

 <p>جامعة الملك عبد الله للعلوم والتقنية King Abdullah University of Science and Technology</p>	<h2><b>Traffic and Vehicle Safety Policy</b></h2>	<p>Effective Date: May 18, 2015</p> <p>Updated: February 9, 2017</p>
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### **1. Purpose**

This Policy provides a governance framework to ensure the safety of all community members and visitors, and to ensure that all vehicles, bicycles and pedestrians are travelling on KAUST roads in a safe manner.

### **2. Scope**

This policy applies to all vehicles and bicycles driven within the boundaries of KAUST. It establishes:

- 2.1 General requirements and responsibilities;
- 2.2 Rules and regulations for vehicles and bicycles; and
- 2.3 Traffic monitoring and enforcement criteria.

### **3. Definitions**

#### 3.1 Vehicle types

Category 1: Motorized vehicle used to transport people or cargo and include cars, buses trucks and Motorcycles.

Category 2: Motorized vehicle used to transport people or cargo and include Scooters and golf carts.

Category 3: Motorized vehicle designed for recreational off-road use and includes dune buggies and quad bikes.

Category 4: Non-motorized vehicle that is pedaled by a rider including bicycles.

3.2 Motorcycle is any two, three or four-wheeled vehicle having an engine size of 126 cc or greater.

3.3 Scooter is any two-wheeled vehicle having an engine size of 125 cc or less.


3.4 Approved Motorcycle Helmet is one that complies with recognized International standards. Bicycle helmets are not suitable for this purpose.

3.5 Pillion is a secondary pad or seat behind the main seat on a motorcycle or scooter. A passenger in this seat is referred to as a "pillion".

3.6 Personal Visitor is a non-resident guest who may enter or stay on campus for the purpose of visiting with residents in their personal capacity.

3.7 Business Visitor is a non-resident guest who may enter or stay on campus for the purpose of conducting business (academic or professional) with a KAUST organization.

3.8 Reckless Driving is the act of driving a vehicle of any of the above categories carelessly or in wilful disregard of the rights or safety of others and without due caution, and/or at a speed or in a manner so as to endanger or likely to endanger any person or property.

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#### 4. General Requirements

- 4.1 All persons within KAUST must operate vehicles responsibly in compliance with this policy, road and traffic signs and conditions and vehicle operating limits.
- 4.2 All persons working or residing within KAUST shall ensure that all dependents and visitors (personal or business) under their sponsorship are aware of this policy and its contents.
- 4.3 All persons working or residing within KAUST are accountable for the actions of their dependents and personal visitors under their sponsorship. Proponent Departments are accountable for the actions of business visitors under their sponsorship.
- 4.4 Contractors/Service Providers:
- 4.4.1 Contract Administrators shall ensure that Contractors Representatives communicate this Policy to their staff and ensure they comply with the requirements of this Policy.
- 4.4.2 Operators of heavy vehicles, such as cranes, construction trucks, buses and similar heavy machinery, must possess the necessary Certificates and/or qualifications to operate such vehicles.
- 4.5 Insurance:
- The owners of Category 1, 2 and 3 vehicles at KAUST assume all legal and liability responsibilities of the vehicle. As a minimum, the owner must obtain valid third party liability insurance coverage suitable for the vehicle type.

#### 5. Driving Rules and Regulations


All owners and operators of vehicles must abide by the driving rules and regulations.

##### 5.1 Vehicle Driver Authorization and Licensing:

- 5.1.1 Operators of Category 1, 2 & 3 vehicles must hold a:
- a. Valid driving license issued by the Kingdom of Saudi Arabia, or
  - b. Valid International Driving License, or
  - c. Valid driving license from home country provided that it is in English (or accompanied by an acceptable translation), or
  - d. Valid KAUST Driving Permit issued by the recognized authority of the University (see 7.3).
- 5.1.2 For male drivers, license types “b” and “c” may only be utilised for up to three months from entering the country. After this time, the driver must apply for a license issued by the Kingdom of Saudi Arabia.
- 5.1.3 Drivers of Motorcycles must hold a valid Motorcycle driving license issued by the Kingdom, an International motorcycle license or a valid motorcycle license or endorsement from the home country provided that it is in English (or accompanied by an acceptable translation). Note that 5.1.2 also applies.

