

GE-M02-E12-P01 Safe Driving Guidelines

Applicability: Mexico

Dept. Responsible: Health, Safety and Protection

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Procedure

The objective of this procedure is to establish guidelines for safe driving, to avoid vehicle incidents and minimize their impact on personnel.

The procedure applies to all vehicles used for work-related tasks and/or those assigned by the company, including:

- private only in work-related tasks,
- leased,
- utility (acquired by purchase or leasing by SI),
- vehicles assigned by the company for personal use (unmarked vehicles) in work-related tasks.

1.1 Responsibilities:

Drivers:

- Send the vehicle to maintenance on time and inspect the conditions of the vehicle periodically.
- If the vehicle is parked outside the company's facilities overnight, ensure that it is left in a safe place (e.g., at home inside an enclosed garage, secure public parking lot) and ensure that windows and doors have been closed and locked.
- If required, wear prescription eyeglasses always.

Passengers:

- Respect the authority of the driver.

CEO, Presidents, Corporate Vice Presidents/Business Unit Directors:

- Be a model of compliance and ensure due compliance with this document in their areas of responsibility.
- Give relevance to the prevention of vehicle-related events through Health, Safety, and Security initiatives and related topics for discussion in meetings.
- Participate in the communication of this document.

Health and Safety:

- Ensure that each business unit has at least one Champion for Element #12 (Motor Vehicles) to integrate the content of this document into programs and keep evidence of compliance.
- Oversee due compliance of this document.

Security:

- Promote communication of travel plans and transportation.
- Propose safe routes and appropriate times for road transfers.
- Monitor staff away from their base for work-related travel and transportation.
- Notify the corresponding Health and Safety representative when an employee requests a vehicle rental.
- Ensure that each utility vehicle is equipped with a satellite monitoring device (e.g., GPS).

Champions of Motor Vehicles (#12) Safety Element:

- Coordinate and implement the practices established in the Element.
- Circulate safe driving guidelines to the personnel in the business unit and ensure that are included in the orientation process for new personnel and contractors.
- Schedule training sessions according to the business unit needs.
- Control the assignment of utility vehicles and monitor validity and type of driving licenses.

Supply Chain – Purchasing:

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- Ensure that the vehicles to be purchased or leased by SI meet the **GE-M02-E12-P02 Definition of Minimum Vehicle Safety Criteria** before they are purchased and delivered to the requesting business unit.

General Services – Travel Agency:

- Ensure that vehicles to be rented by SI employees meet the **GE-M02-E12-P02 Definition of Minimum Vehicle Safety Criteria** and have the necessary insurance policies.
- Pick-up-type vehicles are not permitted (as they do not meet **GE-M02-E12-P02 Definition of Minimum Vehicle Safety Criteria**).

All Staff:

- Know and comply with the guidelines established in this document for work-related tasks.
- Take valuables with you (e.g., telephone, radio, computer equipment) when leaving the vehicle.
- Follow the Champions' instructions from Element #12.

1.2 Prior to each trip and operating a vehicle

Drivers shall be responsible for their own and their passengers' safety and shall:

- Follow the safe driving guidelines and recommendations of this document.
- Ensure that the driver has signed the responsive letter of the utility vehicle to be driven.
 - Contact a Health and Safety representative to manage the assignment or reassignment according to the business unit's procedure.
- Have the required trainings in force.
- Hold a valid and appropriate driver license to the type of vehicle, insurance policy, and a valid vehicle registration card.
- Perform a visual inspection of the vehicle and ensure that it is clean, tidy, and in optimal conditions for transportation and that it complies with the **GE-M02-E12-P02 Definition of Minimum Vehicle Safety Criteria** procedure.

If you detect a mechanical failure or any damage that may interfere with safe driving, inform your supervisor and immobilize the vehicle until it is repaired or replaced.

