

## Driving policy and procedures

While driving company vehicles or own vehicles for work purposes, the staff must comply with traffic rules, be conscious of road safety and demonstrate safe driving and other good road safety habits

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a license

### Responsibilities as a vehicle Driver

Every driver of a company vehicle will:

- ensure he hold a Valid driving licence for the class of vehicle he is driving and this licence is carried all the time when driving a company vehicle
- immediately notify his manager if their driver licence has been expired
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- display the highest level of professional conduct when driving a company vehicle
- regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- comply with traffic rules/laws when driving
- drive within the legal speed limits (within city or on highways)
- wear a safety belt at all times
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so
- report any near-hits, crashes and scrapes to their manager, including those that do not result in injury
- report vehicle defects to a manager before the next vehicle use.
- take regular and adequate rest breaks, at least every two hours
- stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments

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