

**CASPIAN PIPELINE CONSORTIUM-R**

**APPLICATION OF ROAD TRANSPORTATION SAFETY  
STANDARD  
No. TO-P-01-2009**

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## 1 PURPOSE

The purpose of this procedure is to set Company's requirements for driver standard, vehicle standard, vehicle maintenance and inspection, as well as Company's passenger and cargo transportation.

## 2 SCOPE

The procedure applies to Company and Contractor vehicles and drivers of Company vehicles and Contractor vehicle drivers.

A list of applicable vehicles and drivers controlled by this standard will be held by the Transport Group Manager.

## 3 DEFINITIONS

Company	Caspian Pipeline Consortium – R
Company Vehicle	Any vehicle owned or rented by the Company (including leasing)
Employee	Any person who works for Company under Employment Agreement or Paid Service Agreement.
Contractor	Any company or private entrepreneur that provides vehicles with / without drivers to Company
Vehicle	Any mobile vehicle that is used for the transportation of Company personnel or cargoes.
Company Driver	A person who provides driving services to Company under Paid Services Agreement or is employed by Company as a driver under Employment Agreement, as well as other Company employees allowed to drive vehicles.
Contractor driver	A person who drives vehicles used under Agreement of Vehicle Lease (Transport Support Services) with driver between Company and Contractor

## 4 RESPONSIBILITIES

### Vehicle Transportation Group:

- Initiate purchase or lease vehicles according to this procedure;
- Recruit Company drivers according to this procedure;

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- Maintain databases by driver and vehicle. Monitor the schedules of training, medical examinations, etc.;
- Monitor the Company driver's driving behaviour;
- Monitor Contract drivers via the Contracted Company;
- Arrange vehicle maintenance and repair according to this procedure;
- Carry out journey risk assessment;
- Make sure the driver working hours and rest period standards are met;
- Initiate internal investigation and review of all MVI involving CPC vehicles;
- Keep MVI Log and provide MVI updates to CPC Management, maintain liaison with GIBDD in regards of MVAs and administrative infringements involving the Company vehicles;
- Keep Vehicle Failure Log and review vehicle failure instances;
- Provide orientation to drivers;
- Make sure the vehicles leave a base and return there in timely manner;
- Prohibit using vehicles with defects that might impact the driving safety.

#### HSE Department:

- Provide support for assurance that the requirements of this document are implemented by Company drivers and employees, as well as Contractor drivers;
- Communicate with Accountable Managers of the Company on the requirements of this document;
- Participate on the MVA investigation;
- Provide advice and support on road safety;
- Monitor compliance with the health and safety standards and rules, the traffic safety rules, CPC Resolutions and Guidelines, the citations of the state agencies.

#### Training Team:

- Work with the Vehicle Transportation Group and HSE Department to arrange training of Company drivers and employees to the safe (defensive) driving methods, and training under other programs pertaining to vehicle safety;
- Provide for the refresher training of the staff involved in road safety assurance and Company passenger and cargo transportation arrangements.

#### All Company drivers:

- Ensure compliance with the Traffic Rules and speed limits. Failure to comply with the Traffic Rules and speed limits will lead to disciplinary actions as provided for in the Company internal documents including termination of the Employment or Services Agreement;
- Carry out the Daily Vehicle Inspection according to the requirements of this standard;
- Follow the Company mobile phone policy;
- Follow the Company drug and alcohol policy;
- Follow the Company safety belt use policy;
- Follow the requirements of Company road safety policy and procedures;
- Comply with the Traffic Rules of foreign counties and other laws and regulations concerning road safety.

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#### All Company employees

- Comply with the Traffic Rules pertaining to the passengers
- Follow the driver's safety instruction during a journey;
- Follow the Company drug and alcohol policy;
- Follow the Company safety belt use policy.

#### Regional Managers:

- Encourage and support introduction of procedures and requirements described herein in the course of their routine activities at the Company's regional facilities and offices;
- Timely inform the Managers of the Vehicle Transportation Group and HSE Team on any deviations from the requirements hereof.;
- Ensure rational use of Company vehicles to minimize the risks and costs related to vehicle operation.

## **5 PROCEDURES**

### **Application of Road Transport Safety Standards**

#### **Principles**

This standard will apply to all Company employees, Contractors, Company and Contractor drivers operating or driving any vehicle owned or leased by Company, including all light and heavy vehicles, minibuses, buses, trucks and specialized machinery on truck chassis. .

