



نيوم NEOM

**COMMUNITY SERVICES GUIDELINES**  
**DRIVER'S SAFETY GUIDELINES**

"NEOM-NOP-PRC-011-GUI-001" Rev "A", "NOVEMBER 2021"



### Document history

Revision code	Description of changes	Purpose of issue	Date
Version 01 - A	First Issue	Issue for implementation	18-11-2021

### Document approval

	Prepared by	Validated by	Reviewed by	Approved by
Name	Lourdes Bolante	Keith Hale	Mohammed Abdulsami	Keith Mitchell
Job Title	Quality Assurance Manager	Fleet Risk Manager	Logistics and Transportation Lead	Senior Manager Leisure and Logistics
Signature			Mohammed Abdulsami	
Date	Nov 18, 2021   16:14 ABST	Nov 18, 2021   16:15 ABST	Nov 18, 2021   16:28 ABST	Nov 18, 2021   17:32 ABST

### Implementation approval

	Concurred by	Approved by
Name	Omar Al Omar	Antonio Valenzuela
Job Title	Ex. Director Community Services	Senior Executive Director, NEOM Operations
Signature		
Date	Nov 18, 2021   17:54 ABST	nov. 18, 2021   18:41 ABST



## Contents

<b>1. PURPOSE</b> .....	<b>4</b>
<b>2. SCOPE</b> .....	<b>4</b>
<b>3. SAFETY DRIVING PILLARS</b> .....	<b>4</b>
<b>4. SAFE DRIVER</b> .....	<b>4</b>
4.1 Driver Training.....	4
4.2 Regulatory requirements.....	4
4.3 Knowledge of rules of the road .....	5
4.4 Fitness to Drive .....	5
<b>5. SAFE JOURNEY</b> .....	<b>6</b>
5.1 Pre-Journey Checklist .....	6
5.2 Emergency Guidelines .....	7
<b>6. SAFE VEHICLE</b> .....	<b>7</b>
6.1 Vehicle safety requirements.....	7
6.2 General vehicle safety.....	7
<b>7. SAFE COMMUNITY</b> .....	<b>8</b>
7.1 NEOM Community Speed Limit .....	8
7.2 Seat belts .....	8
7.3 Mobile phones .....	8
7.4 Community Shuttle services.....	8
7.5 Transportation Service Provider's Driver's Rules .....	8
<b>8. APPENDICES</b> .....	<b>8</b>
<b>APPENDIX A – KSA TRANSPORT AND LABOR LAW</b> .....	<b>9</b>

## List of Tables

Table 1: Table of Safety Driving Pillars .....	4
Table 2: Table of Measures to tackle driver fatigue .....	5
Table 3: Table of Rules of safe driving .....	5
Table 4: Table of Pre-Journey Checklist.....	6



## 1. Purpose

The purpose of this document is to serve as a guidance tool for the NEOM residents, associated project vehicle users, and Transportation Service Providers, to help them understand and manage the risk that may occur when driving. In addition, it deals with emergency situations and gives practical advice.

It outlines NEOM's Four key Safety pillars that consist of:

- Driver
- Journey
- Vehicle
- Community

## 2. Scope

This guideline is applicable to all NEOM employees, who are provided with company or leased vehicles, associated project vehicle users, and Transportation Service providers who provide contracted services to NEOM.

## 3. Safety Driving Pillars

Table 1: Table of Safety Driving Pillars

PILLARS	DESCRIPTION
Safe Driver	Being a safe driver means being alert, always driving to the conditions, obeying the legal restrictions and being ready to act at any time.
Safe Journey	Planning a safe journey is using the available information on what routes will afford you the best and safest route to your destination.
Safe Vehicle	Safe vehicle has been checked for its condition, one that fits the purpose to which it is going to be used.
Safe Community	Always consider the safety of others across all NEOM communities in which we live, pass through and work.

