



STANDARD OF KAZAKHTELECOM JSC

**STANDARD ON TRIP MANAGEMENT AND DRIVING**

ST JSC 80429-1/042-2022

Nur-Sultan

## **Preface**

- 1 **DEVELOPED** by the Occupational Safety and Health Service of the Central Office of Kazakhtelecom JSC
- 2 **APPROVED** by Kazakhtelecom JSC on October 10, 2022 №\_237

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## Contents

1. Preface .....	Ошибка! Закладка не определена.
2. Purpose .....	Ошибка! Закладка не определена.
3. Applications .....	Ошибка! Закладка не определена.
3.1 Key definitions .....	Ошибка! Закладка не определена.
3.2 Responsibilities.....	Ошибка! Закладка не определена.
3.3 Driver training and qualification.....	7
3.4 Characteristics of the vehicle and safety equipment.....	8
3.5 Principles of travel management .....	11
3.6 Prohibition of alcohol or drugs .....	13
3.7 Mobile Phones.....	14
3.8 Unauthorized transportation of passengers.....	14
Annex 1.....	14
Annex 2.....	Ошибка! Закладка не определена.

## 1. Preface

Driving a vehicle is one of the most likely risks of accidents in Kazakhtelecom JSC (hereinafter - the Company). In order to minimize this risk, it is necessary to strictly observe the requirements of this standard in all structural divisions of the Company.

## 2. Purpose

To minimize and ultimately completely eliminate the number of car accidents that cause death and injury to Company employees and persons engaged under a agreement of a civil-law nature. Also to prevent/minimize material damage associated with damage to vehicles at all stages of travel.

## 3. Applications

The requirements of this Standard are binding on all structural subdivisions of the Company.

### 3.1 Key definitions

<b>Term</b>	<b>Definition</b>
Company employees (or "employee")	An individual who has an employment relationship with an employer and directly performs work under an employment agreement.
Passenger of the car	An employee, driver, who acts or may act as a passenger of any vehicle used for travel or other natural person.
Company driver	Employees and persons engaged under a civil-law agreement driving vehicles with access to the Company's vehicles.

Certified counter accident driving instructor	An employee/ Company driver or an employee of a contracting organization who has undergone training under the program of training instructors in contra-vehicle driving and received a confirming document that confirms the status of an instructor and provides the right to train other persons. The instructor shall have a driver's license to drive the vehicle of the category in which he is training, be familiar with the vehicles on which he will teach, driving with commentary, as well as the road conditions in the area. Contra-driving instructors shall be recertified every 3 years.
Trip Leader	The direct head of the employee going on the trip, as well as coordinating the application for the regulation of TC in the electronic database "Applications ADM SSC".
Applicant	Company employee applying for a trip.
Head of the Transport Support Center	Company employee who performs transportation services for the structural subdivisions and controls the efficient use of vehicles and special equipment.
Dispatcher of the Transport Support Center	Company employee, providing the distribution of transport and special equipment, according to the requests of the structural units, as directed by the head of the transport support center. Completes requests for vehicles and monitors the work of drivers on the line, their implementation of the plan for the day.
Mechanic of the Transport Support Center	Company employee, controlling the technical condition of the released vehicles on the line, compliance with discipline, the health of the drivers and the quality of their work on the line, equipping vehicles with fire extinguishers, first-aid kits, emergency signs and spares.
Contractor	An individual or legal entity that provides counter accident driving training services for the Company in accordance with the agreement.

Company's vehicle	Vehicles, including the Company's trailers owned by the Company by right of ownership. Exceptions include forklifts, mobile truck cranes used in production areas, and contractors' vehicles.
Driving with commentary	In commentary driving, the driver comments aloud everything he sees and does. This allows you to assess how well he has learned the skills of counter accident driving.
Truck	Any vehicle whose gross weight (or gross vehicle weight with trailer) is 3,500 kg or more.
Passenger car	Any vehicle whose gross weight (or gross vehicle weight with trailer) is less than 3,500 kg.