- Wear safety belts while travelling in any Company vehicle is mandatory for all occupants;
- Everyone is strongly advised to wear safety belts when travelling in a personal or public vehicle during leisure time whenever possible;
- All Company and Contractor drivers on duty must have obligatory third part liability insurance policies; life and health of the drivers shall also be insured against accidents;
- Drivers are required to switch off the vehicle engine when the vehicle is parked to minimise emissions to the atmosphere. If it is essential for a driver to wait in a parked vehicle then the heating or air conditioning may be used if the outside air temperature is less than 15 °C or more than 25°C;
- Properly parked vehicle: A vehicle that is stopped in a safe parking space, including the sides of roadways – with designated parking zones and/or parking areas. All vehicles must be parked so they do not roll out of control. Reversing parking is recommended for all CPC sites unless this introduces unsafe conditions.

#### **Driver Standards**

- All drivers must possess a legitimate vehicle driving licence and have driven for at least 3 years.
- All professional drivers hired by the Company under Employment Agreement or Paid Services Agreement, as well as Contractor drivers must have a minimum of 5 years driving experience in a professional driving capacity, have a driver's fault accident free driving record

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and have a pre-employment driving skills assessment conducted by an authorized representative of the Company or Contractor. The driving assessment results are issued as per the special form enclosed as Attachment 1 hereto.

- On-the-job training shall be provided to each newly hired driver during the first three shifts. Such on-the-job training shall be conducted by the manager, engineer or most experienced driver of the Transportation Group of the Company or Contractor. The on-the-job training program shall be approved by the Transportation Group Manager.

- All drivers must pass an medical assessment (examination) to the extent and with the frequency as provided for in the current legislation.

- All drivers on the register applicable to this standard must undergo safe (defensive) driving training and certification by a specialized company. All Company and Contractor drivers must undergo a relevant training every 3 years. Such training shall include at least as follows:

- defensive driving methods;
- journey arrangement methods;
- driver attention and fatigue issues;
- medicine effects, alcohol and drug abuse effects;
- active, passive and post-accident systems of vehicle safety;
- pre-journey checks of the vehicle and proper positioning of the driver behind the wheel;

- local road hazards (including personal threats), standards and culture;
- route driving with a trainer;
- score assessment of the driver's skills and behaviour.

- Each year when the drivers do not take defensive driving training by a specialized company, they shall be provided a defensive driving orientation by Company's or Contractor's certified trainers.

- Each year, all drivers shall be tested for knowledge of the traffic rules and safe vehicle driving requirements. Company and Contractor drivers hired under Employment Agreement who fails such test shall not be permitted to drive Company or Contractor vehicles until a successful pass of the test. Company drivers hired under Paid Services Agreement who fail the test at first run and within 3 months thereafter shall be fired.

- Every three months, the Vehicle Transportation Group shall brief all drivers to safe driving per the approved program, including at least as follows:

- Review all Company vehicle accidents and incidents that occurred during the period;
- Review the main requirements hereof;
- Review any changes in or additions to the governmental or corporate regulations pertaining to the driving safety;
- Main principles of defensive driving;
- Information on the areas of special hazards and seasonal effects at concrete road segments frequently used by the Company drivers.

- All drivers permitted to drive off-road vehicles are encouraged to take a special course of safe off-road vehicle driving.

- All drivers permitted to drive buses and minibuses are encouraged to take a special course of safe bus and minibus driving.

- All drivers permitted to drive heavy vehicles are encouraged to take a special course of safe heavy vehicle driving.

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- When assigning a new vehicle type, make or model to the driver an act of transfer and acceptance should be executed, a training on such vehicle driving characteristics and specifics should be conducted, as well as driving skills assessment for such vehicle should be performed with completion of a relevant form.

## **Vehicle Standards**

### **Light Vehicles**

Definition: *Any vehicle that has an allowed maximum weight not more than 3.5 tonnes and a number of passenger seats that does not exceed 8.*

Vehicles must be suitable for the intended purpose.

Off-road type vehicles are not recommended for normal road and highway use, as their driving require special training for drivers. They should be possibly used where the road surface conditions require a vehicle of this type.

