



THE PETROLEUM INSTITUTE

NUMBER: PIP 510

EFFECTIVE: 05-MARCH-2009

REVISED:

SUBJECT: Campus Traffic Policy

REFERENCE:

ADNOC-COPV4-06: Code of Practice on Essential Features of Road Transportation Operations, Risk Assessment and Control.

SECTION 1 PURPOSE

- 1.1 To ensure safe parking and driving on the Petroleum Institute's (PI) campus.

SECTION 2 SCOPE AND APPLICABILITY

- 6.1 This policy is applicable to all members of the Petroleum Institute (faculty, staff and students), its visitors, guest and contracted transportation companies.

SECTION 3 DEFINITIONS

- 3.1 None.

SECTION 4 POLICY

- 4.1 All campus traffic shall display valid parking permits and shall be driven and parked in accordance with the General Provisions section of this policy.

SECTION 5 BACKGROUND OR EXCLUSIONS

- 5.1 To the extent that published information may conflict with this policy, this policy shall supersede that information.

SECTION 6 GENERAL PROVISIONS

- 6.1 An application for a parking permit shall be submitted with:
- a) A completed signed application form
 - b) Copy of a valid UAE Driver's License
 - b) Copy of a valid PI, MASDAR, ADNOC, ATI's or other company or University identity card;
 - c) Vehicle Registration/Car Rental Agreement
- 6.2 Reservation of parking spaces requires special permission.
- 6.3 Overnight parking shall be permitted with prior permission.
- 6.4 Parking shall not be permitted in the following areas:
- 6.9.1. Yellow and black markings on curbs
 - 6.9.2. Reserved parking
 - 6.9.3. Handicap parking (except for officially registered handicap individuals)
 - 6.9.4. Fire Lanes
 - 6.9.5. Posted with "No Parking"
 - 6.9.6. Areas marked off with tape, traffic cones or other methods.



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- 6.5 Posted speed limits shall be adhered to.
- 6.6 Seat belts must be worn when vehicle is in motion.
- 6.7 Every building will have two reserved parking spaces: one for the handicapped and the other for emergency service vehicles.
- 6.8 *Accountability:*
 - 6.10.1. 1st Violation will result in a notification and documentation via e-mail, with a copy sent to HSE and GSD or SAD as appropriate.
 - 6.10.2. 2nd Violation will result in a written warning with a copy to HSE and GSD or SAD as appropriate.
 - 6.10.3. 3rd Violation will result in an immediate ban from entry into the PI's premises by car. The ban will be in effect until the end of the regular semester that follows the semester in which the 3rd violation occurred.
 - 6.10.4. Vehicles that are present on campus after the 3rd violation will be towed or wheel locked in place at the owner's expense.
 - 6.10.5. Parking stickers shall be issued annually by the GSD and/or SAD and/or HSE as appropriate at the beginning of the academic year.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

- 7.1 The President shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

- 8.1 None.

SECTION 9 REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

SECTION 10 SIGNATURES

Chair of the PI HSE Council Date

President

Date

Governing Board Chair

Date