## 4. Safe Driver

### 4.1 Driver Training

- All Drivers provided by the Transportation service provider shall receive ongoing Health and Safety, Environment (HSE) toolbox talks provided by the Transportation service provider's HSE representative. This includes appropriate issuing of guidelines in relation to conduct, personal presentation and driving standards.
- Minimum of one training topic per month to focus on areas of driving requiring enhancement or enforcement for Transportation service provider's drivers. The topics will be agreed between the service provider's HSE and NEOM's fleet risk manager.
- Advanced/Defensive/appropriate driver training should be administered by the Transportation service provider through accredited driver training courses/suppliers. These will include theoretical and practical inputs on at least one occasion per calendar year and will be approved by NEOM's fleet risk manager.

### 4.2 Regulatory requirements

- Drivers must hold one of the following to drive a vehicle in NEOM:
  - a valid Kingdom of Saudi Arabia driving licence



- a valid international driving license (subject to the current legal terms and conditions)
- Drivers shall have their licence checked by the Transportation Service Provider for validity prior to employment.
- All employed drivers are subject to a mandatory assessment to be conducted or verified by NEOM's fleet risk management.
- Drivers must adhere to all Kingdom of Saudi Arabia traffic laws and regulations.

#### 4.3 Knowledge of rules of the road

- Drivers shall have a satisfactory knowledge of the rules of the road as verified by Transportation service provider and NEOM's fleet management.
- Transportation Service provider must inform **ALL** drivers of any updates or changes to Traffic regulations and legislation promptly with recommended and documented proof of implementation.

#### 4.4 Fitness to Drive

- Drivers shall inform their immediate line manager if they are suffering from any issue that the driver feels might impact their ability to drive safely; this includes driver fatigue.
- The line manager shall assess the driver's ability to drive before the driver is permitted to commence his duty. If there is any doubt that the driver can perform his driving duties safely, he will not be permitted to drive.
- All reported cases of a driver being potentially unfit to drive must be documented by the Transportation Service Provider and reported to NEOM's Fleet risk manager.

Table 2: Table of Measures to tackle driver fatigue

Measures to tackle driver fatigue	
Reduce road journeys	<ul style="list-style-type: none"> <li>• Car-sharing (where possible) to reduce number of journeys driven by a single driver</li> <li>• Use provided public service vehicles (if available)</li> <li>• Journey planning to minimize driving activity</li> </ul>
Avoid the most dangerous times	<ul style="list-style-type: none"> <li>• At night (especially after a long shift)</li> <li>• After taking any medicine that makes you drowsy, or lists having drowsy side effects</li> <li>• In poor weather conditions</li> <li>• Where possible avoid driving at peak hours</li> </ul>
Reduce your driving time	<ul style="list-style-type: none"> <li>• Take a break at regular intervals or after every two hours of driving</li> <li>• Mandatory compliance with drivers' hours and duty schedule rules, in adherence with Kingdom of Saudi Arabia Traffic laws</li> </ul>
Make sure you are well rested	<ul style="list-style-type: none"> <li>• Avoid driving when you feel tired</li> <li>• Make sure you get plenty of sleep before a long drive</li> <li>• Keep meals light during or immediately before you drive.</li> </ul>
Discuss concerns with your manager	<ul style="list-style-type: none"> <li>• If you are concerned about your driving hours, journeys, or schedules or if you find yourself driving when too tired, discuss this with your line manager</li> </ul>