When purchasing or leasing light vehicles the following minimum standards should be met:

- Anti-lock Braking System (ABS) where it is provided for by the vendor;
- Air bags where these are provided for by the vendor (for the driver and front passenger seats at least);
  - Safety belts for all seats front and back. Retrofitted belts should be the same type supplied by the vehicle manufacturer or from an approved supplier and be fitted by a competent organisation;
- High level brake light;
- Head restraints fitted to all seats;
- The windscreen must be made out of non-splintering safety glass (triplex) that provides unimpaired vision i.e. no chips, cracks etc;
- All pedals i.e. clutch, accelerator and brake shall be fitted with rubber pads to prevent slippage;
- Doors and locks shall be fully operable;
- All vehicles must be fitted with a first aid kit, emergency stop triangle sign, jack, wheel spanner, compressor with a pressure gauge, light-reflecting jacket and flashlight;
- All vehicles must be fitted with a dry powder fire extinguisher with a volume of no less than 2 liters;
- All vehicles must be fitted with fog-lights, if provided by the manufacturer;
- Operation of vehicles with tires the protector profile depth of which is no less than 1.6 mm for summer tyres and 4 mm for winter tyres shall be allowed;
- All vehicles will meet the emission standards of Russian Federation / Republic of Kazakhstan
- All vehicles will meet the licensing requirements of Russian Federation.
- Tyres must be suitable for the operating conditions under which the vehicle is normally used to perform. Tyre structure, type and size shall meet the requirements of the vehicle vendor;
- The same make and type and manufacturer of tyre should be fitted to all wheels.

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### **Heavy Vehicles**

Definition: *A Heavy Vehicle is a vehicle an allowed maximum weight of which is greater than 3.5 tonnes.*

When purchasing or leasing heavy vehicles the following minimum standards should be met:

- 2 wheel chocks;
- underrun bar;
- backward movement sound warning system where provided for by the vendor;
- antirollback system where provided for by the manufacturer.
- Operation of vehicles with tires the protector profile depth of which is no less than 2 mm;
- All vehicles must carry a first aid kit, emergency stop triangle sign, lifting jack, wheel box, light-reflecting jacket and powder fire extinguisher with a volume of no less than 2 litres.

### **Minibuses and Buses**

Definition: *These are vehicles designed for transportation of passengers with the number of passenger seats of over 8.*

When purchasing or leasing such vehicles priority should be given to the vehicles that meet the minimum standards for light vehicles with the exception of air bags. Vehicles fitted with ABS should be used wherever possible. Moreover, these vehicles must be fitted with two first aid kits and two powder fire extinguishers with a volume of no less than 2 liters each. Operation of vehicles with tires the protector profile depth of which is no less than 2 mm and 4 mm in mountains shall be allowed.

Selection of lease or hire contractors for minibuses and buses should be assessed for their standards of road safety, driver and vehicles standards as well as passenger and cargo transportation rules with the Company regulations. We must ensure drivers are properly trained and are medically fit.

### **Taxis**

All Company locations that require using taxis shall set up a contract(s) with a vehicle supplier(s) who can provide vehicles that meet the safety standards described herein.

Such contractors will be the only suppliers of hire vehicles to be used for business purposes. Staff and families should be encouraged to use these companies for private use.

All vehicles must have a certificate of inspection issued by the specialty organization.

Drivers of long-term (over 3 months) lease vehicles should be trained in safe (defensive) driving by a specialized organization or by a specialty contractor certified to provide the defensive driving training.

### **In vehicle monitoring systems**

Many circumstances exist where the Company's capabilities of monitoring the vehicle location and speed mode are limited. This and other reasons such as influence of actual pressure of driver schedule may result in violation of speed limitations, deviations from the

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approved route or undue use of the vehicles. Such circumstances increase considerably the risks and costs related with use of Company vehicles.

In this connection, it is recommended that all Company-owned, contracted or leased vehicles, with the exception of contracted or leased vehicles where the vehicle is on contract for less than 3 months, should be fitted with an In Vehicle Monitoring System (IVMS) or Vehicle Data Recorder (VDR) that produces journey data to be analyzed and fed back to the drivers.

Journey data recorded by such systems shall record against a driver identification number or key, the speed, harsh acceleration, harsh deceleration, mileage driven and driver hours.

