

GUIDLINES TO DRIVE ETISALAT CORPORATE VEHICLES

1. The following to be checked before:

Starting the journey

- A. Any body damage**
- B. Engine Oil**
- C. Engine Coolant**
- D. Any leakages**
- E. Tyre Condition and air pressure**
- F. Registration Card, Fuel card, Log Book & Pass**

During the Journey

- A. Any abnormal noise**
- B. Temperatures and fuel indicators**

Hence, any abnormalities of the above, regional Fleet Service office to be reported.

- 2. Each vehicle user will have his own exclusive Vehicle User ID Key and such key should not be replaced or exchanged with any other staff, since such exchange will lead to misinformation in our database and the staff who exchanged will be accused responsible for any traffic violation or vehicle abuse case at the time of route monitoring which can be viewed by Fleet Services management at any time**
- 3. Vehicles must be returned only to the respective allotted Etisalat parking bases at the end of business/service hours under any circumstances unless prior approval taken from the Fleet Services Management.**
- 4. The Staff must advise Etisalat Fleet Service in-charge via Etisalat Section Head/ Manager in writing, regarding any changes in their driving license status that effects the qualification to operate the vehicle.**
- 5. While driving Etisalat vehicle, the vehicle user shall not transit from one region to another without prior approval of Fleet Services Management.**
- 6. The Vehicle users should firmly follow the traffic rules & regulation and they should be constantly update themselves for any changes in Traffic Rules and the vehicle users are responsible for any Traffic Violations due the abrupt changes in Traffic rules.**
- 7. Log book must be filled out before proceeding and after concluding the journey.**

- 8. Vehicles must be used for official purpose only.**
- 9. Smoking is prohibited inside the vehicles all the time.**
- 10. Engine must be turned off always when the vehicle is not in use irrespective of any reasons.**
- 11. The Vehicle User will assume responsibility for the payment of any fines for traffic and municipality or any other violations which he commits while driving, and if the violation comes to his notice the same should be advised to the respective Fleet Service Office before the following working day and the same should be paid immediately, if the staff is from outsourced company.**
- 12. The Vehicle User must ensure loads shall not exceed the gross vehicle weight rating or pay load which is prominently posted inside the vehicle. The drivers are encouraged to stay well under GVWR before approaching the limit.**
- 13. Vehicles must be sent to regional VMC when due for service promptly.**
- 14. While carrying load, please make sure that goods should not fall and they should be tied up properly as per the traffic rules & regulation.**
- 15. The following must be switched off while leaving the vehicle A/C, Radio, Lights and Windows to be closed and doors to be locked and Vehicle User ID key to be retained back.**
- 16. Fuel: Always ensure that the appropriate fuel type is used for the vehicle.**
- 17. Materials which are not needed frequently must be taken out from the vehicle at the end of business hours.**
- 18. While driving commercial vehicles, the vehicle user should make sure that weight & seating capacity are mentioned on doors.**
- 19. If involved in traffic accident, the vehicle user must report to the police on (999) and concern Fleet Services Office for acknowledgement. Then accident police report to be obtained and to approach the respective regional VMC for insurance and repair purpose.**
- 20. In case of any damage found on vehicle's body to be reported to Fleet Services Office immediately for their further investigations. In case, if it is not reported the last user shall be held responsible to submit the Police Authority Report against the unknown.**
- 21. In case of breakdown, the operator should contact respective Fleet Services Office for necessary recovery.**
- 22. Keep the vehicles always clean & tidy, in case the vehicle is untidy, he should approach respective VMC in the region for washing & cleaning or advice respective Fleet Services Office.**

- 23.** Always ensure that the vehicle not to be kept idle for longer period. Therefore, when the vehicle user is on Annual leave or long sick leave, respective Fleet Services Office to be reported immediately.
- 24.** Vehicles users should always try to take alternatives to avoid Paid Parking Zone and Salik Toll gate.
- 25.** Vehicles should be driven within the speed limit of different roads specified by the authorities through traffic sign boards. However, it is the responsibility of the vehicle user to comply with frequent speed limit of 120 km/hr all the time. Moreover, it is the responsibility of the vehicle use to comply with the frequent speed limit changes mentioned in different roads.
- 26.** The cost of purchase of the key + Administration cost will be charged to the vehicle user, if the key is lost or damaged.
- 27.** Tampering or disrupting GPS device or its cables is completely prohibited. The Staff who is driving Etisalat vehicle during that time will be held responsible and will be penalized strictly.
- 28.** On event of any queries , please call respective Regional Officers on the following Tel numbers:

Regions	Dubai	Abu Dhabi & Al Ain	Northern Emirates	GPS Issues
SPOC	Sayed Al Marzouqi	Abdillahi Adan	Riaz Aziz	Syed Waheed
Tel NO	042025030/0505511848	026165222/ 0567017245	065043273/ 0506270760	042022262/0507491448

I will make myself aware of and will comply with the guidelines and procedures regarding the use of Etisalat Corporate vehicles and any violations of the above mentioned guidelines will lead to revoke the authorization to drive Etisalat vehicles.

Name: _____

Emp No: _____

Designation: _____

Office Tel No.: _____

Mobile No.: _____

Dept./Section: _____

Driving Lic. No.: _____

Lic.Expiry.Date: _____

Manager Details

Name: _____

Email Id _____

Designation: _____

Contact No _____

Signature: _____

Date: _____