



DRIVING POLICY

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This sheet must be completed in detail, at each revision once this document has been approved.

Details must include revision number, description and indication of which pages and paragraphs have been revised, date of revision approval and approval indication.

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REV	DATE	DESCRIPTION	BY	TECH REVIEW	OPS REVIEW	APP'D (Owner)

As part of its commitment to high standards of Environment, Health and Safety, Tullow has stipulated the following minimum requirements for vehicle use and general Land Transportation.

These minimum requirements are applicable to all company vehicles, employees and contractors of Tullow Oil while on company business and may be exceeded by detailed local procedures.

- Safe/Defensive driver training is to be provided for those employed as drivers of Tullow vehicles;
- Speed limits are to be adhered to;
- The use of hand held mobile phones/Blackberries while driving is prohibited;
- Smoking is prohibited in all Tullow vehicles;
- All 4 x 4 and other heavy vehicles should be fitted with reverse alarms/warning lights;
- Travelling in open rear freight compartments of 4 x 4 field vehicles is not allowed;
- Driving hours should be aligned with the OGP publication “*Land transportation safety recommended practice – Journey Management*”, a summary of which is provided below;

<i>Requirement</i>	<i>Recommended practice</i>
Maximum driving time between breaks and minimum break time	4.5 hours followed by a 30 minute break. However it is strongly recommended to have a 15 minute break every two (2) hours, or more frequent breaks during periods of circadian lows.
Maximum duty hours within a rolling 24 hour period	16 hours (i.e. employee cannot drive after 16 duty hours). This shall include driving, loading, unloading, waiting, rest breaks, and any other work (including air travel).
Maximum driving hours within a rolling 24 hour period	Ten (10) hours total excluding commuting time. Eleven (11) hours including any commuting time.
Maximum duty hours in a rolling 7 day and 14 day period	14 day period: 120 hours, subject to an 80 hour/7 day maximum, and an average of 60 hours per week over an extended period.
Off duty period in a rolling 7 day period	Minimum of a continuous 24 hour break prior to driving again.

- Tullow vehicles should contain as a minimum the following equipment:
 - First aid kit
 - Communication devices
 - Fire extinguisher
 - Drinking water
 - Warning triangle (for breakdowns);
- Three point seat belts are to be installed for all passenger seats in Tullow vehicles and worn at all times;
- Drivers must be appropriately licensed and be fit to drive;
- Drivers must not drive under the influence of drugs, alcohol or medication that could affect their ability to drive;
- Vehicles should be fit for purpose and maintained in a safe working order in line with the manufacturers' specifications and local legal requirements.

Further requirements for developing countries:

- People intending to drive in developing countries should liaise with the Country Manager and/or EHS Advisor as in each case there will be specific requirements and hazards that they should be aware of;
- No night driving outside of city limits is allowed unless in an emergency or with prior approval by Country Manager or their nominated Incident Responsible Person;
- In-Vehicle Monitoring Systems (such as "Drive Rights units") and/or GPS tracking systems should be fitted where possible;
- Local procedures in place for Journey Management.

Any incidents in which a breach of the local procedures or this policy has occurred should be reported as near misses and investigated accordance with the Accident and Incident Investigation and Reporting Procedure.