A data management system (DMS) should be implemented to ensure data from IVMS or VDR is properly analyzed and fed back to drivers and supervisors. This data management system should include the following:

- procedures to ensure monitors are installed and working properly, with alarms set to levels commensurate with local driving conditions;
- recent data from the monitors is downloaded, analyzed, and communicated;
- data from the monitors is used to provide individual driver performance feedback for improvement and skills development.

Responsibility for the installation of the said equipment and maintenance of the data management system shall be borne by Company Transport Group.

### **Safety Belt Use**

#### **Purpose**

To establish a policy to assure maximum operator and passenger safety, thus minimising the possibility of death or injury as a result of motor vehicle accidents. Research clearly indicates that the use of safety belts has a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic accidents.

#### **Policy**

To assure the safety of all employees, safety belts shall be worn by the drivers and passengers in all vehicles owned or leased Company at all times including drivers of Contractors vehicles. This also applies to the operation of privately owned or other vehicles if used in work related activities.

#### **Recommendation**

It is strongly recommended that safety belts be utilised by all employees and their families at all times in non work related vehicles to further reduce the risk of death or injury.

#### **Procedure**

- Employees shall use the safety belts, properly adjusted and securely fastened when operating or riding in any vehicle so equipped. ***Belts must be adjusted so that they fit firmly around the body.***
- Lap belts shall be properly secured in those vehicles equipped with automatic safety belt systems that require the lap portion of the belt to be manually secured.
- The driver of the vehicle is responsible for ensuring compliance by all passengers with the safety belt use requirements of the vehicle they are operating. Employees of the Company

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are responsible for ensuring that their visitors travelling in the Company vehicles use the seat belts.

- No person shall operate a work related vehicle in which any safety belt in the drivers seating position is inoperable. No person shall be transported in a seat where the safety belt is inoperable.

- No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except when required for vehicle maintenance and repair.

- Employees who discover an inoperable safety belt shall immediately report the defect to the Vehicle Transportation Group.

- If any vehicle seat does not have a seat belt, it is not allowed to use such seat for passenger transportation.

- It is prohibited to install the seat belts in-house. The seat belts should be installed by a manufacturer or a company authorized by the manufacturer.

Where it is necessary to use vehicles without safety belts in an emergency situation, the following actions should be taken:

- Sit in the back seat behind the driver or front passenger seat. Do not sit in the middle of the back seat.

- Instruct the driver to drive with extra care.

### **Driver and/or Passenger Negligence**

If negligence or non-compliance with the safety belt use requirements stipulated by this document occurs, appropriate corrective or disciplinary action shall be initiated as prescribed by Company policies, including termination of the employment agreement or services agreement.

### **Pre-Check Safety Inspections**

Drivers shall conduct a visual and physical pre-check of vehicles prior to driving each day per the approved Daily Vehicle Inspection checklist.

Key areas include:

- \* Tyre pressure including the spare
- \* Tyre condition - all tyres including the spare must have a minimum tread depth per the standard established
- \* Lights operable and clean
- \* Horn is operable
- \* Seats and safety belts in a good condition
- \* Windscreen condition and wipers and sprinklers operable
- \* Windscreen washer fluid level
- \* Engine oil and level
- \* Coolant fluid level
- \* Brake fluid level
- \* Steering hydraulic booster fluid level
- \* Fuel level
- \* Braking and wheeling systems operable
- \* All loads and heavy items are fixed

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\* Emergency equipment (first aid kit, emergency stop triangle sign, rope, torch, wheel spanner, light-reflecting jacket, compressor with pressure gauge and jack) available and complete

### **Post-Journey Actions**

On completion of the journey the driver is responsible for:

Ensuring that the vehicle, and load if applicable, is left:

- In a safe place
- In a safe and secure condition

Completing paperwork including

- Journey instructions (the filling-in rules are provided by the Company's Regulation on Drivers)

- Defects must be brought to the attention of the supervisor for corrective action to be taken and reflect them in the Defect Log;

- Consignment documentation, where applicable

As well as reporting any problems encountered with the passengers or cargo as well as all other problems during the trip/

### **Use of Mobile Phones or other two way radio in Vehicles**

This policy has been developed and represents the minimum requirements that should be applied by employees of the Company.

It is recognised that mobile phones or other two-way radio can introduce or increase risks the purpose of this policy sets the main rules for their use.