## **3.2 Responsibilities**

### **3.2.1 Guideline**

Heads are required - with the support of the Occupational Safety and Health Service (hereinafter "OSH Service") - to demonstrate active and visible leadership and personally participate in all aspects of the travel management process, namely:

Actively and exemplarily comply with the requirements of the Company's vehicle management policy and this standard, as well as the Rules of the Road approved by Government Resolution, November 13, 2014, No. 1196 (hereinafter - the Rules of the Road).

To remind about the risk factors related to driving at production meetings, where appropriate;

Heads who operate vehicles are obliged to:

Promote driver awareness and related initiatives;

Analyze data from the on-board monitoring system - both their own and their subordinates' - where appropriate and possible, and make them known to drivers;

Minimize driving in the dark (at night/in poor visibility conditions) and reduce the total mileage of the vehicle;

To provide for the suitability of the vehicles to perform their tasks, their technical serviceability, proper maintenance and regulation with the necessary safety equipment;

To assign tasks related to driving only to those drivers who have been trained in counter accident driving and are qualified to use the appropriate vehicle category.

### **3.2.2 Drivers**

Drivers using the Company's vehicles shall:

Comply with the requirements of the Company's vehicle Management Policy and this standard, as well as the Rules of the Road;

Make sure that the occupants of the vehicle are wearing seat belts. Drivers are prohibited from driving until passengers are seated in their seats with their seat belts fastened;

To apply the completed counter accident driving course in practice;

Drive only those categories of vehicles for which they have been trained and qualified;

To conduct pre-journey inspection of the vehicle together with the mechanic of the transport support center (hereinafter - the mechanic of the TSC) before the trip using the checklist (according to Annex 3);

Notify management of any changes in their physical condition that may affect their driving and of any changes in their driver's license status that may affect their driving ability (this includes notification of taking any prescription or non-prescription medications that may affect safe driving); make sure that their driver's licenses, certificates of driving instruction with commentary, certificates of training in defensive driving, customer facility passes, etc. are valid and appropriate for the tasks at hand.

## **3.3 Driver training and qualification**

### **3.3.1 Contra-vehicle driving training**

Drivers of the Company shall be trained in defensive driving and assessed for their competence before they are approved to drive any type of vehicle so that they can fulfill their obligations under their employment agreement/civil law agreement under certain driving conditions.

A counter-accident driving course is mandatory for all drivers of the Company. Successful completion of this course requires, at a minimum:

Passing the course on counter-driving, conducted by a certified counter accident driving instructor for cars, trucks;

Driving with commentary, conducted by a certified counter accident driving instructor;

Contra-driving instructors and those conducting driving assessments (driving with commentary) shall be trained and maintain the validity of their certification in accordance with the requirements outlined in this standard in clause 3.1 Key definitions.

Drivers shall hold a valid driver's license and as applied to the type of vehicle they are driving.

Heads - with the assistance of human resources employees - shall, where appropriate and possible, check the "driving record" of potential drivers and exclude persons who, under an employment agreement/civil law agreement, may create hazardous traffic situations in the future when providing services under a agreement in the Company. The following factors shall be taken into account in making such an assessment:

- driving in a state of intoxication (alcoholic, narcotic and (or) toxicomaniac); under the influence of drugs that impair the reaction and attention; in a sick or tired state, which threatens the safety of road traffic;
- facts of temporary suspension or deprivation of the driver's license;
- repeated records of violations of traffic rules or the existence of confirmed facts of a traffic accident caused by the driver considered as a candidate for employment/employee under a civil-law agreement.

### **3.3.2 Professional development courses**

Company drivers shall:

Re-attend a contravention driving course once every three years, as well as driving with commentary, with a certified instructor on the specific type of vehicle to be driven.

At least once a year, take a driving with commentary course with a certified instructor.

Drivers who take up work in another region on a permanent or temporary basis are allowed to drive a Company's vehicle only after passing the Driving Commentary.

### **3.4 Characteristics of the vehicle and safety equipment**

The Company's vehicles shall be equipped in accordance with the nature of their operation and equipped with the necessary safety equipment. See Annex 1, 2 for a list of vehicle characteristics and safety equipment.

The use of any technology to evade the rules of the road (radar detectors, intentional obstruction, etc.) is prohibited.



The use of systems such as cruise control, autopilot is prohibited in the Company's vehicle. If possible, they shall be deactivated.

**3.4.1 Seat belts**

The Company's vehicles shall be equipped with three-point seat belts.

