

<b>SAUDI ARABIAN OIL COMPANY (Saudi Aramco)</b> <b>GENERAL INSTRUCTION MANUAL</b>  <b>ISSUING ORG.</b> INDUSTRIAL SECURITY OPERATIONS  <b>SUBJECT:</b> TRAFFIC AND VEHICLE SAFETY	<b>G.I.NUMBER</b> <span style="color: blue;">Approved</span>  6.030	
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## 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.

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### 1. 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 GI 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.

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1.1.2 Proponents shall instruct contractors and business visitors that they are responsible for abiding by all Saudi Arab Government and Saudi Aramco traffic rules and regulations while on company property or while working for or visiting Saudi Aramco.

1.1.3 Employees shall inform dependents and 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 1 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 DIRS 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).

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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.)

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.

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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 phone use prohibition - Drivers of Saudi Aramco owned or leased motor vehicles Kingdom-wide and contractor vehicles driving on Saudi Aramco property shall not use mobile phones or any other portable electronic device while operating a motor vehicle. Refer to Supplement I and Supplement II.

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.

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 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.

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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.”

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 Recordkeeping 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.

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**2. 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, “Notice for Unauthorized Parking and Unsafe Driving Practice.”

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 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 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 MVAs, 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-

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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 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 privately owned vehicles of employees, their dependents or visitors, the responsible Industrial Security department shall issue the SA-2412 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 the employee reports to and send the electronic SA-2412 to the department head of that organization.
- 2.2.2 Within 5 working days of receipt of the electronic SA-2412 for violations involving private vehicles operated by an employee, dependent, or employee's visitor, 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 manager who will review the SA-2412. 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, the UDPW system will automatically accumulate penalty points during a consecutive twelve month (Gregorian) period.
- 2.2.3 For business visitors and contractors, the Industrial Security department shall issue the SA-2412 to the driver of the vehicle. Industrial Security shall determine the department visited or proponent department, and send the electronic SA-2412 to the department head. Within 5 working days of receipt of the electronic

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SA-2412, the department head shall determine who was driving the vehicle, investigate the violation, and take appropriate corrective action. The department head or proponent shall inform the business visitor or contractor that he will be barred from driving on Saudi Aramco property if he becomes a repeat offender. If the same business visitor or contractor receives two violations during a consecutive twelve month (Gregorian) period the UDPW will automatically notify the respective administrative area head.

### 3. 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.
- 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.

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- 3.5 A copy of each warning notice and the corrective guidance report, countersigned by the employee, shall be sent to the Area Personnel Office for addition to the employee's file. 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.
  - 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.

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#### 4. DISCIPLINARY ACTION AND CORRECTIVE GUIDANCE REGARDING PRIVATE AND CONTRACTOR VEHICLES ON COMPANY PROPERTY

- 4.1 Traffic violations of any type by the employee or his dependent(s) and personal visitor(s) will be referred to the concerned employee's department head for appropriate disciplinary action as described in Section 3 above. Note that the employee will be assigned penalty points for all traffic violations involving his dependent(s) and visitor(s).
- 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. If a business visitor accumulates any penalty points during the one year period following this suspension period, he will *permanently* be suspended from driving within all company facilities. If a contractor company accumulates any penalty points during the one year period following this suspension period, it may result in permanent revocation of the contractor company's driving privileges on company property, contract termination, and exclusion from bidding on future contracts.
- 4.3 All traffic violations committed by retirees and/or their dependents on company premises will be reported to the Administrator of Social Insurance and Retirement Affairs Division, Employee Relations Services Department (ERSD) for further handling. The following guidelines will be followed:
- 4.3.1. Accumulation of 10 penalty points in a 12 month (Gregorian) period: Retiree shall be issued a notification letter by ERSD highlighting the traffic violation committed and explaining relevant company regulations.
  - 4.3.2. Accumulation of 11 to 19 penalty points: Retiree shall be issued a second notification letter by ERSD advising him that committing any further traffic violation will lead to suspension or complete withdrawal of the access-to-camp privileges.
  - 4.3.3. Accumulation of 20 penalty points or higher: Retiree shall be issued a formal warning letter by ERSD advising him that access-to-camp privileges are suspended for 90 consecutive days.
  - 4.3.4. 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.
  - 4.3.5. New traffic violations committed after the one-year temporary suspension: Access-to-camp privileges are permanently withdrawn subject to the joint approval of the ERSD Director and the Area ISO Manager.