- Check that the vehicle is suitable for the type of road to be used by referring to procedure **GE-M02-E12-P02 Definition of Minimum Vehicle Safety Criteria**.
- If you travel to facilities or business units that are non-routine for you:
 - a) contact your Health and Safety Representative or SIsafety@sempraglobal.com.mx to request:
 - Recommendations for your destination.
 - Contact details of key personnel.
 - Health and Safety Orientation.
 - Facility check-in and check-out times.
 - Personal Protection Equipment (PPE).
 - b) Maintain communication with the Security Department (i.e., Control Center), confirm that it is aware of your trips and transfers, and request information about:
 - Permitted routes and itinerary restrictions.
 - Prohibitions and recommendations of the region.

- Ensure that passengers take their badges with them and preferably wear a shirt with the company logo.
- Consume water and healthy foods, avoiding carbohydrates and sugars that cause fatigue or drowsiness.
- Comply with the applicable legal requirements.

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1.3 Navigation devices

Shall be allowed provided that:

- The business unit considers them necessary,
- They are installed in the vehicle, or they are exclusive devices for this purpose.
 - Using cell phones for this purpose should be avoided.
 - If the BU's Management authorizes the use of cell phones for this purpose in writing, they must be used in "Do Not Disturb" mode or equivalent, meaning, with notifications turned off or silenced.
- Devices are installed on a bracket without obstructing the driver's visibility or the airbag system. Please refer to Annex **GE-M02-E12-P01-A06** Recommended Location of Navigation Devices.

Interacting with the navigation device is only permitted when the vehicle is stationary and properly parked. The route must be selected before starting movement and if a modification or see route details is required, you must stop in a safe area to do so.

1.4 Single touch or hands-free device

- These devices enable calls to be answered with a single touch (e.g., devices such as radios, or previously configured factory installed systems in the vehicle).
- The applicable local laws must be complied with.
- When the vehicle is moving, entering numbers or information manually into the device or any operation that requires removing hand(s) from the steering wheel are forbidden.
- Bluetooth headsets (for one ear or both) are not permitted.

1.5 Security Driver or Personnel

- Only for these functions, the transportation of minors and alcoholic beverages in new and unopened packaging will be permitted when doing so is to fulfill a responsibility assigned by the company.

1.6 Restrictions and prohibitions

The following are strictly prohibited:

- X **Driving under the influence of alcohol** (drinking any amount within the previous 8 hours) **and drugs**;

Inform your immediate superior if you are taking medications that could affect your performance (e.g., anti-flu drugs that cause drowsiness, psychiatric medications). Health and Safety, through the medical service, will determine the activities that can be performed without restrictions.

Refer to **GE-M01** Health, Safety, and Security Directives Manual and, [SI - Alcohol and Controlled Substances Use and/or Consumption Policy](#)

- X Using any utility vehicle for purposes other than work-related tasks.
- X Wearing dark eyeglasses when driving at night.
- X Wearing headphones in the driver's position while the vehicle is in motion.
- X Starting the engine or operating the vehicle from a position other than the driver's.
- X Transporting alcoholic beverages, pets, and minors in utility vehicles.
- X Transporting people in the cargo bed of a pick-up or when the original design purpose of the vehicle is other than transporting people.
- X Operating and/or occupying utility vehicles by people foreign to the company, including contractors, and direct relatives of the employee.
- X Leaving a vehicle with the engine running and/or the keys in it.
- X Turning off or altering GPS safety monitoring devices installed in the vehicle.
- X Attending video conferences and calls from Teams, Zoom, or similar platforms from any position while the vehicle is in motion.

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- X Using devices larger than a tablet (e.g., laptops) from any position while the vehicle is in motion.
- X Placing objects that, when driving, obstruct the visibility of the windscreen, mirrors, and indicators on the dashboard, as well as at the point of action of airbags (e.g., navigation device on the dashboard, cards hung on the mirror).
- X Smoking inside the vehicle.