When purchasing or leasing new vehicles for the Company, preference shall be given to vehicles with 3 or 4-point seat belts installed by the vehicle manufacturer. If belts are not installed, arrangements shall be made for their installation, with the assurance that such installation has been inspected and certified by a qualified professional or organization.

Passengers and drivers of Company vehicles shall make sure that the occupants of the vehicle are wearing their seat belts. Drivers are prohibited from starting until passengers are seated in their seats with their seat belts fastened.

**3.4.2 On-board monitoring system**

The Company's vehicles shall be equipped with an on-board monitoring system.

Exceptions to this rule are:

Vehicles provided under the agreement, the term of which does not exceed 3 months.

Vehicles on crawlers or equipped with high cross-country tires (for example, bulldozers, swampers, snowmobiles, buggies, etc.).

Heads need to pay particular attention to the following requirements:

The on-board monitoring system shall work properly. Data is read from the onboard monitoring system, analyzed by the OSH service at least once a month.

The data from the onboard monitoring system is used to set purposes for drivers to improve their driving skills.

Employees shall be identified and rewarded, drivers who have the best dynamics of improving their driving skills;

Individual sessions shall be held with drivers whose on-board monitoring system regularly records sudden braking, acceleration or speeding.

**Technical characteristics of the onboard monitoring system**

Function	Description
<b>Acceleration</b>	Monitors and records the acceleration value that exceeds the set limit.

<b>Emits signals</b>	<p>Emits a warning beep if the set limits are exceeded:  The set limit of the moment of exceeding the speed limit  Moment of exceeding the speed limit  Moment of acceleration  Moment of braking</p>
<b>Braking</b>	<p>Monitors and registers the value of braking that exceeds the set limit.</p>
<b>Event recorder</b>	<p>Recording of events exceeding the set values:  Operating time  Set speed exceeding moment limit  Moment of exceeding speed  Moment of acceleration  Moment of braking</p>
<b>Identifies the driver</b>	<p>Individually identifies drivers - this characteristic may not be necessary if the on-board monitoring system is assigned to a specific driver.</p>
<b>Signal source</b>	<p>Receives signals directly from vehicle sensors, a wired unit or an electronic component. It is also possible to use smartphones with an accelerometer as an on-board monitoring system using special applications.</p>
<b>Fastening</b>	<p>Shall be mounted securely in a position that does not distract the driver.</p>
<b>Speed</b>	<p>Monitors and records speeds that exceed the set limits:  Maximum speed  Set speed</p>
<b>Software - required features</b>	
<b>Easy administration</b>	<p>The software support has an MS-Windows interface that does not require advanced PC knowledge and programming skills.</p>
<b>Export opportunities</b>	<p>Data is exported in a common format, e.g. MSExcel, MSWord.</p>
<b>Transmitting information</b>	<p>Generates RAG (Red, Yellow or Green Area Driver Report) or DPR (Driver Performance Report) reports</p>
<b>GPS</b>	<p>Registers the location of the vehicle  Can show the location in real time  Actively transmits real-time location data</p>

### **3.5 Principles of travel management**

Heads at all levels shall consider the necessity of each trip, always trying to find a way around it or find an alternative to achieve the same purpose. Rail, water, or air transport shall be used whenever a risk assessment shows it to be safer than the automobile. In cases where travel by car is unavoidable, consideration shall be given to combining several trips into one. This is especially true for "emergency" trips (unplanned/unscheduled transportation of equipment or Company personnel).

It is prohibited to use the Company's vehicles for travel during vacations without the written approval of the direct head.

It is unacceptable to use the Company's vehicles for any purpose other than the performance of production tasks.

The Company shall have geofence areas for field trips and city trips. Urban geofences are, as a rule, areas of the community in the vicinity of the Company's production facilities for which individual travel plans (routes) do not need to be created.

#### **3.5.1 Choice of vehicles and drivers**

For the trip it is necessary to allocate a suitable equipped vehicle and qualified drivers. The choice is determined not only by the technical characteristics given by the required task - you shall also take into account the specific conditions of the trip (terrain, weather conditions, etc.).

It is forbidden to use any kind of motorcycles (two-, three- and four-wheeled) as the Company's vehicle.

