towing of all equipment shall be in compliance with GI 1010.007, Safe Practices for Towing Equipment and Trailers.

24. Tires shall be inflated to the correct pressure as specified by the Transportation Department. Tires should 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 and not be used.

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE  
12/01/2011REPLACES  
9/7/2010APPROVAL  
MASPAGE NO.  
13 OF 18**SUPPLEMENT-I**  
**(Page 3 of 3)****VEHICLE CONDITION AND DRIVER RESPONSIBILITIES**

25. Company employees are prohibited from using mobile phones, even in the 'hands free' mode while driving a Saudi Aramco owned or leased vehicle kingdom-wide. This policy also applies to contractors driving on Saudi Aramco property.
26. Motor scooter and motor cycle riders must wear a motor cycle helmet when operating their vehicles.
27. Drivers are responsible for adequate water, safety equipment and communications equipment relative to remote area driving.



**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 14 OF 18**SUPPLEMENT-II**  
**(Page 1 of 3)****PENALTY POINTS**

Penalty points will be issued to the drivers of vehicles (or in the case of dependents and visitors to their company or individual sponsor) that were involved in the infraction.

Because of the seriousness of the traffic regulation, the 1<sup>st</sup> violation by the dependents/drivers/domestic helpers and the first two (02) violations by personal visitors are to be considered a warning with no penalty points assigned to the sponsoring employee. In this way, the sponsoring employee has the opportunity to educate his/her dependents/drivers/domestic helpers and personal visitor(s) to abide by the driving rules while on Saudi Aramco facilities and prevent any further violation for the 3<sup>rd</sup> or subsequent instance.

Penalty point categories are listed below. Preventable and non-preventable MVAs are determined by the department manager per GI 6.029 and are defined in Supplement III of this GI. Non-recordable MVAs 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, personnel injuries, or damage to Company or private property.

**I. Company Motor Vehicle Accidents****Penalty Points**

1. Non-preventable or non-recordable MVAs (Note: Ruling of non-preventable MVAs is subject to review and may be overruled by Industrial Security Organization).	0
2. Preventable Company MVAs – Points for preventable company MVAs shall be determined by the proponent department manager after investigation of the MVA, which is documented in SAP EH&S, or using form SA-1193. Points shall be assigned using the guidelines set forth below. Points shall be based on the severity of any traffic infringements committed by employees, which may have caused or contributed to the MVA. Points should be additive for multiple infractions (e.g., speeding 25 kph over limit (10 points) and failure to observe stop sign (8 points) = 18 points with additional 5 points greater than the defined penalty points for a traffic violation which has resulted in a motor vehicle accident. Within 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 including U-drives. Area Industrial Security Operations Department Manager may alter the point award if the department has not applied the guidelines properly.	

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030

ISSUE DATE 12/01/2011 REPLACES 9/7/2010

APPROVAL MAS PAGE NO. 15 OF 18

**SUPPLEMENT-II**  
**(Page 2 of 3)**

3. Preventable Private MVAs – Points for preventable Private MVAs shall be determined **by** the proponent department manager after investigation of the MVA, which is documented in SAP EH&S, or using form SA-1193. Points shall be assigned using the guidelines set forth below. Points shall be based on the severity of any traffic infringements committed by employees, which may have caused or contributed to the MVA. Points should be additive for multiple infractions (e.g., speeding 25 kph over limit (10 points) and failure to observe stop sign (8 points) = 18 points with additional 5 points greater than the defined penalty points for a traffic violation which has resulted in a motor vehicle accident. Within 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.

**II. Moving Traffic Violations**

1. Reckless driving (combination of moving violations)

14

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030

ISSUE DATE 12/01/2011 REPLACES 9/7/2010

APPROVAL MAS PAGE NO. 16 OF 18

**SUPPLEMENT-II**  
**(Page 3 of 3)****PENALTY POINTS**

2. **Speeding:** Exceeding speed limit by;
  - Less than 10 kph 3
  - 10 to 20 kph 6
  - 21 to 30 kph 10
  - Over 30 kph 12
3. Driving on the wrong side of a divided roadway 12
4. Passing in a "No Passing" zone 8
5. Underage dependent driving a motor vehicle 10
6. Failure to obey a traffic signal or stop sign 8
7. Not using seat belts (drivers or passengers) 8
- \*\* 8. Not using child seat for children below 4 years 2
9. More than 3 people in front seat (also requires seat belt violation) 5
10. Passengers in back of open pickup truck 8
11. Mobile phone use prohibition, including hands-free installations 6
12. Failure to yield to pedestrians at a crosswalk or intersection 6
13. Driving with an unsecured load or without panels in place 6
14. Following too closely (tailgating) 6
15. Turning or switching lanes without signaling 4
16. Turning from the wrong lane 8
17. Failure to yield the right-of-way 6
18. Driving under influence of medications or intoxicants 14
19. Riding a motorcycle without a helmet 8
20. Driving during night time without headlights and/or rear lights 8
21. Failure to stop when directed by Industrial Security 10
22. Driving the wrong way in a Parking lot 4
23. Driving without driver's license 2
24. Failing to stop for two seconds before turning right on red light 6
25. Parked/standing unattended while engine is running 6

**III. Parking Offenses**

1. Parking in an emergency route or emergency vehicle space 8
2. Parking in a posted Handicapped Parking area without authorization 6
3. Parking on the wrong side of the street (against the traffic flow) 3
4. Parking in an unauthorized space or area 2

**IV. Other Offenses**

1. Misuse of company vehicles (including violations of GI 710.010) 6

(Note: 1<sup>st</sup> violation by the dependents/drivers/domestic helpers and the first two (02) violations by personal visitors are to be considered a warning with NO penalty points assigned to the sponsoring employee).

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 17 OF 18**SUPPLEMENT-III**  
**(Page 1 of 2)****PREVENTABILITY/NON-PREVENTABILITY GUIDELINES**

All MVAs should 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.
2. Conceding 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.
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 PREVENTABILITY**

1. **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 must 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.
6. **Lane Encroachment** - 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.

**GENERAL INSTRUCTION MANUAL**

ISSUING ORG. INDUSTRIAL SECURITY OPERATIONS

SUBJECT TRAFFIC AND VEHICLE SAFETY

G. I. Number **Approved**  
6.030ISSUE DATE 12/01/2011  
REPLACES 9/7/2010APPROVAL MAS  
PAGE NO. 18 OF 18**SUPPLEMENT-III**  
**(Page 2 of 2)****PREVENTABILITY/NON-PREVENTABILITY GUIDELINES**

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, should be considered preventable.
9. **Hazardous Situations** - Keeping within posted speed limits is not sufficient precaution when unusual or hazardous conditions (fog, rain, and blowing sand) 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**), and (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 is allowed if parking is designed with 90 degree parking space having sufficient & safe distance, and it does not disrupt the flow of traffic**).
12. **Single Vehicle MVAs** - Single vehicle MVAs should 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 incident which could have been avoided by the driver (e.g., by yielding the right of way) should be ruled preventable.