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- 5.1.4 No persons under 17 years of age (Gregorian Calendar) shall be permitted to operate a Category 1, 2 or 3 vehicle (see. 3.1).
- 5.1.5 Drivers shall carry their KAUST ID and driving license or KAUST Driving Permit at all times. Failure to present a valid license or KAUST Driving Permit to Security within 24 hours of an issued citation will result in the enforcement of a fine and penalty as per Schedule C.
- 5.2 **KAUST Identity Plates:** All Category 2 and 3 vehicles shall have a KAUST Identity Plate.
- 5.3 **Speed limits:** The maximum allowable speed limit for all vehicles on KAUST roadways is according to the posted speed limit signs. All vehicles shall be driven at lower speeds if necessitated by road, weather and/or traffic conditions. Speeding 20 km/h or more over any speed limit will be deemed as “reckless driving” (See 3.8).
- 5.4 **Seat belts:** All occupants of Category 1, 2 and 3 vehicles (excluding Scooters, Motorcycles, and quad bikes) must wear seat belts. In addition children and infants must be seated in a child restraint seat with a seat belt as appropriate for their size and weight that is positioned and installed as per manufacturer guidelines. Children and infants riding in an affixed child bicycle seat or bicycle trailer/buggy must be firmly secured in a safety harness. The driver of the vehicle is accountable for ensuring all passengers are wearing seat belts.
- 5.5 **Head Protection:** Drivers and passengers of Motorcycles, Scooters, quad bikes and other similar vehicles (without rollover protection) must wear a securely fastened and approved motorcycle helmet (see 3.4) while driving.
- 5.6 **Mobile Communication Device:** All vehicle operators (including cyclists) are prohibited from using handheld mobile phones, iPods, or other mobile devices while driving/cycling unless it is completely hands-free or mounted in a dock or cradle affixed to the vehicle. To avoid being distracted from the task of safe driving, drivers should proceed to a safe area and properly park their vehicle before making or accepting a call.
- 5.7 **Seating Capacity:** The vehicle manufacturer’s recommended vehicle seating capacity must not be exceeded. Only the driver and one pillion passenger are permitted on any motorcycle or scooter. Only one person is permitted on a regular bicycle unless riding in an affixed child seat.
- 5.7.1 The passenger must sit astride the motorcycle or scooter on a fixed seat behind the driver and facing forward, with both feet on the footrests.
- 5.7.2 The driver must not carry a pillion passenger unless the motorcycle or scooter is designed to do so.
- 5.7.3 A child can be carried as a pillion passenger on a motorcycle or scooter, providing the following requirements are met:
- 5.7.3.1 The motorcycle or scooter must have a pillion seat and footrests that the child passenger can reach with their feet.
- 5.7.3.2 The child must be able to sit astride the machine safely and hold on to the rider, the pillion hand-holds, or bar.
- 5.7.4 This Policy prohibits carrying a pillion passenger elsewhere on a motorcycle or scooter other than in the designed seat.
- 5.7.5 Infants and children who cannot reach the footrest are not permitted to be transported on a motorcycle or scooter.

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- 5.8 **Intersection:** Where a “Stop” sign is posted, or a flashing red light is indicated, the driver must reach a full stop prior to entering the intersection. A flashing amber light entitles a driver to proceed with caution. If there is no traffic control device (no traffic light, Stop or Yield sign) at an intersection, the driver must yield the right-of-way to vehicles coming from the right side.
- 5.9 **Pedestrians:** All vehicles shall yield the right of way to pedestrians at crosswalks and intersections by coming to a complete stop and allowing the pedestrian to pass in front. Pedestrians crossing at traffic lights must comply with the traffic signals and cross only when the green man is illuminated or flashing. When the green man is not illuminated or flashing, vehicles have the right of way.
- 5.10 **Safe Distance:** Drivers shall maintain a safe distance behind the vehicle ahead.
- 5.11 **Residential Areas:** Drivers shall be extra alert to pedestrians and children especially in the vicinity of mosques, schools, parks and playgrounds and in residential areas.
- 5.12 **Footpaths or Pedestrian Areas:** Category 1, 2 and 3 vehicles shall not be operated on sidewalks, plazas, foot paths or other pedestrian zones, including Discovery Square and Town Center. Service Provider/Contractors and emergency vehicles are permitted on footpaths or pedestrian areas where it is necessary to carry out their duties.
- 5.13 **Maintenance:** All Vehicles shall be properly maintained in a safe and roadworthy operating condition.
- 5.14 **Refuelling:** Vehicles shall be turned off and handbrake applied when refuelling.
- 5.15 **Security Gates:** Drivers must dim headlights when approaching security gates.
- 5.16 **Parking:** Vehicles must be parked in the appropriate designated parking areas only and facing in the direction of traffic.
- 5.17 **Stopping:** Drivers must not stop their vehicle in an area that will prevent or hinder the free flow of traffic or cause a safety hazard.
- 5.18 **Bus Safety:** When a bus has stopped to load or unload passengers and has its **stop sign out**, all vehicles approaching the bus must come to a complete stop and may only proceed past the bus at walking pace (max 5kph). Vehicles must give way to pedestrians crossing the road to or from the bus. Particular care must be taken to look out for young children running out from in front or behind the bus into the road or running across the road to catch the bus.
- 5.19 **Right on Red Rule:** Vehicles are permitted to make a right turn at a red light, after coming to a full stop at the intersection and ensuring that there is no on-coming traffic.
- 5.20 **Idling of Vehicle Engines:** Vehicles shall not be left running while unattended.
- 5.21 **Children and Pets unattended in Vehicles:** Vehicle operators must not leave a child younger than 10 years of age, or any animal, unattended in a vehicle at any time.
- 5.22 **KAUST Vehicles:** Drivers of KAUST owned-vehicles who fail to operate the vehicle in a responsible manner, both on and outside of KAUST, may lose the privilege to drive the KAUST-owned vehicle.

