 <p>جامعة الملك عبد الله للعلوم والتقنية King Abdullah University of Science and Technology</p>	<h2><i>Traffic and Vehicle Safety Policy</i></h2>	<p>Effective Date: May 18, 2015</p> <p>Revised: April 18, 2019</p>
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1. Purpose

The safety of everyone who lives at, works at or visits KAUST is a top priority of the university and ensuring the safe use of KAUST roads plays an important part in achieving that aim. This policy sets out the governance framework to ensure that pedestrians and all types of vehicles can move around KAUST 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 Approved Motorcycle Helmet is one that complies with a recognized international standard (i.e. DOT FMVSS 218, ECE 22.05 or SNELL M2010). Bicycle helmets are not Approved Motorcycle Helmets.
- 3.2 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 or other authorized business organization located at KAUST.
- 3.3 Careless Driving is defined as driving in a careless or imprudent manner that causes or would be likely to cause an accident. Careless Driving often arises in situations where the driver exercises poor judgment or fails to pay attention to the road and other drivers. Examples of Careless Driving are causing an accident by pulling out from a junction when the road is not clear or driving while distracted, e.g. focusing on a spilt drink, which causes the vehicle to swerve abruptly into another lane, leave the road and/or crash. All citations for this violation will be reviewed by the Security Director.
- 3.4 Motorcycle is any two or three wheeled vehicle, or quad bike, having an engine size of 126 cc or greater.
- 3.5 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.
- 3.6 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 passenger".
- 3.7 Reckless Driving is the act of deliberately or intentionally driving a vehicle at a speed or in a manner that shows willful and wanton disregard for the safety of persons and property. Reckless driving is a gross deviation from the standard of care that a reasonable person would observe in the same situation. All citations for this violation will be reviewed by the Security Director

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3.8 Vehicle types

- Category 1: Motorized vehicles used to transport people or cargo and includes cars, buses, trucks and Motorcycles.
- Category 2: Motorized vehicles used to transport people or cargo and includes Scooters and golf carts issued with a KAUST registration plate.
- Category 3: Motorized vehicles designed for recreational off-road use such as dune buggies.
- Category 4: Vehicles that are pedaled by a rider including bicycles and electric bicycles.

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

4 General Requirements


- 4.1 All persons within KAUST must operate vehicles responsibly in compliance with this policy, in compliance with road and traffic signs and mindful of conditions and vehicle operating limits.
- 4.2 All persons working or residing within KAUST shall ensure that all dependents, Personal Visitors and Business Visitors 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 and authorized non-KAUST organizations (e.g., Saudi Aramco) 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:
 - 4.5.1 The owners of Category 1, 2 and 3 vehicles at KAUST assume all legal and liability responsibilities arising from the operation of the vehicle. As a minimum, the owner must obtain valid third party liability insurance coverage suitable for the vehicle type but in no event less than 10,000,000 SAR.

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:


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- 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 Subject to the exception set forth in this subsection for female drivers in the calendar year 2019, 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. Female drivers may continue to drive category 1 & 2 vehicles on KAUST under their KAUST driving permit, or international or home country license, until the end of 2019 after which time they must have a valid Saudi driving license (This dispensation will be reviewed by the Directors of Security and HSE at the end of 2019 and may be extended if there is still a long waiting list for test appointments).
- 5.1.3 Male and female drivers who have no drivers licence may apply for a permit to drive a category 2 vehicle with a KAUST registration plate. They will be issued with a permit upon satisfactory completion of a theory and practical test as detailed on the HSE website. The permit is valid within KAUST boundaries only. A minimum of 3rd party insurance is still required when driving KAUST registered vehicles on a KAUST permit.
- 5.1.4 Drivers of Motorcycles must hold a valid motorcycle driving license issued by the Kingdom of Saudi Arabia, an International motorcycle license or a valid motorcycle license from the home country provided that it is in English (or accompanied by an acceptable translation). Note that 5.1.2 also applies.
- 5.1.5 No persons under 17 years of age (Gregorian Calendar) shall be permitted to operate a Category 1, 2 or 3 vehicle (see. 3.1). Sponsors of drivers found to be underage may be subject to action under the KAUST Code of Conduct in addition to the penalties detailed in this policy.
- 5.1.6 Failure to present a valid license or KAUST Driving Permit to Security within 24 hours of being instructed to do so by Security will result in a fine and penalty.
- 5.2 **KAUST Registration Plates:** All Category 2 and 3 vehicles shall have a KAUST Registration Plate.
- 5.3 **Non-Standard Means of Transportation:** Vehicles other than those defined as category 1,2,3 or 4 in paragraph 3.1, such as motorized skateboards and hover-boards, are not permitted on roads where the main purpose is to provide a through route for category 1 & 2 vehicles.
- 5.4 **Speed limits:** The maximum allowable speed limit for all vehicles at KAUST is the speed limit posted on the relevant sign. All vehicles shall be driven at lower speeds if necessitated by road, weather and/or traffic conditions.
- 5.5 **Seat belts:** All occupants of Category 1, 2 and 3 vehicles (excluding Scooters and Motorcycles) 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 that all passengers are wearing seat belts.

