



# THE PETROLEUM INSTITUTE

**NUMBER: PIP 505**

**EFFECTIVE: 24-JUNE-2009**

**REVISED:**

**SUBJECT:** Transportation

## **REFERENCE:**

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

## **SECTION 1 PURPOSE**

- 1.1 To establish a policy to ensure the use of appropriate and safe transport of personnel from and to campus.

## **SECTION 2 SCOPE AND APPLICABILITY**

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

## **SECTION 3 DEFINITIONS**

- 3.1 None.

## **SECTION 4 POLICY**

- 4.1 All users of PI transportation shall comply with the requirements listed in the General Provisions section.

## **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 In addition to being an advertised component of the PI employment package, bus transportation has numerous HSE benefits including:
- 6.1.1 It should be safer than transport in personal cars.
  - 6.1.2 It enables people to arrive at the PI without the stress from driving in increasingly crowded traffic conditions, and to return home safely when tired.
  - 6.1.3 There are environmental benefits in that one bus is much more efficient than ten or more private car or taxi journeys, reducing the PI's carbon footprint.
  - 6.1.4 Bus transportation helps reduce the number of travellers who need to park at the PI.



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- 6.2 To be eligible for transport, all contracted busses and drivers must fulfil the following requirements:
- 6.2.1 The use of side seats are prohibited as this blocks the aisles which causes a serious hazardous condition. Excess passengers will remain standing till a seat becomes available.
  - 6.2.2 Seatbelts must be available and in working condition.
  - 6.2.3 Seat back rests should be sufficiently high so as to minimize whiplash.
  - 6.2.4 All busses must be equipped with a Fire Extinguisher and First Aid Kit.
  - 6.2.5 “No Smoking” and “Wearing of Seat Belts is Mandatory” signs must be exhibited in a prominent location.
  - 6.2.6 A sign “How is my driving?” and a number to report driver driving quality must be exhibited in a prominent location.
  - 6.2.7 Busses must be clean and Air-conditioned
  - 6.2.8 Busses must have a speed control system – maximum speed is 80km/h.
  - 6.2.9 Buses must have an emergency exit on both sides.
  - 6.2.10 Busses should have no bars on windows.
  - 6.2.11 Bus numbers and routes must be clearly
  - 6.2.12 Busses must be maintained and inspected on an established and appropriate schedule and records shall be maintained and made available within 24 hours when asked for by appropriate PI personnel.
  - 6.2.13 Drivers must not drive in a wreck less or unsafe manner.
  - 6.2.14 Drivers must follow posted speed limits.
  - 6.2.15 Drivers must not start driving until all seated passengers have secured their seatbelts.
  - 6.2.16 Drivers must not use mobile phones while driving.
  - 6.2.17 Drivers must wait for all passengers to be seated before commencing driving.
  - 6.2.18 Drivers must be trained in emergency response and fire fighting procedures.
- 6.3 While the bus is in use:
- 6.3.1 Seat belts must be worn at all times.
  - 6.3.2 Smoking is prohibited.
  - 6.3.3 All luggage must fit in the overhead storage or in a designated place on the bus. Overhead luggage must be safely placed and secured.
  - 6.3.4 Conversing with, or causing the driver to be distracted when the bus is in motion is prohibited.
  - 6.3.5 Aisle ways shall be kept clear.
  - 6.3.6 Flasher system must be engaged when the bus stops.
- 6.4 Accountability: Individuals not complying with this policy will lose the privilege of using PI transportation.



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## 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