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### **6. Cyclists (Bicycles) on KAUST Roadways**

- 6.1 All Cyclists are required to wear an appropriate bicycle helmet that conforms to international standards.
- 6.2 Cyclists shall ride in the same directions as traffic and keep to the right-hand side of the road.
- 6.3 Cyclists must obey the traffic lights and Stop signs at intersections, and all other road markings and signage.
- 6.4 Cyclists must yield to pedestrians at crossings.
- 6.5 When cycling after dark, bicycles must have a white front light and red rear light.

### **7. Training and Awareness**

- 7.1 Department Heads (including VPs, Directors and Deans), Service Providers and Contractors must communicate this policy to their staff and visitors.
- 7.2 Departments Heads, Service Providers and Contractors are encouraged to hold scheduled safety meetings to discuss traffic and vehicle safety.
- 7.3 Security and Health, Safety and Environment will provide the KAUST Driving Permit program, seminars and publications to the community to support a defensive driving behavior and safe driving and cycling practices.

### **8. Vehicle Safety Condition**

- 8.1 The owner of a private vehicle (including bicycles) shall ensure the vehicle is maintained in a safe, operable condition.

### **9. Traffic Monitoring and Enforcement**

- 9.1 Security will monitor traffic conditions and drivers' behavior on KAUST roadways and shall enforce compliance with this Policy. Details of fines and penalty points are contained in Schedules A, B, C and D.
- 9.2 Community members should report unsafe driving behavior or unsafe traffic conditions to Security by calling (911 or 012 808-0911) or through the Report-It system (<http://reportit.kaust.edu.sa/>). A report should include as many details as possible, e.g. Date, time, registration plates, location.

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### **10. Motor Vehicle Accident Reporting**

- 10.1 All vehicle and bicycle traffic accidents occurring on KAUST roadways, or which cause damage to KAUST or personal property, must be reported immediately to Security by calling (911 or 012 808-0911) regardless of severity.
- 10.2 Any vehicle or bicycle involved in an accident shall not be moved from the scene until told to do so by Security.
- 10.3 Security will complete an accident report and provide all parties with a copy of the report for insurance/repair purposes, as soon as possible.
- 10.4 All vehicle and bicycle accidents that are categorized as moderate and major will be investigated in compliance with the KAUST [Incident and Near-Miss Reporting and Investigation Procedure](#).

### **11. Suspension of Driving Privileges on KAUST Roadways**

- 11.1 KAUST Security has the right to issue a driving suspension pending the outcome of an investigation into a motor vehicle accident. Based on the outcome of the investigation, the case may be referred to Human Resources for further action.
- 11.2 If a driver accumulates sixteen (16) or more penalty points (as per Schedule A) they will incur a loss of driving privileges at KAUST for three (3) months.
- 11.3 In the event of a reckless driving violation (as per Schedule D) the driver will incur a loss of driving privileges at KAUST for six (6) months.
- 11.4 If a driver accumulates sixteen (16) or more penalty points a second time, or is found to be driving while under suspension, driving privileges at KAUST will be withdrawn indefinitely and referred to Human Resources for further action.
- 11.5 A notification of suspension will be sent in writing by the Security Department to the driver/sponsor and notification parties as per Schedule A, Section 2, and referred to Human Resources for further action.