Table 3: Table of Rules of safe driving



Rules of safe driving	
<b>1. Driver's duties before commencing your journey</b>	<ul style="list-style-type: none"> <li>• Undertake a visual safety check of your vehicle's fluid levels, tyres, lights, seat belts, spare tyre/s.</li> <li>• Make sure that doors are closed.</li> <li>• Adjust the driver's seat and the steering wheel.</li> <li>• Always fasten your seatbelt and make sure that all passengers' seatbelts are fastened.</li> <li>• Adjust all internal and external mirrors to provide the best available views.</li> <li>• Ensure that you have sufficient fuel for your journey before commencing and set dashboard heat/A/C controls before moving.</li> <li>• Complete the Vehicle checklist and submit the completed form to the Transportation service provider's representative.</li> </ul>
<b>2. Starting the engine</b>	<ul style="list-style-type: none"> <li>• Ensure that all warning lights on the dashboard go out after start-up of the vehicle, should any remain illuminated other than the parking brake light which will extinguish upon release of the brake. Should any warning lights remain illuminated please check with manufacturer or your supervisor.</li> </ul>
<b>3. Moving the vehicle</b>	<ul style="list-style-type: none"> <li>• Always adhere to all Kingdom of Saudi Arabia traffic laws and obey all instructions from Law Enforcement officials</li> </ul>
<b>4. Stopping the vehicle</b>	<ul style="list-style-type: none"> <li>• Check that you are aware of what is in front and to the rear of you.</li> <li>• Locate a suitable and safe place to stop.</li> <li>• Provide an appropriate indication to other vehicles of your intention.</li> <li>• Brake gently to a smooth halt.</li> <li>• Apply the parking brake/hand brake when stopped.</li> </ul>
<b>5. Traffic signs and lights</b>	<ul style="list-style-type: none"> <li>• Obey all appropriate traffic signage, lights, and flag carriers always.</li> </ul>

## 5. Safe Journey

### 5.1 Pre-Journey Checklist

Table 4: Table of Pre-Journey Checklist

Driver	Vehicle	Journey
<ul style="list-style-type: none"> <li>• Make sure that you have a current valid driving license for the vehicle that you intend to drive</li> <li>• Do not drive if you feel fatigued, unwell or if you are under the influence of drugs or alcohol</li> <li>• Try to be in a calm, good mood before driving</li> <li>• Be tolerant towards others. Shouting at another driver after their poor driving will not change anything, but anger will affect your judgment for some time after</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure that vehicle pre-use check is completed, and any defects dealt with or reported prior to departure</li> <li>• The vehicle has valid insurance and any other required certification.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and note your route before setting out</li> <li>• Plan for the safest route</li> <li>• Check travel and weather information before travel and during your journey</li> <li>• Always drive in a safe and legal manner</li> </ul>



## 5.2 Emergency Guidelines

- In the event of a Vehicle Breakdown, drivers are requested to contact appropriate breakdown services as detailed by the vehicle providers.
- In the event of a road traffic accident, all drivers are instructed to contact local law enforcement to obtain the appropriate assistance and accident report number.
- If at any time during your driving journey you feel tired or drowsy, it is advised that all drivers stop at the first safe opportunity and either go for a short walk, a caffeine or water drink, or even consider a short nap. You should only resume your journey when you feel fit to do so.

## 6. Safe Vehicle

Ensure that your vehicle has been regularly serviced and maintained as per manufacturers guidelines should your vehicle require any additional Kingdom of Saudi Arabia Government certification ensure that this is valid. Kingdom of Saudi Arabia government have put legislation in place to reduce traffic accidents, please be aware of any appropriate legislation.

A regularly serviced and maintained vehicle will:

- Improve fuel efficiency.
- Reduce Co2 emissions
- Help reduce traffic accidents.
- Maximize vehicle's service life.
- Reduce wear and tear on components.

### 6.1 Vehicle safety requirements

- Manufacturer's guideline accessories
- Spare tires and the tools used to remove and install them.
- Fire extinguisher.
- First aid kit
- Warning triangle/sign.
- Hi-Visibility vest/jacket.

### 6.2 General vehicle safety.

- Ensure manufacturer advised correct tyre size/type is fitted.
- Ensure all lights are clear, with non-cracked lenses and are of a good lighting level.
- Indicators and hazard lights are clear and operational.
- Mirrors: ensure all mirrors are not cracked and operational to allow clear views around the vehicle.
- Windshield and wipers: Ensure the windshield is not cracked and that the wipers do not smear and clear the screen.
- Ensure that all braking systems are operating correctly.
- Ensure that gearboxes/auto/manual are operating correctly.
- Ensure all warning lights on the dashboard are operational (i.e., fuel, oil, temperature, speed brake and battery indicators).
- Safety belts are operational and functional on all vehicle seats.
- Headrests are present and correctly adjusted.
- Children seats (if appropriate are correctly fitted and adjusted).