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- 5.6 **Head Protection:** Drivers and passengers of Motorcycles, Scooters, and other similar vehicles (without rollover protection) must wear Approved Motorcycle Helmet that is securely fastened while driving.
- 5.7 **Mobile Communication Device:** All vehicle operators (including cyclists) are prohibited from using handheld mobile phones, iPods, or other mobile devices while driving or 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.
- 5.8 **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.
- 5.8.1 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.
- 5.8.2 The driver must not carry a Pillion passenger unless the Motorcycle or Scooter is designed to do so.
- 5.8.3 A child can be carried as a Pillion passenger on a Motorcycle or Scooter, provided that the following requirements are met:
- 5.8.3.1 The Motorcycle or Scooter must have a Pillion seat and footrests that the child passenger can reach with their feet.
- 5.8.3.2 The child must be able to sit astride the machine safely and hold on to the rider, the Pillion hand-holds, or bar.
- 5.8.4 This Policy prohibits carrying a Pillion passenger elsewhere on a Motorcycle or Scooter other than in the designed seat.
- 5.8.5 Infants and children who cannot reach the footrest are not permitted to be transported on a Motorcycle or Scooter.
- 5.9 **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.
- 5.10 **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.
- 5.11 **Safe Distance:** Drivers shall maintain a safe distance behind the vehicle ahead.
- 5.12 **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.
- 5.13 **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 Centre. Service


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Provider/Contractors and emergency vehicles are permitted on footpaths or pedestrian areas where it is necessary to carry out their duties.

- 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 from any direction 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 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 Leased Vehicles:** Drivers of KAUST-leased vehicles who fail to operate the vehicle in a responsible manner, both within and outside of KAUST, may lose the privilege to drive the KAUST-leased vehicle. Details of the penalties for traffic violations issued by the Saudi authorities on roads outside of KAUST are contained in the KAUST Leased Vehicle Guidelines.

Cyclists (Bicycles) on KAUST Roads

- 6.1 All cyclists are required to wear a securely fastened bicycle helmet that conforms to ANSI Z90/4 or CE EN1078 or equivalent home country national standard where one exists.
- 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 working white light mounted on the bike and visible to the front and a working red light mounted on the bike and clearly visible to the rear.
- 6.6 Passengers may only be carried on a bicycle in a seat designed for that purpose (e.g., a child seat) and must also wear a securely fastened bicycle helmet.
- 6.7 Children riding in a trailer towed behind a bicycle must wear a securely fastened bicycle helmet.

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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 behaviour 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 and roadworthy operating condition.

9. Traffic Monitoring and Enforcement


- 9.1 Security will monitor traffic conditions and drivers' behaviour on KAUST roads and shall enforce compliance with this policy. Security is authorized to impose fines and penalties for a violation of this policy. Details of the fines and penalty points are contained in Schedules A, B, C, D and E.
- 9.2 Community members should report unsafe driving behaviour or unsafe traffic conditions to Security by calling (911 or 012808-0911) 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.

10. Motor Vehicle Accident Reporting

- 10.1 All vehicle and bicycle traffic accidents occurring on KAUST roads, 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 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](#) (Occupational Health & Safety Management Manual pg. 100).

11. Suspension of Driving Privileges on KAUST Roads

- 11.1 Security has the right to issue a driving suspension notice of up to 4 weeks pending the outcome of an investigation into a motor vehicle accident. Based on the outcome of the investigation, Security has the right to issue an appropriate traffic violation, issue a driving suspension and/or the case may be referred for further action.

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- 11.2 If a person accumulates twenty-four (24) or more penalty points (as per Schedule A) in a 12-month period, such person will incur a loss of driving/riding privileges at KAUST for three (3) months. Business/Personal Visitors who accumulate 24 points or more will also be banned from driving at KAUST for 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 violator or sponsor accumulates twenty-four (24) or more penalty points a second time, or is found to be driving/riding while under suspension, their KAUST driving privileges may be withdrawn indefinitely and they will be referred to the university management for further action. In the case of Business Visitors, the responsible company may be banned from conducting business at KAUST.
- 11.5 A notification of suspension will be sent in writing by the Security Department to the driver/rider/sponsor and notification parties as per Schedule A, Section 2.