#### **3.5.2 Manage long journeys (outside city geofences)**

1. The trip leader is appointed and the trip itself is approved;
2. The route is clearly defined by the applicant and confirmed by the driver and the dispatcher of the transport support center (hereinafter - the dispatcher of the TSC) and agreed by the head of the transport support center (hereinafter - the head of the TSC);
3. The applicant, the dispatcher of the TSC together with the driver enters the places of stops in the trip sheet and the total duration of the trip, the estimated time of arrival at the destination and plan rest stops and coordinate with the head of the TSC;
4. The head of the TSC and the mechanic of the TSC / dispatcher of the TSC will assign suitable vehicles for the trip, taking into account the identified risks and needs;

5. The head of the TSC or the dispatcher of the TSC appoints qualified drivers with a valid license to drive the appropriate category of vehicles, taking into account weather and road conditions;
6. The head of the TSC, the responsible person (mechanic of the TSC, dispatcher of the TSC or other responsible employee) appoints drivers who have passed the pre-trip inspection for the trip, taking into account the number of hours worked, sleep time, time of day, etc;
7. The Head of the TSC, responsible person (mechanic of the TSC, dispatcher of the TSC or other responsible employees with a certificate of advanced training in OSH) conducts an unscheduled instruction on OSH before the trip for drivers traveling outside the city geofences. Such briefing shall be recorded in the register of instructions on OSH in the workplace;
8. Drivers and passengers receive from the head of the TSC and the dispatcher of the TSC full information about the trip: the route of travel, hazards, planned stops, etc;

### **3.5.3 Load securing**

It is prohibited to carry loose loads in the passenger compartment of the Company's vehicles. Vehicles with a load compartment communicating with the passenger compartment shall be equipped with a special load securing net or a similar device separating the load compartment from the passenger compartment. Any heavy object carried in the passenger compartment shall be secured in such a way that in the event of an accident it will not pose a risk to the occupants. However, it is best to transport such objects in the load area.

Transported load shall be securely fastened - the fastening shall provide their stability during the trip and exclude their free movement in the event of a collision.

It is forbidden to carry flammable substances in the passenger compartment of the Company's vehicle. In addition, flammable liquids (especially gasoline) shall not be carried in the trunks of Company vehicles.

### **3.5.4 The 16-hour rule**

Drivers shall not drive a vehicle after more than 16 hours of wakefulness in a 24-hour period.

For extended trips or when there is a possibility of reaching this limit, the trip shall be planned so that the driver can have time for a quality rest before getting behind the wheel again. Additional drivers or booked hotel accommodations may be included in the trip plan.

#### **Note**

The following restrictions and recommendations are for driving activities only and are not relevant to other work processes.

<b>Restrictions on driving a vehicle</b>	<b>Practice</b>
Maximum driving time between breaks, and minimum break time:	At least a 15-minute break for every two (2) hours of driving, or more frequently during periods of reduced attention span.
Minimum time for quality rest with alternating 24-hour periods:	Eight (8) hours of quality rest.
Maximum awake time within the 24-hour period to obtain permission to drive a vehicle:	16 hours (i.e., the driver cannot start driving the vehicle after 16 hours of wakefulness, which implies driving, loading, unloading, waiting, any other activity, including air travel).
Maximum duration of driving a vehicle within a 24-hour period:	Eight (8) hours

#### **3.5.5 Driving at night / in poor visibility conditions**

Driving at night or in poor visibility conditions (snowstorms, dust storms, smoke, fog, heavy rain, etc.) shall be kept to a minimum.

#### **3.6 Prohibition of alcohol or drugs**

It is strictly forbidden to drive while intoxicated (alcoholic, narcotic and (or) toxicomaniac). Such misconduct is subject to disciplinary action up to and including termination of the employment agreement/civil law agreement and administrative responsibility. Drivers who take prescription medications shall be particularly careful

when driving, as medications can slow down reaction time, and some of them cause drowsiness.

### **3.7 Mobile Phones**

While driving, Company drivers shall not use mobile phones (neither to make calls, nor to answer calls (the ban also applies to text messages)). The use of a hands-free phone equipped with a hands-free headset while driving is also prohibited. Mobile telephones may remain switched on during your journey so that the driver is aware of incoming calls. If a call needs to be answered immediately, the driver shall pull off the road and stop the vehicle in a convenient and safe location before doing so.

