

Vehicles of a company is a must to be systematized and scheduled accordingly for the functioning of all activities; from transporting of employees to office, site or elsewhere to procurement and emergency medical assistance. ITIHADI INFRA... looks at the Vehicle Management as a top most priority. The Vehicle Management Policy defines the roles of the Administrative Structure and the responsibilities from top to bottom information flow chain.

1. Vehicle Utilization Conditions

ITI HADI INFRA... provides the following conditions to be followed when utilizing company vehicles.

- 1.1 All vehicles belong to the company and up keeping of vehicles is the top most priority of all vehicle users (immaterial of category or designation).
- 1.2 All company vehicles are to be numbered on their both sides and rear for easy recognition. Numbers for all vehicles have already been assigned. (Please see attachment).
- 1.3 All company vehicles should carry the company name and address on both sides for easy identification.
- 1.4 Service dates for all company vehicles will be the sole responsibility of the Transport Manager. The dates should be exhibited on each vehicle for visibility of vehicle user. The Administrative Executive will take measures to display the information on a notice board in the office.

2. Ground Rules for Vehicle Users

Maintaining of vehicles and completing certain important documentations is the prime responsibility of every vehicle user. Therefore, the Transport Manager should follow the following ground rules for all vehicle users.

- 2.1 The Transport Manager should always attest the Daily Vehicle Running Sheets of all vehicle users.
- 2.2 The Daily Vehicle Running Sheets will be kept in every vehicle owned / hired by the company. The Transport Manager should always supervise that the Daily Vehicle Running Sheets are available in the vehicles.
- 2.3 The Transport Manager will have the credibility of issuing Fuel Tokens to the vehicle users plying under his supervision on a daily basis as per feasibility (in the morning or evening). The Administrative Executive issues the tokens for the office staff.
- 2.4 It is the responsibility of the vehicle users to enter the vehicle number, accurate km in the vehicle token when fuel is pumped and place signature for authentication. The Transport Manager / Administrative Executive will enter the date in each token before being issued.

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- 2.5 The vehicle users should obtain the original token from the fuel station with accurate information after fuel has been pumped. The duplicate token should always be provided to the fuel station for invoicing purposes.
- 2.6 In case a vehicle user will have to travel outside the Eastern Province, the user is permitted to re-fill his vehicle with prior approval / permission from the Transport Manager or Administrative Executive.
- 2.7 The Transport Manager should supervise and complete the Monthly Vehicle Evaluation Report for each company vehicle at the end of each month. *(The HO / Administrative Executive will assist in this task until such time the Transport Manager is oriented and confident in expediting the task).*

3. Maintenance of Vehicles

- 3.1 All vehicle users should keep their vehicles clean and up to date so that the vehicles will be kept on a long lasting basis
- 3.2 All vehicle users should check the level of engine oil, break oil, water level in radiator and inflation of tyres of the vehicle every morning before leaving the point of parking.
- 3.3 All vehicle users should ensure that the spare tyre is accurately inflated for emergency purposes. In case a vehicle does not have a spare tyre, the vehicle user should request the Administration Department for provision of same. Accordingly, the Transport Manager will be informed to fulfill the necessity of the specific vehicle.
- 3.4 All vehicle users should ensure that a tool kit, jack & jack lever, first aid kit and cone are available in the vehicle for emergency purposes. In case a vehicle does not have the above material, the vehicle user should inform the Administration Department for arrangement. The Transport Manager will be informed for provision of the material necessity in the specific vehicle.
- 3.5 All company vehicles should carry the company name and logo. Vehicle users should not stick any other matter upon the company name and logo.
- 3.6 The Transport Manager should always supervise for vehicle service dates. The vehicle service dates should be exhibited in every vehicle in a place the vehicle user could easily view. The vehicle user should inform the Transport Manager pertaining to the vehicle service date/s at least one (01) week in advance.

4. Accidents & Vehicle Break Down

- 4.1 The vehicle user should immediately inform the Administration Department followed by the Transport Manager regarding any minor / major accidents. In case injuries have taken place and the driver of the vehicle is able to communicate, the driver should immediately contact the Saudi Police and the Administration Department.

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4.2 The Administration Department is needed to take immediate action to report to the scene of accident and assess the situation, inform the Insurance Company and co-ordinate with the Police.

4.3 The vehicle user should immediately inform the Administration Department regarding any vehicle break down while traveling. If the vehicle user is close to a garage or vehicle repair area, he should inform the Administration Department and make arrangements to tow the vehicle to a garage for repair.

5. General Documentation

5.1 All vehicle users must always carry their Saudi Arabian Driving License with them. In case the Police finds out that the vehicle user does not possess his valid Driving License during checking and if a penalty is levied, such penalty will have to be solely borne by the vehicle user.

5.2 All vehicle users should check for the vehicle registration (Isthimara) and insurance in the specific vehicle before leaving the point of parking. The aforesaid documents will always be kept in the cubby hole for safety purposes.

5.3 Stickers or labels stuck on the vehicle by the Government Authorities should not be tampered at any moment.

6. General Rules

6.1 All vehicle users should always abide by road rules prevalent in the Kingdom. Violating such road rules can harm the vehicle user as well as the passenger/s in the vehicle.

6.2 All vehicle users are requested to minimize overloading of passengers / material in company vehicles.

6.3 Do not over-speed at any moment. The risk taken can turn fatal. All vehicle users are requested to maintain a maximum of 120kmp/h on highway roads and maintain an average speed on by roads / lanes / alleys. In case the Traffic Police stops a vehicle user of the company for over-speeding, the penalty ticket payment will be the sole responsibility of the vehicle user. Yet, if such penalties are lobbied, the vehicle user should immediately inform the Administrative Executive of the situation so as to arrange penalty payments. This payment will be deducted from the monthly salary of the vehicle user.

6.4 All vehicle users are requested to refrain from consumption of alcohol at all times. In the case a driver is caught intoxicated while on duty or off duty by the Saudi Arabian Authorities, the company will not at any given time stand by to redeem the victim.

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6.5 The following traffic violations will be solely the responsibility of the vehicle user / driver at the time of violation. Penalties for such violations will have to be borne by the vehicle user / driver.

- Wrong lane entry
- Wrong parking
- Crossing the Traffic Signal (Red) Light
- Driving without seat belt or passenger travelling in the front seat without seat belt
- Accompanying kids in the front seat in an unsafe manner
- Carrying passengers in excess than permitted by the Saudi Traffic Rules.
- Utilization of mobile phones while at the driving seat
- Any accident occurring due to faulty driving
- Any other unlawful driving practices in violation with the Saudi Traffic Rules.

6.6 All vehicle users are requested to look out for pedestrian crossings, schools, market places and busy streets. Keep to a minimum speed at all times in such places to avoid hazardous situations.

6.7 All drivers are requested to maintain presentable attire when using company vehicles, walking into other company offices for representing the company etc.

Your safety is our happiness. Drive Safe. Keep Your Passenger Safe.

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