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CONCUR: \_\_\_\_\_ Date: \_\_\_\_\_  
 MANAGER  
 Loss Prevention Department

CONCUR: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director  
 Personnel Department

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

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
 GENERAL MANAGER  
 Industrial Security Operations

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**SUPPLEMENT I - 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, "Driving in Saudi Arabia," is available from Training and Career Development, Industrial Training Department for additional information on driving in the Kingdom.

Drivers must adhere to the following (also refer to Section 1.0 of this GI):

1. Drivers shall hold 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 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 shall be performed 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. Vehicles shall not be left unattended while running.
8. 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.

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9. Vehicles shall not be fueled with the engine running or while using any electrical device.
10. 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.
11. 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).
12. Heavy items (tools, water cans, spare tire, etc.) in any vehicle must be properly secured.
13. 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.
14. All loads on delivery trucks shall be secured. Stake bed trucks shall have all side panels installed while moving.
15. Towing of all equipment shall be in compliance with GI 1010.007, *Safe Practices For Towing Equipment And Trailers*.
16. 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.
17. Drivers of Saudi Aramco owned or leased motor vehicles kingdom-wide and contractors driving on Saudi Aramco property shall not perform any activity nor use any device that distracts their attention while driving. Saudi Aramco and contractor drivers are expressly prohibited from eating or drinking, as well as answering, making calls, or otherwise using a mobile phone while operating a motor vehicle.
18. Drivers are responsible for adequate water, safety equipment and communications equipment relative to remote area driving.
19. Drivers shall report all vehicle collisions and moving violations immediately, no matter how minor.

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**SUPPLEMENT II - PENALTY POINTS**

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

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.

**Penalty Points**

**I. Company Motor Vehicle Accidents**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1. Non-preventable or non-recordable company MVAs (note ruling of non-preventable MVAs are 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 infractions 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 and failure to observe stop sign = 18 points). Within 5 working days of the incident the proponent manager shall document the point award in a letter to the respective area Industrial Security manager for each MVA including U-drives. Industrial Security 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                 |
| 2. Speeding: Exceeding speed limit by <ul style="list-style-type: none"> <li>- Less than 10 kph</li> <li>- 10 to 20 kph</li> <li>- 21 to 30 kph *</li> <li>- Over 30 kph *</li> </ul> | 3<br>6<br>10<br>12 |
| 3. Driving on the wrong side of a divided roadway *                                                                                                                                   | 12                 |
| 4. Passing in a “No Passing” zone                                                                                                                                                     | 8                  |
| 5. Underage dependent driving without a driving license*                                                                                                                              | 10                 |
| 6. Failure to obey a traffic signal or stop sign (also turning right on red light)                                                                                                    | 8                  |
| 7. Not using seat belts (drivers or passengers)                                                                                                                                       | 8                  |

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- |     |                                                                          |    |
|-----|--------------------------------------------------------------------------|----|
| 8.  | More than 3 people in front seat (also requires seat belt violation)     | 5  |
| 9.  | Passengers in back of open pickup truck                                  | 8  |
| 10. | Use of devices that distract the driver’s attention (e.g., mobile phone) | 6  |
| 11. | Drinking, eating, reading, or other actions which may distract attention | 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 at night without headlights                                      | 8  |
| 21. | Failure to stop when directed by Industrial Security*                    | 10 |

**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 a posted “No Parking” zone                              | 2 |
| 5. | Parking in a posted "Reserved" area                                | 2 |
| 6. | Parking on road shoulders (unless designated for parking)          | 2 |

**IV. Other Offenses**

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

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### SUPPLEMENT III - 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.

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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.
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, 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.
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.