### **3.8 Unauthorized transportation of passengers**

Unauthorized transportation of passengers in the Company's vehicles is prohibited, except in emergency situations or in cases where it is required by the laws of the Republic of Kazakhstan. Drivers shall not give rides to persons signaling hitchhiking, except in obvious cases of extreme necessity.

## **Annex 1**

### **Characteristics of vehicles and safety equipment (for the procured vehicles)**

<b>Specification of a passenger vehicle</b>
<b>Restraining devices for driver and passengers</b>
Front airbags
Three-point inertia belts for all seats
Belt pretensioners for all seating positions
Unfastened belt sensor
<b>Brake system</b>

ABS- Antilock Brake System
Emergency brake system (parking brake)
Electronic Vehicle Dynamic Stability System
<b>Headlights/Visibility</b>
Dipped beam headlights (UN ECE Rule No. 48)
Exterior position lamps, rear brake lights (UN ECE Rule No. 7), central rear stop lamp
Front and rear direction-indicator lamps, yellow (UN ECE Rule No. 6)
Serviceable hazard warning flashers
White reversing light (UN ECE Rule No. 23)
Parking sensors and reversing camera
Reflective side strip (for category N1)
<b>Passenger compartment</b>
Laminated windshield
Rear and side windows with high-temperature treatment (tempered)
Windshield wipers and washers
Rear-view mirrors on both sides (UN ECE Rule No. 46)
Rear-view mirror in the passenger compartment
A functioning air conditioner/heater capable of maintaining a passenger compartment temperature between 5°C and 30°C under local climatic and road conditions
Heating (blowing) of windshield and front windshield to provide driver with clear view
Slip-resistant surfaces of brake, clutch, and gas pedal pedals
Instruments shall have metric units of measurement - e.g. speedometer, fuel gauge, etc.
No ornaments or attachments mounted or hanging on the interior or exterior of the vehicle that could obstruct the driver's view
<b>Seat</b>
Head restraints for each seat, or seats with high backrests (minimum 80cm for front seats and 75cm for others) (UN ECE Rule No. 25)
The folding seats are capable of restraining any passenger/load to the front
The driver's seat shall be able to be adjusted independently in at least the front and rear directions
The seats shall be of fabric material and, if they are covered by covers, they shall be of a flame-retardant and non-toxic fabric
The backrests and sides of seats shall be injury-resistant (soft and without sharp edges)
<b>Rescue/emergency equipment</b>

Fire extinguisher, at least 2kg
First aid kit
Full size spare tire, jack and wheel wrench
Emergency stop sign
Reflective emergency vest



## Specification for a passenger bus

### **Restraining devices for driver and passengers**

Front airbags

Three-point inertia belts for all seats

Belt pretensioners for all seating positions

Unfastened belt sensor

### **Brake system**

ABS- Antilock Brake System

Emergency brake system (parking brake)

Electronic Vehicle Dynamic Stability System

### **Headlights/Visibility**

Dipped beam headlights (UN ECE Rule No. 48)

Exterior position lamps, rear brake lights (UN ECE Rule No. 7), central rear stop lamp

Front and rear direction-indicator lamps, yellow (UN ECE Rule No. 6)

Serviceable hazard warning flashers

White reversing light (UN ECE Rule No. 23)

Parking sensors and reversing camera

Reflective side strip

### **Passenger compartment**

Laminated windshield

Rear and side windows with high-temperature treatment (tempered)

Windshield wipers and washers

Rear-view mirrors on both sides (UN ECE Rule No. 46)

Rear-view mirror in the passenger compartment

A functioning air conditioner/heater capable of maintaining a passenger compartment temperature between 5°C and 30°C under local climatic and road conditions

Heating (blowing) of windshield and front windshield to provide driver with clear view

Slip-resistant surfaces of brake, clutch, and gas pedal pedals

Instruments shall have metric units of measurement - e.g. speedometer, fuel gauge, etc.

