


Doc. No.	ARC-HQ-012	Abaq AlRumaila Company LLC	 شركة عبق الرمييلة للنقل العام والتخليص الكمبركي Abaq AlRumaila For General Transportation Customs Clearance
Rev. No.	1		
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1 Objective:

To demonstrate company's strategy on road safety by maintaining vehicles in good operating condition and use of competent drivers who can manage and control the vehicle movement in a safe mode in order to prevent harm and injuries to public and damage to properties.

2 Scope:

Covers all activities related to road safety and journey management.


3 Process Description:

ARC is responsible for ensuring the safety of company employees, contactors and members of the communities in which it carries out activities –

Vehicle Usage Rules and Regulations:

The company has adopted following rules and regulations for safe driving of vehicles, which every company driver needs to know -

- All driving operations must only be undertaken in full compliance with regulations.
- All driving safety violations that occur must be subjected to the client violation points system.
- All drivers must hold a valid and vehicle related Iraq driving license as well training must be provided to all drivers by a third party if required.
- All company vehicles operating in the field area must be fitted with operational reverse alarm.
- All vehicles shall be parked in reverse mode.
- Driver must keep right while driving on gatch (graded) roads and sand tracks.
- When driving on sand tracks the vehicle double gear (4 wheel drive and lights) must be ON at all times.
- Driving in poor visibility or at night is not permitted unless prior authorization from company management is obtained.
- The number of passengers carried in company vehicle must be limited to the operational seat belts available in the vehicle.
- Use of seat belt by driver and passengers is mandatory.
- Handing over the vehicle key to a passenger by driver is prohibited.
- Emergency hazard lights must not be used during foggy weather.
- Maximum working and driving hours per day per driver shall not exceed 12 hours. A maximum of 10 hours driving time is allowed per day.
- Any driver experiencing tiredness or fatigue whilst driving should stop and rest for a minimum of 15 minutes. The journey should be broke for 10 minutes, after every one of continuous driving.
- The vehicle tire pressure for driving on black top and sand tracks must be adjusted as recommended by the manufacturer or advised by clients. All drivers shall deflate the tyres when driving on sand tracks and inflate the tyre when driving on black top and gatch roads.
- No journey should be commenced without journey plan.
- Vehicle engine should not be left running unattended.
- Vehicle visiting field locations require to have valid registration and security pass.

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Guidelines On Driving in Fog:

In line with ADCO transportation, the following guidelines on driving in fog as adopted –

- If the visibility is greater than 100 meters driving to all locations is permitted.
- If clear visibility is greater than 25 meters, all vehicle movement is prohibited.
- If clear visibility is greater than 25meters but less than 100 meters driving is restricted to operational areas with access along black top roads only. i.e. sand road travel to remote sites and driving long distance is prohibited until visibility improves. Example: - vehicles cannot move to high road, etc.


When driving in fog or if driving conditions deteriorate, the following safe practices must be observed –

- Keep vehicle speed down.
- Use dipped head lamps and fog lights.
- Keep windscreens clean both inside and outside.
- Keep on the right lane.
- No overtaking.
- Maintain distance from the vehicle ahead.
- Apply brakes (when required) early and gradually.
- Use the horn (if necessary) to alert vehicles to your presence.
- Look for road marking to show the direction.
- If visibility deteriorates to less than 100 meters while driving, stop the vehicle and wait for the for to clear.
- If the vehicle must be stopped, then pull off the road and use the hazard warning lights to indicate the vehicle's position.
- Do not use hazard lights unless the vehicle is stopped.

Preventive Maintenance Management:

To ensure that vehicles are always road worthy, the company has an effective maintenance management system in place. The system comprising of –

- Engine oil level check
- Battery Check
- Fan Belts
- Lights.
- Tyres
- Water level check
- Seat Belts
- Reverse alarm
- Filters
- Furniture (Upholstery)

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Journey Management:

All trips and movements which involve travelling to or from field locations must be logged in and followed until safe arrival to destination.

Training & Drivers Orientation:

Driver's competency is a company target and objective. Driver is the manager of the vehicle and consequently he plays the major role in road safety. Regardless of how good or bad the vehicle is, driver is still the key to the success or failure of any road safety plan. Therefore, improving the awareness and driving techniques of drivers are vital and worthwhile. The company has devised the following training program for all drivers –

Training title	Who should Take
Driver's Orientation	<ul style="list-style-type: none"> • All new drivers. • Existing drivers every 2 as refresher.
Defensive Driving	<ul style="list-style-type: none"> • All drivers. • Refresher every 3 years
Desert driving	<ul style="list-style-type: none"> • All field drivers. • Refresher every 2-3 years.

While defensive and desert driving training are specialized courses, organized and conducted by 3rd party; the driver's orientation course is devised by the company for its drivers.

Inspection and Reporting:

- Drivers must conduct daily checks on vehicles prior to mobilization and report any defects or problems immediately to the company representative/supervisor in charge for necessary action.
- It is the responsibility of the vehicle user to report all road traffic accidents to the company representatives and traffic police.

4 Responsibility:

HSE Team and Location Manager shall implement the road safety and journey management at sites.

5 Reference Document / Records:

HSE Elements and sub elements
 ARC-HQ-012
 HQ Manual
 Incident/accident report
 Journey plan