#### **Driving Safety**

There is strong evidence to suggest that the use of mobile phones or other two-way radio while driving dramatically increases the risk of a road accident. The increased risk is attributed to drivers taking their eyes off the road, reducing concentration and reaction time caused by the distraction associated with picking up / holding the phone, dialling numbers and being involved in conversations. Similar risks are likely to exist even if a "hands-free" set is provided.

1. Drivers must not make or answer calls whilst their vehicle is moving. If outgoing calls need to be made the vehicle should be stopped and correctly parked in a safe area.

2. The use of mobile phones or other two-way radios by drivers, including those phones with "hands-free" kit, in moving vehicles is banned.

3. Mobile telephones may be left on during a trip to alert the driver of any incoming calls. In case the mobile telephone is kept in a special holder at a suitable dash fascia place, the driver may look into the telephone display to decide on the necessity of stopping the vehicle at a safe place to answer the call. All vehicles purchased after this document is made effective shall be fitted with appropriate holders at a visible dash fascia place.

#### **Ignition Source / Flammable Atmospheres / Interference**

Mobile phones may introduce an ignition source to atmospheres where flammable / combustible vapours could exist.

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Mobile phones must be switched off prior to entering a potentially hazardous area (service station forecourts are considered hazardous areas)

Mobile phones must be switched off prior to entering any CPC site in accordance with the rules of that site.

### **Rules of Safe Refuelling**

- 1) Turn off engine;
- 2) Don't smoke;
- 3) Don't use your cell phone - leave it inside the vehicle or turn it off;
- 4) Don't re-enter your vehicle during fuelling as this can trigger static electricity discharge;

### **Vehicle Technical Maintenance (TM) and Repair Work Standards**

All Company vehicles will be subject to TM to keep them in a roadworthy condition in accordance with local legal requirements and manufacturers recommendations at all times.

Vehicles must only be maintained or repaired by approved Contractors.

Maintenance and repair contractors shall be assessed and selected on the following basis:

- availability of competent, qualified staff
- ability to supply genuine, quality spare parts when required
- quality of workshops and equipment
- availability of proper financial records
- management standards and work practices
- financial stability

Priority shall be given to service stations of dealer centers authorized by representatives of the respective manufacturers.

The TM schedules shall be developed and updated by the Transportation Group on a regular basis. These schedules shall be based on the recommendations of vehicle manufacturers (respective regional dealers) and strictly adhered to. A sample of such a schedule is enclosed as Attachment 2 hereto.

Manager or Engineer of a Transportation Group subdivision shall provide the driver with information on scope of work to be completed within the framework of the vehicle maintenance or repair.

The driver shall be responsible for monitoring the TM and repair progress and results for the vehicle assigned to him. Presence of the driver in the immediate work area is not recommended due to safety reasons; however the visual monitoring over the progress of work should be performed (through the waiting area glass, surveillance cameras, etc.). Upon TM or repair work completion the driver shall by all means available to him make sure that the work has been performed duly and to the full extent. If the repair work performed is complex or non-standard, Manager or Engineer of a Transportation Group subdivision shall be present during its performance and/or acceptance.

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For the purposes of quality and price control over TM and repair works the Transportation Group Specialists shall maintain statistical records on all expendable materials, spare parts and works, thus providing an additional control tool over costs, as well as uniqueness of spare parts and materials.

### **Hours of Driving**

Minimum requirements for working and driving hours shall apply to all professional drivers hired by the Company under Employment Agreement or Paid Services Agreement, as well as Contractor drivers, unless applicable legislation is more stringent or specific work conditions require fewer hours to be worked. See attachment 1 for minimum working and driving hours. The requirements are presented in the Company's Regulation on Drivers hereto.

#### **Night driving:**

To be limited where possible, particularly when driving:

- Long distances
- In rural environments
- Long distances after a full day's work
- At any time when the driver is suffering from any form of fatigue

Hours of driving shall be kept to a minimum. The driver shall make 15 minute breaks no less frequently than every 2 hours while driving the vehicle.

#### **Daytime Driving:**

All drivers are to be made aware of the need to stop for breaks to ensure that they do not suffer symptoms of fatigue caused by:

- Heat
- Extreme cold
- Difficult driving conditions such as terrain weather, traffic etc.
- Medical / medicinal related issues
- Dietary factors

The driver shall make 10-15 minute breaks no less frequently than every 2 hours while driving the vehicle. Should the driving route take the total of 2.5 hours, the break after 2 hours of driving is not be compulsory.