Signs, stickers, labels, etc. shall be positioned so as not to obstruct the driver's view or interfere with the use of the control levers

No ornaments or attachments mounted or hanging inside or outside the vehicle that could obstruct the driver's view

### **Seat**



Failure sensor for unfastened seat belts
<b>Brake system</b>
ABS- Antilock Brake System
Spare brake system (parking brake)
<b>Headlights/Visibility</b>
Dipped beam headlights (UN ECE Rule No. 48)
Exterior position lamps, rear brake lights (UN ECE Rule No. 7)
Front and rear direction-indicator lamps, yellow (UN ECE Rule No. 6)
Regularly working hazard warning flashers
White reversing lamps (UN ECE Rule No. 23)
White reversing lamps at the rear of the vehicle (required on new trailers) (UN ECE Rule No. 23)
Side marker lamps and reflectors
Parking sensors and reversing camera
Reflective strips on the rear and sides
<b>Passenger compartment</b>
Laminated windshield
Rear and side windows with high-temperature treatment (tempered)
Windshield wipers and washers
Exterior side view mirrors on each side - minimum 7 inches / 18cm X 16 inches / 41cm
Wide-angle mirrors - minimum 8 inches / 20cm on both sides
Rear-view mirrors on both sides (UN ECE Rule No. 46)
Serviceable climate control system, able to maintain an interior temperature between 5°C and 30°C in local climatic and driving conditions
Heated (blown) windshield and front side windows to keep the driver's view clear
Anti-slip surface of brake, clutch and gas pedal pedals
Instruments shall have metric units of measurement - e.g. speedometer, fuel gauge, etc.
Signs, stickers, labels, etc. shall be located so as not to obstruct the driver's view or interfere with the use of the controls
No decorations or attachments mounted or hanging inside or outside the vehicle that may obstruct the driver's view
<b>Seat</b>
Head restraints for each seat, or seats with high backrests (minimum 80cm for front seats and 75cm for others) (UN ECE Rule No. 25)
The folding seats shall restrict the forward movement of any passenger/load
The driver's seat shall be independently adjustable in at least the front and rear directions

The seats shall be of fabric material, and if they are covered with covers, they shall be of a flame-retardant and non-toxic fabric
Seat backs and wall panels or fixed parts shall be soft and padded, with no sharp edges
<b>Other safety features</b>
Signaling system when reversing (min 102dB)
<b>Rescue/emergency equipment</b>
Fire extinguisher, one minimum 9kg, one minimum 2kg
First aid kit
Full size spare tire, jack and wheel wrench
Emergency stop sign
Reflective vest for emergencies
Anti-skid shoes (2 pcs.)

Heavy bus specification
<b>Restraining devices for driver and passengers</b>
Three-point inertia seat belts for all seating positions
Height adjustment and belt buckle for air-sprung seats
Failure sensor for unfastened seat belts
<b>Brake system</b>
ABS- Antilock Brake System
Emergency brake system (parking brake)
Electronic Vehicle Dynamic Stability System
<b>Headlights/Visibility</b>
Dipped beam headlights (UN ECE Rule No. 48)

Main lamps, rear brake lights (UN ECE Rule No. 7)
Front fog lamps (UN ECE Rule No. 19)
Front and rear yellow direction-indicator lamps (UN ECE Rule No. 6)
Serviceable hazard warning lights
White reversing lights (UN ECE Rule No. 23)
Side marker lamps and reflectors
Parking sensors and reversing camera
Reflective stripe on rear and sides
<b>Passenger compartment</b>
Laminated windshield
Rear and side windows with high-temperature treatment (tempered)
Windshield wipers and washers
External side view mirrors on each side - minimum 18cm X 41cm
Wide-angle mirrors - at least 20cm on both sides
Rear-view mirrors on both sides (UN ECE Rule No. 46)
Serviceable climate control system, able to maintain an interior temperature between 5°C and 30°C in local climatic and road conditions
Heated windshield and front side windows for unobstructed view of the driver
Anti-slip surface of brake, clutch and gas pedal pedals
Instruments shall have metric units of measurement - e.g. speedometer, fuel gauge, etc.
Signs, stickers, labels, etc., shall be located so as not to obstruct the driver's view or interfere with the use of the controls
No decorations or attachments mounted or hanging inside or outside the vehicle that may obstruct the driver's view
<b>Seat</b>
Head restraints for each seat, or seats with high backrests (minimum 80cm for front seats and 75cm for others) (UN ECE Rule No. 25)
The folding seats shall restrict the forward movement of any occupant/goods
The way of attaching the seats to the body of the bus shall comply with the requirements of the manufacturer of the bus or the manufacturer of the bus body. (UN ECE Rule No. 80)
The driver's seat shall be independently adjustable in at least the front and rear directions
The seats shall be of fabric material or, if they are covered by covers, they shall be of a flame retardant and non-toxic fabric
Seat backs and wall panels or fixed parts shall be soft and padded, with no sharp edges
<b>Other safety features</b>

