

# DRIVING SAFETY DIRECTIVE

In compliance with laws, statutory and Group's Health, Safety, Environment, Quality Charter, TotalEnergies Marketing Kenya Plc is committed to Safety and Security in its transport operations.

TotalEnergies Marketing Kenya Plc has implemented a safety management system for its transport activities (SMT) in order to ensure smooth and safe operations through efficient company rules, reviewed regularly and to continuously improve its processes.

The term "vehicle" refers to any means of locomotion used for business travel, other than a two or three-wheeled vehicle (motorcycle, bicycle or three-wheeler), whose use is strictly forbidden.

Conformance with the following rules and regulations is mandatory with respect to transport safety and security, and shall be important criteria in the performance evaluation of each party:

## 1 - Driver's responsibilities

1. Ensure vehicle is well maintained and keep the interior free of any potentially dangerous objects;
2. Carry out a **pre-use inspection** of the vehicle and its equipment to ensure readiness in all aspects prior to every trip;
3. Ensure PPE is in good condition and used appropriately;
4. **Fasten seat belt** and always ensure passengers are belted up too;
5. **Respect** the speed limits, other road signs and **adapt** speed to the prevailing road/weather conditions such as black spots, harsh weather and urban areas;
6. Use recommended **Journey Plans** (prepared from approved Route Risk Assessments) for all business trips;
7. Drive with the appropriate type of **Driver's license**, which must be valid and carried at all times;
8. Ensure that the installed **On-Board Computers** and **Cabin Cameras** are working at all times;
9. For Light vehicles, it's mandatory for the OBC to be switched on during official driving time;
10. **Not to drive** under the influence of **alcohol, drugs or medication (Incident-inducing substances)**;
11. **Not to use mobile phones**, even if hands free, while driving;
12. **Not to carry unauthorized passengers** while on company business or allow unauthorized persons to use a company vehicle;
13. **Ensure no entry into No-Go zones or stopping at unauthorized areas, except for confirmed safety & emergency reasons**;
14. Ensure there is **no source of ignition** near a product transportation truck (empty or loaded);
15. **Not to drive at night for Heavy Duty Vehicles**. Driving shall start at 05:00 hours and stop at 20:00 hours;
16. **Not to drive at night for Light Vehicles outside 50Km radius within Nairobi and 30Km in all other towns by staff on company duty**. Driving shall start at 05:00 hours and stop at 20:00 hours;
17. **Report** all near misses, incidents and accidents immediately;
18. Respect the operational and **emergency company rules** put in place by TotalEnergies Marketing Kenya Plc;
19. Respect rules for minimum rest periods, maximum continuous driving times and daily driving times; respectively for light vehicles is as follows:10 minutes,2 hours and 7 hours, and respectively for heavy vehicles is as follows:30 minutes,4.5 hours and 10 hours.
20. For heavy vehicles respect **Driver Point System (DPS) Rules**;
21. Ensure attendance and participation in all scheduled driver Toolbox meetings, Safety Stand Down and Driver Training events;
22. Be **vigilant** and report threats or security incidents immediately.

## 2 - Transporter's responsibilities:

1. Comply with the **PATROM Contract** signed between the company and the transporter;
2. Provide tractors that are not more than 10 years old or 1,000,000 kms and trailers that are not more than 15 years old. These years are counted from the dates of manufacture;
3. Comply to Statutory and Regulatory requirements and ensure timely renewal of vehicles and drivers permits and licenses (NTSA, EPRA, County);
4. Provide vehicles that are compliant with the axle loads, **PATROM and Technical Invariants specifications**;
5. Remove from service any vehicles that have become unsafe and have them repaired / replaced immediately;
6. Ensure all product transportation drivers have a **valid Safe To Load** pass and all category of drivers attend **refresher training** every 2 years;
7. Ensure trucks are leaving the depots with **security seals** tightly & correctly fitted on all loading manholes and offloading valves, valves boxes and sites transporter supervisors to sign off the sealing certificate;
8. Follow **key performance indicators** and take appropriate action to ensure continuous vigilance of drivers through the **Driver Point System**;
9. Systematically **assess security** threats in transport operations with the aim of providing an appropriate response;
10. Ensure timely closure of all audit and inspections findings (ICT, SMS, SMT, Management tours, Safe to load, Technical Invariants inspection);
11. Ensure all TotalEnergies Marketing Kenya Plc contracted heavy vehicles undergo technical inspection by a 3<sup>rd</sup> party every 6 months;
12. **Report** all incidents and accidents **within 2 hours** followed by a preliminary report **within 48 hours**;
13. Issue drivers with appropriate approved PPE.

## 3 - TotalEnergies Marketing Kenya Plc responsibilities:

1. Review and update **Route Risk Assessments** in liaison with transporters on regular basis (every 2 years) to ensure emerging risks are mitigated;
2. Conduct **trainings** and refreshers for all drivers;
3. Conduct PATROM, SMS, Technical Invariants inspections and **ICT audits** as scheduled;
4. Conduct Transporters quarterly **quality circle meetings** and bi-annual seminars for continual improvement;
5. Share internal and external Return on Experience (REX) and Safety Alerts on accidents/incidents as appropriate;
6. **Comply** with the contract and **follow up** on closure of all audit findings (ICT, MAESTRO, SMT, Management safety tours, SMS, Technical Invariants inspections and Internal audits);
7. Ensure vehicles undergo thorough **Safe To Load** checks prior to loading.



**TotalEnergies**

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