## 7. Safe Community

### 7.1 NEOM Community Speed Limit

- The maximum permitted speed limit within NEOM communities for all vehicles is **20kmph**
- Speeding will not be tolerated within communities and drivers could be banned from driving within NEOM communities if found to be exceeding the limits set.

### 7.2 Seat belts

- Seat belts must be used by **ALL** occupants of motorized vehicles.
- Children and infants must be seated in an appropriate child restraint. Any child restraint utilised must have been installed as per manufacturer guidelines.
- The driver of the vehicle is accountable for ensuring all passengers are wearing a seat belt.

### 7.3 Mobile phones

- It is illegal to use any mobile phone whether handheld or via Bluetooth device whilst driving a vehicle within the Kingdom of Saudi Arabia.
- Any driver found using a mobile phone whilst driving within any NEOM community will have their right to drive within NEOM communities removed.

### 7.4 Community Shuttle services

- Users of the service must adhere to all instructions given by the driver/s of the vehicles and all guidelines indicated on any signage within the shuttle vehicles
- Users of this service must only be seated on the fitted seating areas and must use the provided seatbelts whilst travelling on/in these vehicles.
- Users must not utilise any storage area on these vehicles to sit during transportation.
- Users of this service requiring child safety seats must use the fitted safety seats and be accompanied by a parent or guardian.
- Children under the age of 8 must not use this service unless accompanied by a parent or guardian (aged 16 or over)
- Pets are not permitted to be carried/transported on the shuttle service at any time.

### 7.5 Transportation Service Provider's Driver's Rules

- NEOM recognizes and adheres to all KSA laws and regulations.
- NEOM additionally require that all Transportation service providers drivers receive a minimum of **1 Rest Day** per week working no more than 54 hours over 6 days in any **1 calendar week**. (Subject to [appendix A](#))
- All transportation service providers drivers must be at their place of work for no more than 9 hours per day to a maximum of 54 hours per calendar week.
- Transportation Service providers drivers should either switch the mobile off or place their mobiles in "silent" mode whilst driving
- Under no circumstances are drivers allowed to exceed the speed limits set by Kingdom of Saudi Arabia traffic laws. This includes if requested or instructed to do so by a passenger or third party.

## 8. Appendices

Appendix A: KSA Transport Labor Laws





## Appendix A – KSA Transport and Labor Law



KSA Article #	Interpretation
<b>Chapter IX: Working Hours - Weekly Rest Vacations</b>	
<b><u>Article 147:</u></b>	A workman shall not be employed for more than eight actual working hours in any one day, or forty-eight hours a week, in all months of the year, apart from the month of Ramadan when actual working hours shall not exceed six hours a day or thirty-six hours a week, exclusive of the intervals reserved for prayer, rest and meals. The number of working hours may be raised to nine hours a day in respect of certain categories of workmen or in certain industries and operations where the Workmen does not work continuously, such as seasonal establishments, hotels, snack bars, restaurants, and the like. The number of daily working hours may be reduced for certain categories of workmen or in certain industries or operations of a hazardous or harmful nature. The categories of workmen, industries and operations referred to in this article shall be determined by decision of the Minister of Labor.
<b><u>Article 148:</u></b>	Working hours shall be scheduled that no workman shall work more than five consecutive hours without an interval of rest, prayer and meals which shall not be less than half an hour each time, or one and a half hours during the total working hours, and that the workman shall not remain in the place of work more than eleven hours in any one day. In the case of factories where work is performed in successive shifts day and night, the Minister shall by decision, regulate the manner for granting workmen time intervals for rest, prayer, and meals.
<b><u>Article 149:</u></b>	Friday, which the day observed as an official holiday, shall be a day of rest with full pay. The employer may, however, with the approval of the appropriate Labor Office, replace this day for some of his workmen by any other day of the week, provided that the number of working days per week shall not exceed six, and that the workmen shall in all cases be enabled to perform their religious duties.
<b><u>KSA Ministry of Interior Traffic Safety</u></b>	<a href="#"><u>KSA Ministry of Interior Traffic Safety (Rules and Regulations)</u></a>