Signaling system when reversing (at least 102dB)
The passenger door is located on the side of the curb (right side). The emergency exit shall be clearly marked.
<b>Rescue/emergency equipment</b>
Fire extinguisher, one at least 9kg, the second at least 2kg
First aid kit - 3 pcs.
Full size spare tire, jack and wheel wrench
Emergency stop sign
Reflective vest for emergencies
Anti-skid shoes (2 pcs.)
Possibility to use side windows for emergency exit. Special window breaker.
No trailer hitch. All trailers are prohibited.

## Annex 2

Vehicle checklist before the trip			
Date: _____		License plate: _____ Trailer license plate: _____	
Vehicle brand and model: _____		Mileage: _____	
		Yes	No
<b>1-Security devices</b>			
* 3-point seat belts for all seats in working order			
* First aid kit, according to local legislation or best practice			
* Reflective emergency triangle			
* Fire extinguisher, minimum 2kg (secured)			
* Reflective emergency vest			
* Towing rope			
* Flashlight			
* Tool kit			
* Driving safety decals affixed			
* Signaling system when reversing			
* GPS navigator (availability of seal).			
* Button to call the emergency services -glonass			
* Winter survival kit (where applicable)			
* Food/Water (where applicable)			
<b>3-Cabin</b>			
* Windshield (transparency, integrity, visibility unobstructed)			
* Head restraints for each seat/high backrest			
* Audible horn is working			
* All items in the cabin securely fastened			
* Clean and tidy interior			
* Condition and cleanliness of the license plate			
<b>5-Documentation</b>			
* Valid driver's license			
* Documents for your car: Registration certificate, vehicle inspection, insurance			
* Emergency response plan, list of contacts and telephone numbers.			
* Complete trip sheet with the marks of a medic and a mechanic.			
* Documents for transported dangerous goods (MSDS, permits, ADR).			
* Service book			
<b>2-Mechanical part</b>			
* Lights (low beam, high beam, parking lights, license plate lights, rear lights, etc.)			
* Turn signals, brake lights, stop lights			
* Oil level (engine, hydraulic, transfer gearbox, automatic transmission)			
* Timely oil change (engine oil, hydraulic oil, transfer gearbox, steering gear,			
* Brake fluid level			
* Coolant level (antifreeze)			
* Level of windshield washer and condition of wiper blades			
* Parking brake in good condition			
* Brake system components, braking efficiency			
* Condition of components, no steering play			
* Condition of battery and its fastening			
* Instruments (speedometer, tachometer, fuel gauges, indicators)			
* Fan, generator belts and tension			
* Side, clearance and rearview mirrors correctly adjusted			
* Heater/air conditioner in working order			
* Door locks, tailgate locks in good condition			
<b>4-Wheels &amp; Tires</b>			
* Tires are in good condition, no damage, age <6 years			
* Tire pressure is normal. Check and specify:			
* Presence and tightening of wheel nuts (lugs)			
* Remaining number of studs no less than 70% (in winter time on cars)			
* Full size spare tire			
* Anti-skid shoes (2 pcs.)			
* Jack, wheel wrench, pump and pressure gauge			
<b>6-Load</b>			
* Correctly positioned and weighted load (Light / Load / Trailer)			
* Load, cargo not exceeding the permissible weight limit			
* Correctly secured load (chains, lashing straps.)			
<b>7-Connection</b>			
* Mobile phone, charger.			
* Sufficient account balance for calls			
<b>If one of the above items marked with</b>			
Notes:			
Driver:		Mechanic/Responsible Person:	
Date:		Date:	
Signature:		Signature:	