#### **Weather Conditions**

Avoid driving in bad weather unless operationally urgent and necessary;

Instruct drivers on precautions to be taken when driving in bad weather;

The Transportation Group Schedulers are to check the weather forecast daily and notify the drivers thereof.

### **Drug and Alcohol Use**

Drivers are required to comply with legal requirements as well as the Company Drug and Alcohol policy at all times and must not drive whilst under the influence of alcohol, drugs or prescription medicines if they are likely to impair driving performance. Drivers are to establish the possible side effects of all medicines prior to driving.

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### **Accident Reporting**

All traffic Accidents and other incidents must be promptly reported by the driver to the person in charge of vehicle operation in the respective region, after which the information is further channelled per the approved Company procedures.

- All accidents involving Company vehicles shall be investigated per the approved Investigation Procedure.

### **Measurement of Accident Rate**

Vehicle accident rate, VAR, is to be measured (includes all off-road and on-road incidents).

Measure Road Accident Rate, RAR, (only on-road portion of VAR) for external benchmarking purposes. There are 2 categories of road accidents:

- Involving Heavy Vehicles (HV), which is a vehicle with the allowed maximum weight of over 3.5 tonnes and/or with the number of passenger seats of over 8.
- Involving any leased, personal or corporate Light Vehicle (LV) related to Company operations with the allowed maximum weight of under 3.5 tonnes and/or with the number of passenger seats of under 8.

All costs relevant to Accidents are to be recorded.

Road Accident Rates [RAR] for the period (year) are to be calculated using the following formula:

$$\text{Road Accident Rates} = (\text{Total Accidents over the period (year)} \times 1 \text{ Million Kilometres}) / \text{Total Kilometres Driven over the period (year)}$$

HSE Group shall be responsible for screening, on a monthly basis, of the vehicle relating information from the Regions.

### **Journey Management**

Journey management is an essential technique to minimise exposure to transport hazards and costs, and shall be applied to all journeys on Company business.

Journey management:

- takes place before travelling
- avoids unnecessary journeys
- combines transport tasks
- selects the right and driver vehicle for the job
- selects the safest times and routes
- minimises of:
  - distance travelled
  - unused cargo space and empty seats
  - exposure to risk and transport costs

Before sending a vehicle and driver for a trip (business trip) a driver and a Transport Service officer shall fill a checklist for driver and vehicles (Attachment 3) to be stored in the Transport Service for one year thereafter. In case of early or later department the checklist shall be completed a day before the trip.

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During a lengthy trip (business trip) the Transport Service shall monitor (both on-line and post-factum) the driver's compliance with the Working Hours section hereof using the Trip Parameters Recording System.

### **Emergency response**

#### **Use of Headlights**

The vehicle visibility is one of the key factors influencing the risk of road Accidents. For the purposes of enhancing the possibility for the timely detection of the Company vehicle by other road users it is required to switch on the dipped headlights at any time of the day before starting to drive and switch them off only when the trip is over.

At night distance headlights shall be used outside the populated areas, dipped when necessary to avoid dazzling other drivers. Drivers shall select speed to be able to stop safely within the distance visible ahead.

Fog lights (if any) shall be used in conditions of low visibility e.g. snow, rain, , in mist, dust, smoke.

If there is a risk of colliding with a vehicle approaching from behind the driver shall take all possible safety measures to alert the driver of the approaching vehicle: use the horn and alarm.

#### **Breakdowns**

All Drivers will carry a mobile telephone; Drivers and helpers shall remain close to the vehicle (within 100m) but shall not remain inside the vehicle if it could be struck by another vehicle.

Company Staff in Company vehicles shall call the car pool scheduling office and give the following information:

- Vehicle type and registration, names of passenger and/ or description of load
- Location and destination
- Description of fault or symptoms
- Special circumstances e.g. vehicle bogged in, traffic obstructed, and urgent operational requirements

- Proposed plan (if any)

Scheduler shall arrange for relief transport and recovery of the vehicle

Contractor staff should follow the breakdown procedure specified by their employing organisation. The driver or the employing organisation should also inform Company if any operational delays are expected.

