



TRANSPORT DIRECTIVE

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

Total Kenya 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. **Fasten seat belt** and always ensure passengers are belted up too;
4. **Respect** the speed limits, other road signs and **adapt** speed to the prevailing road/weather conditions such as black spots and urban areas;
5. Use recommended **Journey Plans** (Road Risk Assessments) for all business trips;
6. Drive with the appropriate type of Driver's **license**, which must be valid and carried at all times;
7. Ensure that the installed **On-Board Computers** and **Cabin Cameras** are working at all times;
8. **Not** to drive under the influence of **alcohol, drugs or medication**;
9. **Not** to use **mobile phones**, even if hands free, while driving;
10. **Not** to carry **unauthorized passengers** while on company business or allow unauthorized persons to use a company vehicle;
11. Ensure there is **no source of ignition** near a product transportation truck (empty or loaded);
12. **Not to drive at night for Heavy Duty Vehicles**. Driving shall start at 0610 hours and stop at 1850 hours.
13. **Not to drive light vehicles from 1850 hours - 0610 hours** outside **50Km** radius within Nairobi and 30Km in all other towns by staff on company duty;
14. **Report** all incidents and accidents within two hours;
15. Respect the operational and **emergency company rules** put in place by Total Kenya;
16. 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.
17. 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 vehicles that are not more than 10 years old or 1,000,000 kms and fuel tanks that are not more than 15 years old. These years are counted from the dates of manufacture;
3. Provide vehicles that are compliant with the axle loads, **PATROM and Technical Invariants specifications**;
4. Remove from service any vehicles that have become unsafe and have them repaired / replaced immediately;
5. Ensure all product transportation drivers have a valid **Safe To Load** pass and all category of drivers attend **refresher training** every 2 years;
6. Follow **key performance indicators** and take appropriate action to ensure continuous vigilance of drivers through the **Driver Point System**;
7. Systematically **assess security** threats in transport operations with the aim of providing an appropriate response;
8. Ensure closure of all audit findings (ICT, SMS, SMT and Management tours).
9. Ensure all Total Kenya contracted heavy vehicles undergo technical inspection by a 3rd party every 6months.

3– Gapco Kenya Limited responsibilities:

1. Review and update **Journey Plans** in liaison with transporters on regular basis to ensure emerging risks are mitigated ;
2. Conduct **trainings** and refreshers for all drivers;
3. Conduct PATROM and ICT **inspections** 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**) 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 and Internal audit).