1.7 Guidelines



Follow your travel plan and drive calmly

Follow your travel plan and drive calmly, time is what it is, the concept of time is irrelevant during a transfer. Any maneuver, speeding, or skipping scheduled breaks to “save” time is a breach of this document.

Each trip requires a travel plan, preferably in daylight, considering the hours worked, routes, technical stops (e.g., meals, restroom), rest periods, driver rotation, among others.

For transfers longer than one hour or on highways, the plan must be reported and must contain a route validated by the Security Department (seguridad_corporativa@sempraglobal.com.mx).

Once you start your route, the inherent conditions or variables of the road determine how long it will take to reach the destination, not the driver. Said conditions or variables must be accepted, such as rain, gravel, or dirt that force us to reduce speed, to change tires unexpectedly, presence of ice or snow that closes routes, single lane roads with low-speed vehicles in front, roads under construction, vehicular incidents that block a route, among others.

If there is ice or snow, you must stop (**0 km/hr.**) at a safe place until conditions improve and then report the situation to Health and Safety and/or Security. Please refer to the safety guidelines for driving in adverse weather in GE-M02-E23-A07 Guide to Working in Adverse Weather.

Under no circumstances may pick-up vehicles be driven at speeds greater than 100 km/hr. (60 mph) if they are not fitted with roll-over bars or anti-collapse bars.

These road conditions and variables may affect the travel plan and raise the need to spend the night “on the way” to meet the safe driving expectations. Such a stay would be due to work and therefore refundable (see [SI - Employee Travel and Expenses Policy](#)).

SI understands these road variables and that journeys can take longer than planned, and that while driving responding to an email, call, or message may take some time. There will be no recrimination for this reason.



Keep a safe distance and be aware of your surroundings

Distance is measured in time units and a minimum distance of three seconds behind the nearest vehicle must be maintained and increased according to the road and weather conditions (e.g., rain, snow, dirt, gravel, irregular surface/holes).

Slow down when approaching a traffic light or highway exit (i.e., ramp).

When you arrive at the traffic light, keep enough distance to see the whole vehicle in front of you, including the tires. When the light changes, allow the vehicle in front to separate the equivalent of three (3) seconds before starting motion.

Keep your eyes ahead, expect the unexpected from other drivers or pedestrians. Don't expect others to behave like you would.

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Observe and respect other drivers, avoid aggressive behaviors such as accelerating when the traffic light is about to change, passing on the right, among others.

Choose the lane in a timely manner, pass only when the dashed line is on your side, use the turning signal lights, stay in one lane as long as possible and avoid zigzagging in traffic.



Fasten your seat belt and make necessary adjustments

The occupants should wear a seat belt and make the necessary adjustments before the vehicle starts to move, and confirm to the driver when ready, to minimize possible injuries in the event of an impact.

In the moving vehicle the conditions must be maintained (e.g., avoid changing seats, unfastening the belt during the transfer).

The driver must ensure that each passenger has a 3-or-more-point seat belt and a functioning neck rest.

Seat belts:

Seat belts must be worn during the transfer and may only be removed on arriving at the destination, the vehicle is parked properly, and the engine has been turned off; or when the driver so indicates.

Mirrors:

Unless you are the only driver of the unit, the driver must adjust the rear-view mirror and the side mirrors before each transfer.

Seat and steering wheel adjustment:

Distance, height and tilt for a comfortable position with a straight backrest. Correct adjustment allows for better response times.

Just Drive.



Avoid distractions

Driving and promoting safe driving is the responsibility of all occupants, the fewer distractions and situations the driver has to deal with, the better they will drive. The road requires our complete attention and concentration.

The co-pilot must assist the driver with directions and with the use of consoles (e.g., air conditioning, radio).

Avoid distracting the driver (e.g., by using a cell phone or electronic devices in the cab).

Avoid having emotional or complex conversations while on the move, if these conversations are necessary, stop the vehicle in a safe place.