#### **Road Accidents**

##### **Actions at the scene of the accident**

At the scene of the accident:

- Stop your vehicle immediately
- Activate emergency stop lights

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- Keep calm
- Take care to avoid further injury or damage from other traffic
- Place a reflective warning triangle at least 100 metre behind the vehicle on a highway or 50 m behind the vehicle within a city area or on a bad road
  - Remain close to the vehicle (within 100m) but do not remain inside the vehicle if it could be struck by another vehicle
  - If first-aid trained personnel present, attend to injured personnel but do not move casualties
  - Get in touch with the Company Transport Group
  - Do not allow smoking near the vehicle in case of a fuel leak
  - Be polite, do not admit liability or discuss blame
  - Where a third party is involved, or the vehicle is damaged, call the Road Police officers for a formal police report to be made
    - Do not move the vehicle(s) until the Road Police officers have given authority
    - Write down information that will be helpful for accident investigation and contribute to road accident investigation

If emergency services are needed:

Call the nearest emergency services using the numbers in the drivers' handbook and be prepared to supply the following information:

- |                    |                           |                          |
|--------------------|---------------------------|--------------------------|
| • Vehicle type(s)  | • No. of persons involved | • Nature of damage       |
| • Registration no. | • No. of injured persons  | • Details of third party |
| • Location         |                           |                          |

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## Attachment 1

### Driving Skills Assessment Form

Driver Test Details																																																																																																																																																					
Company:																																																																																																																																																					
Date: "___" _____ 2009				City:			Country: Russia																																																																																																																																														
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Position:					Telephone:																																																																																																																																																
DOB:					Education:																																																																																																																																																
Glasses/lenses:					Eye sight test:																																																																																																																																																
Driving license:					Category: "A" "B" "C" "D" "E"																																																																																																																																																
issued on ___/___/_____.					valid till ___/___/_____.																																																																																																																																																
Years driven ___/___/_____																																																																																																																																																					
Hours driven per day _____ (net)																																																																																																																																																					
No previous driving training /training provided in _____.																																																																																																																																																					
I assess my driving skills in _____ points (out of 10)																																																																																																																																																					
Vehicle (make, model):																																																																																																																																																					
Drive: front, rear, AWD					Transmission: Manual, Automatic																																																																																																																																																
Weather (precipitations, visibility):					Road condition:																																																																																																																																																
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### Attachment 3

## Checklist of Vehicle and Driver Inspection before a Long Trip (Business Trip)

Fill-out form

city/facility \_\_\_\_\_ date \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ license plate # \_\_\_\_\_

Yes No

1. Visual walk around check of external condition of vehicle
  - a. Tires inflated, treads OK, wheel mounting nuts/ retaining bolts tightened ☐ Yes ☐ No
  - b. Lights clean and free of damage ☐ Yes ☐ No
  - c. Wipers and washers operable ☐ Yes ☐ No
  - d. Wiper blades in good condition ☐ Yes ☐ No
  - e. Liquid level in the screen washer tank OK ☐ Yes ☐ No
  - f. Door locks OK ☐ Yes ☐ No
  - g. Windows – no damage ☐ Yes ☐ No
  - h. Brake system OK ☐ Yes ☐ No
  - i. Fuel OK ☐ Yes ☐ No
2. Wheeling system is OK ☐ Yes ☐ No
3. Emergency equipment OK
  - a. first-aid kit ☐ Yes ☐ No
  - b. fire extinguisher ☐ Yes ☐ No
  - c. breakdown triangle ☐ Yes ☐ No
  - d. flash-light, rope, reflective vest, wheel spanner, jack, and compressor with pressure gauge) ☐ Yes ☐ No
4. Seats and seat belts OK ☐ Yes ☐ No
5. Loads secure, No free heavy objects that could injure in crash ☐ Yes ☐ No
6. Head rests adjusted for optimal height ☐ Yes ☐ No
7. Journey route known, changed conditions discussed, map is available ☐ Yes ☐ No
8. Journey risks known and managed ☐ Yes ☐ No

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- |  |                          |                          |
|--|--------------------------|--------------------------|
| 9. If distance in a radius more than 150 km or night time and distance in a radius more than 50 km -the trip to be approved by local 6-5 level Manager | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Means of communication available - mobile phone and radio charged and operable   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. No drugs or alcohol issues present   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. No illness or fatigue influencing ability to drive   | <input type="checkbox"/> | <input type="checkbox"/> |

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver \_\_\_\_\_ / \_\_\_\_\_ /

Transportation Group Staff Member \_\_\_\_\_ / \_\_\_\_\_ /