

Purpose	All users of company vehicles are requested to maintain safe driving attitude at all times and strictly adhere to the rules and regulations laid down by the company in this policy, for better monitoring of the company fleet.
Responsibilities	It is the responsibility of the driver/end-user to take care and maintain the vehicle issued to him, and to report any problems &/or accidents relating to the use of the vehicle.
Detailed Procedure/Steps	<p>1- <u>Vehicle receiving acknowledgement</u></p> <p>The end-user is accepting by signing THE DRIVER CUSTODY REPORT (Guide: Doc #: 1932) that he received the vehicle in good condition with all tools and accessories and he obliged to return it back free from any sort of damages with complete tools and equipment as received.</p> <p>2- <u>Maintenance Guidelines</u></p> <ul style="list-style-type: none"> • The Vehicle's user is obliged to present his vehicle for routine maintenance (VEHICLE MAINTENANCE REQUEST (Guide: Doc #: 2226)) whenever it's due for maintenance according to the sticker fixed by the mechanic on the vehicle side. • The user has to check on periodical basis the vehicle documents (Istimara, insurance, authorization letter) and ensure its validity all the time. • The user has to check up the oil level, tires condition, air pressure and continuously observing the vehicle's dash board and to report any mechanical failure immediately to the fleet in charge or the rental company mechanic available in his area. The driver must stop his vehicle immediately on the road side "Traffic regulations for stopping and parking must be adhered to" when the engine temperature exceeds the safety limit or the engine produced unusual sound. The driver will be subject to investigation to be conducted by QRM on suspicion of misuse. <p>3- <u>Accident Procedures</u></p> <ul style="list-style-type: none"> • During the course of accidents, the driver must keep the vehicle at the accident site and report the incident immediately to the concerned traffic authorities through the appropriate channels(Najm: 920000560 Traffic Police: 993), the driver will be liable to the following actions upon his failure to report the accident on time:-

- (A) When the driver gives up his right in return of any sort of money, he will be liable of shouldering all the maintenance cost in accordance to the rental company maintenance quotation.
- (B) Subject driver will lose his right for replacement vehicle during the maintenance process, in case of operational vehicle, the company will hire an adequate vehicle to the driver and the rental cost will be charged to his account. Outside rental will remain continued until the original vehicle is repaired and returned back to work.
- (C) If the maintenance done by the driver outside the rental company authorized workshop was not acceptable and below the standard, the driver will be liable of the additional maintenance cost as per the quotation to be received from the rental company.
- (D) In the event of a traffic accident wherein any percentage of liability was imposed against the vehicle's user either by Najm representative (Najm Report) or through a traffic police personnel (Police Report), the vehicle user will have to bear the insurance deductible charges that equal to SR 300/- or any amount included in the vehicle leasing contract that may agreed upon later between the management of SMSA and the concerned rental company. This requirement will be waived in the event that 3rd party is 100% at fault".

4- Recurring Accidents

- Any driver involved in accident due to second party fault shall undergo a defensive driving course to help him avoid accidents and maintain a safe driving attitude.
- Any driver who is proved to be 75 to 100% at fault as per the police report, shall be subject to the following:

Accidents within the Calendar Year	Accident Insurance Deductible from Driver	Sanction/ Disciplinary Action
First Accident	SAR 300	none
Second Accident	SAR 500	Verbal warning
Third Accident	SAR 750	Written warning

	Fourth Accident	SAR 1000	Driver will be forfeited from using any company vehicle
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5- **Company Decals**

All company vehicles should be of white color bearing the company decal, in case the decal being removed for any reason, the user has to report the matter immediately to the regional fleet supervisor using the form, Vehicle Inspection Form (Guide: (1839 – Car) (1840-Mini Van) (1841-Van) (1842-Truck). Administrative action will be taken against the driver if the decals found to be removed intentionally as per the following:-

- **The driver will be charged the cost of decal at the time of re-installing**
- **A penalty charge of SAR 300 will be deducted from his salary.**