Operating a motor vehicle while using a cell phone or other **hand-held** distractions (e.g., eating, calling, radio, GPS units, makeup) **is forbidden** and avoid the use of cell phones and electronic devices that can distract the driver.

Using these devices produces four different types of distraction:

- **Visual:** diverting your sight from the road.
- **Manual:** removing hands from the steering wheel.
- **Auditive:** identifying the sound of an incoming call or message.
- **Cognitive:** diverting attention from driving.

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Drive without
fatigue symptoms

Stop when identifying any symptoms of fatigue (e.g., difficulty concentrating, headache, ears ringing, numb arms or legs, difficulty seeing, unconscious maneuvers, decreased perception of signals, lights, sounds, distances, and time). Fatigue reduces the quantity, quality, or efficiency in performing maneuvers and the ability to react.

Avoid the consumption of energy drinks to counteract symptoms of fatigue; if there are any symptoms, the trip should be reprogrammed.

The co-pilot must remain awake and attentive to the driver throughout the trip; a sleepy co-pilot means a sleepy driver; if that is the case, stop to rest.

Rules for adequate rest

- The employee must have rested adequately the night before, at least 6 hours of sleep. If going out on the highway, the driver must have rested at least one full day in the last 7 days (i.e., not worked).
- Schedule transfers with departures times after 4 am and arrivals before 7 pm to any destination.
- A minimum 5-minute rest is required **every two hours**.
- A minimum 30-minute rest is required **every five hours**, usually accompanied by a snack or lunch.
- On transfers of a total of **five hours or more** (e.g., sum of hours of going and returning), the driver must be accompanied by another competent person to take turns driving (e.g., if the place to be visited is 3 hours away, you must stay overnight at the destination, unless there is a second driver).
- A maximum of **12 hours** may be traveled daily per vehicle. This includes hours worked on site, breaks, and stops, and after this period drivers and passengers must rest at least 6 hours before continuing the trip.
- **Respect the number of hours of your working day, work trips are included in the hours of your normal working day.**
- If the number of hours of the usual workday or the guidelines established in the rules for adequate rest herein need to be exceeded, you must inform Health and Safety.

Note: We all always think we are better drivers than we are. Remember to review and follow these guidelines.

1.8 In the event of a road traffic accident

- Check if anybody is injured,
- Wait in a safe area,
- Inform your Supervisor and Health and Safety as soon as possible.
- Call the insurance company. If the vehicle is rented, call the emergency telephone number provided by the rental company (e.g., Hertz, AVIS),
- Report the event according to the GE-M02-E17-P01 Event Communication, Classification, and Investigation Procedure.
- Participate in the investigation and analysis of the event.

1.9 Exceptions

Any deviations from the provisions mentioned herein shall be handled as an exception under GE-M01-P01 Health and Safety Exceptions Authorization Protocol.

1.10 Disciplinary measures for noncompliance

The same process detailed in the GE-M01 Health, Safety, and Security Directives Manual will be followed.



Definitions

- **Champion:** Leader, Coordinator, individual responsible for coordinating the efforts in an element of the Health and Safety Management System. Responsible for meeting expectations set for the business unit in the specialty area.
- **GPS (Global Positioning System):** Global positioning systems pinpoint the location of any object.

