



NEOM نيوم

# Pool Vehicle Request Form

NEOM-NOP-PRC-011-FRM-003

## User/Department

Requesting Department *	Budget Code/Cost center *	Emp Group *
Primary User *	NEOM ID *	
Mobile no. *	Vehicle Type *	
Vehicle delivery location *	From Date *	To Date *
Driving license Details *	NEOM Email *	

## (Additional User# 1)

New User *	Vehicle plate no *	
Mobile no. *	Driving License no *	Driving License Expiry *
NEOM Email *	Iqama no. *	Iqama Expiry *

## (Additional User# 2)

New User *	Vehicle plate no *	
Mobile no. *	Driving License no *	Driving License Expiry *
NEOM Email *	Iqama no. *	Iqama Expiry *

## (Additional User# 3)

New User *	Vehicle plate no *	
Mobile no. *	Driving License no *	Driving License Expiry *
NEOM Email *	Iqama no. *	Iqama Expiry *

## Justification \*

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## Approvals \*

I hereby authorize charging of the cost of requested service to the indicated Cost Center for the actual use.

Job Position	Name	Signature
Sector Head / Department Head		
Finance Accounting Director		
NEOM Operations – Senior Executive Director		

## Terms and Conditions:

- Pool vehicles are leased vehicles allocated to specific departments with the intention of being used by a registered group of employees within that department.
- Each Sector/Department that has pool vehicles is responsible to ensure they have a designated pool vehicle administrator to obtain proper monitoring and control of their departmental pool vehicles. This includes:
  - Vehicle Key Control (who has access to the vehicles)
  - Reporting (vehicle utilization, damage control, Fine violations, etc.)
  - Monitoring database (update and collate all required documentation)
- Pool car users must go to the lease vehicle provider's office and register as the current user on the TAMM system before using the vehicle. The registration onto the TAMM system will take approx. 30 mins, and it is the responsibility of all pool car users each time they use the vehicle, and the department's management to enforce. (Refer to Lease Vehicle procedure NEOM-NOP-PRC-011)
- It is the user's Sector/departments responsibility to manage all their departments vehicles and their utilization including times when assigned users are on annual vacation or long business leave.

## Acknowledgement:

I hereby acknowledge the above terms and conditions and the below pre-requisites have been read, understood, and adhered to as part of this lease request.

- Before using the vehicle, I will do the following:
- Read the Driver Safety Manual (DSM)
  - Watch the relevant Vehicle Induction Video (VIV)

It is the user's responsibility to notify the transport team immediately of any changes to circumstances such as, change of name, work department or license validity by emailing [lumi.rental@neom.com](mailto:lumi.rental@neom.com) All car users will be fully responsible to report any accidents that occurs while in possession of the vehicle to the local KSA police, or if occurring within NEOM communities to NEOM Security.

### Vehicle Users Responsibility: For full guidelines, refer to (NEOM-NOP-PRC-011-GUI-002 Lease Vehicle Guidelines)

- The vehicles are to be utilized strictly for the purposes stated on the Vehicle Request Form (VRF). The respective user of the NEOM leased vehicle should sign the VRF which acknowledges that the issued vehicle is for Business and approved use only.
- All passengers driving or travelling in NEOM leased vehicles must adhere to all current Traffic Rules and Regulations inside and outside NEOM as detailed in the DSM.
- Fines for Traffic Violations (Safer/TAMM System) shall be paid directly by the registered user within 48 hours from the receipt of the notification. Repeated traffic violations will be reported to the Department/Sector Head and may lead to the withdrawal of the driver's eligibility to drive a NEOM leased vehicle.
- All NEOM lease vehicles are "SMOKING FREE"

## User Acceptance \* I hereby acknowledge and agree to abide by the guidelines set out within the NEOM Driver Safety Manual.

Full Name	Signature	Date