Approved by:

Tony F. Chan
President



Date: **15 MAY 2019**


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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 12 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-18	Turning from the wrong lane	6	19-Feb-19
10-May-18	Failure to yield to right of way	6	10-May-19
- 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 for dependents and Personal Visitors under their sponsorship.
- 1.9 The sponsoring organizations of Business Visitors who commit traffic violations are responsible to communicate to visitors and remind them of the necessity to settle payment of fines and follow the KAUST Traffic Safety Policy. Security has the right to take appropriate action with repeated individual violators or companies including suspension or driving privileges inside KAUST.
- 1.10 Security will issue a Letter of Awareness when a driver accumulates twelve (12) penalty points. This letter will include a record of all penalty points issued, the expiry, and a copy of the Traffic and Vehicle Safety Policy.
- 1.11 Fines will double for each repeat offence within a 12 month period e.g. first time SAR 100, second time same offence SAR 200, third time same offence SAR 400. In addition, after 3 repeat violations offenders may be referred for further disciplinary action under the KAUST Code of Conduct.
- 1.12 Individuals have the right to participate in a formal appeals process. Please refer to the Traffic Violation Appeal Procedure for further information and instructions.

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Violations	Fine (SR)	Penalty Points
1. Driving whilst under the influence of intoxicating substances.	500	24
2. Driving without valid vehicle insurance	500	12
3. Driving through a red traffic light (does not include following the right on red rule)	500	12
4. Speeding 20 km/h or more over the speed limit	300	12
5. Use of mobile communication/electronic handheld device while driving	300	8
6. Riding on a Motorcycle, Scooter or other similar recreational vehicles without an Approved Motorcycle Helmet or such helmet is not properly fastened	300	8
7. Failing to report a vehicle accident or leaving the scene of an accident	300	8
8. Failing to stop when directed to do so by security	250	8
9. Driving the wrong way along/on the wrong side of a divided road	250	8
10. Failing to stop for a bus when the stop sign is out and passengers are loading/unloading	200	8
11. Driving category 1, 2 & 3 vehicles in parks, on footpaths or other pedestrian zones	200	8
12. Leaving a vehicle unattended with the engine running	200	6
13. Leaving children under the age of 10 and animals in an unattended vehicle	200	6
14. Speeding 11 – 19 km/h over the speed limit	150	6
15. Not using seat belts (includes children not in restraint seats)	150	6
16. Excessive passengers riding on vehicle or breach of Pillion rules	150	6
17. Parking in an emergency vehicle/disabled space	150	-
18. Child not secured in a correct child seat	150	6
19. Not covering or securing a load	150	-
20. Turning from the wrong lane	100	6
21. Failing to yield to right-of-way	100	6
22. Failure to give way to pedestrians or cyclists on crossing/intersection	100	6
23. Failure to obey a road marking or pole mounted traffic sign	100	6
24. Tailgating	100	6
25. Riding a bicycle at night without the correct working lights	100	-
26. Throwing rubbish out of a vehicle	100	-
27. Speeding 5 – 10 km/h over the speed limit	50	3
28. Failing to produce a driving license or permit, insurance and vehicle documents within 24 hrs when requested to do so by Security	50	3
29. Parking on the road against the traffic flow direction	50	-
30. Parking in an unauthorized area	50	-
31. Riding a bicycle without wearing a properly fastened helmet	50	-
32. Non-compliance with cycling rules.	50	-
33. Other violations considered an offence under the Kingdom's traffic laws.	50	3

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Notification of Violations Issued

2.1 When a **Letter of Awareness** or **Suspension of Driving Privileges** 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
KAUST Staff Dependents and Personal Visitors	Sponsor + Line Manager
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
Externals	Proponent Department Head + Company Project Director


Schedule B – Underage Driving

Offence	Penalty	Fine Charged to Sponsor (SR)
1 st Offence	Warning Letter to sponsor. Violator banned from obtaining a driving permit for 3 months.	750
2 nd Offence	Further disciplinary action under the KAUST Code of Conduct as deemed appropriate by the university management (could include loss of KAUST housing privilege).	1500

Schedule C – Unlicensed Driving

Offence	Fine Charged	Penalty Points
Driving without a valid license/KAUST Driving Permit	500	12 points to be held on record for the violator and an immediate ban on obtaining a driving permit for 3 months.
Dependent driving without a valid license/ KAUST Driving Permit	500 (Charged to Sponsor)	12 points to be held on record for the Dependent and an immediate ban on the Dependant obtaining a driving permit for 3 months.

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.

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Schedule D – Careless Driving

Offence	Fine Charged	Penalty Points
Careless Driving	250	12
Repeat Offence within 1 year	500	Immediate suspension of driving privileges for 3 months.

Schedule E – Reckless Driving

Offence	Fine Charged	Penalty Points
Reckless Driving	500	Immediate suspension of driving privileges for 6 months