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- **Guidelines:** A set of provisions issued by the Company regarding the safe use of vehicles.
- **Hands-free system:** A device that can be operated without having to hold it by hand or next to the head.
- **HSMS:** Health and Safety Management System. SI's Corporate expectations.
- **Lease or Leasing:** Long-term rental. A method of acquisition of vehicles for a certain period (e.g., 36 months) through a periodic payment arrangement (e.g., monthly); usually with the purchase option by paying a residual value of the vehicle. It is not the purchase of an asset.
- **Mobile devices:** These include, but are not limited to, cellular telephones, laptops, tablets, or portable navigation systems.
- **Navigation device:** These devices are used to obtain directions to reach a place or address.
- **Private vehicle:** A vehicle owned by the employee.
- **Rental vehicles:** Short-term lease units (e.g., Hertz, Avis, Alamo, etc.)
- **Rest:** Consists of an activity other than driving. This may include turning off the vehicle, leaving the vehicle, and walking and/or resting on site.
- **SI:** Sempra Infrastructure.
- **Single-touch system:** A system that allows calls to be answered with a single touch.
- **Smoking:** Any use of tobacco, nicotine, or similar products (except patches), cigars or cigarettes, or electronic devices that generate smoke or vapors of any kind. Smoking is only permitted in areas specifically designated for said purpose.
- **Utility vehicle:** SI's own or leased units, bearing the Company's logos, and which have not been assigned as vehicles for personal use.
- **Vehicle assigned for personal use:** A vehicle owned by the Company or leased that is assigned to an employee for personal use and for work-related purposes, without bearing the Company's logo.
- **Work-related task:** Any type of use of a vehicle when performing activities for the Company or in any of its assets (e.g., on duty, in the company's facilities, on the right of way).

The above terms can be used in singular or plural form, as well as in masculine or feminine terms, depending on the context of this procedure.



Related documents

- GE-20 Safety Policy
- GE-21 Health Policy
- GE-M01 Health, Safety, and Security Directives Manual
- GE-M02 Elements of the Health and Safety Management Manual
- GE-M02-E12 Self-Assessment Guide for Health and Safety Management System Motor Vehicle Safety Element #12
- GE-M02-E12-P02 Definition of Minimum Safety Criteria for Vehicles Procedure
- GE-M02-E12-P01-A01a Safe Driving Guidelines
- GE-M02-E12-P01-A01b Safe Driving Guidelines
- GE-M02-E12-P01-A02 Utility Vehicle sticker
- GE-M02-E12-P01-A03 Life at the Wheel Logo
- GE-M02-E12-P01-A04 Life at the Wheel Character
- GE-M02-E12-P01-A05 Distractions - Life at the Wheel
- GE-M02-E12-P01-A06 Recommended Navigation Devices Locations
- GE-M02-E23-A07 Guide for Working in Adverse Weather
- SI- [Travel Policy and Employee Expenses](#)

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- [Sempra Safety Policy](#)
- [Sempra Using Devices While Driving Policy](#)
- [Sempra Vehicle Use Policy](#)
- [SI – Alcohol and Controlled Substances Use and/or Consumption Policy](#)
- [SI - Vehicular Procedure](#)
- [Sempra Infrastructure Website - Life at the Wheel](#)
- International practice



Information Retention Guide

For guidance as to the appropriate retention period for information related to this policy, please refer to the Information Management Policy – *Corporate Policy* available at [SempraNet](#).



Help is a Click Away

You may raise questions or concerns about compliance or ethics issues through one the anonymous [Ethics & Compliance Helpline Reporting Options](#).



Review Dashboard

Review Number	Review Date	Section(s) Affected	Changes Included	Authorization
00	06/01/2020	N/A	Original document created on Dec. 31, 2014	Remigio Agraz
01	12/23/2020	2, 3 and 5	The table of contents, proper rest rules, and the journey planning element were updated.	Remigio Agraz
02	06/04/2021	3.9 3.10 3.11	The description of guidelines “Don’t Drive in a Hurry” and “The Co-Pilot Also Drives” updated 3.10 and 3.11 is added.	Remigio Agraz
03	06/08/2022	3.6	SI position names and proper rest rules updated	Remigio Agraz
04	10/27/2022	3.4	The section on GPS was extensively updated.	Remigio Agraz
05	04/09/2024	All	The format was updated. General revision of the guidelines.	Remigio Agraz
06	04/22/2024	1.6	The “Restrictions and Prohibitions” section was updated.	Remigio Agraz