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### Schedule A

#### 1. Fines and Penalty Points

- 1.1 Security will be responsible for issuing citations for traffic violations.
- 1.2 Penalty points will be awarded to drivers who commit a traffic violation or a series of traffic violations. These points will be assigned in accordance with the table below.
- 1.3 Penalty points are cumulative, and multiple violations during a single incident (e.g. failure to stop at a traffic light and failure to wear a seat belt) will attract more than one set of penalty points.
- 1.4 Penalty points remain valid for a period of 24 months from the date of issue, after which they will expire, provided all fines have been paid.
- 1.5 Example of penalty point validity:

<u>Issued</u>	<u>Description</u>	<u>Points</u>	<u>Expiry</u>
19-Feb-15	Turning from the wrong lane	8	19-Feb-17
10-May-15	Failure to yield to right of way	6	10-May-17

- 1.6 After the completion of a driving suspension period all open penalty points will be expired and driving record returned to zero (0) points as at the date of the return of driving privileges.
- 1.7 Security is responsible for implementing the fine and penalty point system.
- 1.8 The sponsoring personnel will be charged fines and accrue penalty points for dependents and personal visitors under their sponsorship.
- 1.9 The Security Department will issue a Letter of Awareness when a driver accumulates nine (9) penalty points.
  - 1.9.1 This letter will include a record of all penalty points issued, the expiry, and a copy of the Traffic and Vehicle Safety Policy.
- 1.10 Individuals have the right to participate in a formal appeals process. Please refer to the [Traffic Violation Appeal Procedure](#) for further information and instructions.



## Traffic and Vehicle Safety Policy

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Violations	Fine (SR)	Penalty Points
1. Failing to stop when directed to do so by security	250	12
2. Failure to obey a designated traffic sign/signal, including failure to reach a full stop when required by a traffic sign/signal	100	8
3. Failure to give way to pedestrians or cyclists on crossing/intersection	100	8
4. Turning from the wrong lane	100	8
5. Driving on the wrong side of a road	100	8
6. Passengers in back of open pickup vehicle	100	6
7. Use of mobile communication/electronic handheld device while driving	100	6
8. Not using seat belts (includes children not in restraint seats)	100	6
9. Tailgating	100	6
10. Failing to yield to right-of-way	100	6
11. Riding on a motor-cycle/quad bike/scooter or other similar vehicles recreational vehicles without a helmet	100	6
12. Failing to stop for a bus when the stop sign is out and passengers are loading/unloading.	100	6
13. Category 1, 2 & 3 vehicles in parks, on footpaths or other pedestrian zones	100	6
14. Excessive passengers riding on vehicle (including breach of pillion rules)	100	6
15. Speeding 11 – 19 km/h over the speed limit	100	6
16. Speeding 5 – 10 km/h over the speed limit	50	3
17. Parking in an emergency vehicle space	50	3
18. Parking on the road against the traffic flow direction	50	3
19. Parking in an unauthorized area	50	3
20. Failing to carry a driver's license/permit while driving	50	3
21. Non-Compliance with cycling rules	-	2

## 2. Notification of Violations Issued

2.1 When a **violation** or **Letter of Awareness** is issued a notification with the details of the violation/s will be sent to the parties as outlined in the following table:

Category	Notified Parties
KAUST Staff	Line Manager + Human Resources
KAUST Staff Dependents and Personal Visitors	Sponsor + Line Manager + Human Resources
Students	Graduate Affairs + Dean Office
Service Providers/Contractors	Proponent Department+ SP/Contractor Project Director
Research Park Tenants, Dependents & Personal Visitor	Sponsor + Economic Development
Business Visitors	Sponsor + Proponent Department Head



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Externals	Proponent Department Head + Company Project Director
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### Schedule B – Underage Driving

Offence	Penalty	Fine Charged to Sponsor (SR)
1 <sup>st</sup> Offense	Warning Letter to sponsor with a copy issued to HR	250
2 <sup>nd</sup> Offense	Referral to Human Resources (could include loss of KAUST housing privilege)	500

### Schedule C – Unlicensed Driving

Offence	Fine Charged	Penalty Points
Driving without a valid license/KAUST Driving Permit	250	Immediate suspension of driving privileges
Dependent driving without a valid license/KAUST Driving Permit	250 (Charged to Sponsor)	12 points to sponsor and immediate suspension driving privileges for dependent

Service Providers and Contractors who are found to be in violation of Schedule C will incur an immediate suspension of driving privileges, and may be subject to further disciplinary action following consultation with the relevant proponent.

### Schedule D – Reckless Driving

Offence	Fine Charged	Penalty Points
Reckless Driving	500	Immediate suspension of driving privileges for 6 months
Reckless Driving (Dependent)	500 (Charged to Sponsor)	14 points to sponsor and immediate suspension of driving privileges for 6 months for dependent