6- **Glass Shading & others**

Installation of any glass shading for the vehicles bears company logo is strictly prohibited, a violator will be liable of the following course of actions :-

- **Removing the existing shading under his cost**
- **A penalty charge of SAR 300 will be imposed.**
- **In case of any writing referred to the driver or user mother language or country etc, the cost of removing or repairing will be shouldered by the driver or user.**

7- **Careless Driving & Personal use**

- All company vehicles users are requested to drive their vehicles in accordance to the traffic rules and regulations. The driver who proofs of using his vehicle in racing or rash driving will be subject to a **severe administrative action that comes to a termination of service.**
- Operational vehicles (couriers & trucks, etc) should not be used for any personal uses (for example: carrying family members or non family members, transporting personal and non personal luggage). In cases of violating KSA iqama & residence regulations, all penalties imposed by the government authorities will be charged against the violator.

8- **Traffic Violations**

	<p>The traffic violations related to speed, safety belt, crossing signals ...etc will be charged directly to the violator's account. The vehicle's end-user must ensure his registration in the traffic system for the vehicle that driving by submitting his valid ID and driving license to the regional fleet in charge. In case the vehicle remains under the company computer number, the violator will be entitled of paying the violation amount including the amount doubled due to late payment.</p> <p>1) Traffic violations related to the operational vehicles:</p> <ul style="list-style-type: none"> • SMSA will shoulder the speed traffic violations for the route vehicles if the violations are registered at non residential areas, speed violations inside cities will be shouldered by the violator. • Traffic violations related to cross of red signals, safety belt, expired ID or driving license, etc will be borne by the end-user. • Traffic violations related to invalid istimara, MVPI (Mizaan Card) will be charged to the concerned rental company. <p>2) Traffic violations related to the non operational vehicles:</p> <ul style="list-style-type: none"> • Traffic violations related to invalid vehicle's istimara or insurance will be charged to the concerned rental company. • The rest of traffic violations will be charged to the end-user unless otherwise agreed by SMSA management for some sorts of traffic violations. <p>3) <u>Vehicle Cleaning</u></p> <p>The driver must keep his vehicle always clean and neat. Dirty vehicles will be subject to the following rules:-</p> <ul style="list-style-type: none"> • Letter of concern will be issued for the first offence. • Penalty of SAR 100 for the second offence after one week. • Warning letter for third offence + other administrative action to be taken by the management. <p>4) <u>Stolen Vehicles</u></p> <p>If the vehicle stolen due to driver's negligence, e.g, leaving the vehicle open and</p>
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	<p>the key in the ignition. The driver will be fully responsible of compensating the rental company the complete cost of the vehicle based upon the vehicle purchase value or the complete cost of repairing damages to the vehicle in case the vehicle was found by the police authorities.</p> <p>5) <u>New Vehicle Order</u></p> <ul style="list-style-type: none"> • New vehicles to be processed and requested in accordance to the company approved Budget (TBA) or thru special approval to be obtained from the higher management. • Vehicle request form needs to be filled and signed by the department head, HR, Budget Controller and Finance manager before presenting the same to the fleet management to issue the P.O. • Vehicles belongs to the terminated and resigned staff and its contract are still valid will be re-assigned again to the new order as per the concept first in first out. • Once the special approval request being approved and the allocated staff not yet ready , the following process need to be practiced by the vehicle requester (Dept. Administrator) before forwarding the request to Fleet:- <ol style="list-style-type: none"> 1) The Vehicle requester need to send ERF to HRD with a request to mention the period needed to complete the recruitment & selection procedures. 2) The period confirmed by HR need to be received in Writing and duly signed by the recruitment Manager. 3) Copy of HR confirmation need to be sent along with the special approval to Fleet manager to prepare the P.O. 4) The vehicle delivery date as per P.O will match with the period determined by HR to complete the recruitment procedures.
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