



Pool Car Usage Policy

Title	Pool Car Usage Policy
Policy Owner	Supply Chain - Logistics
Version Number	1.0
Classification	Public
Created on	May 01, 2026
Last reviewed on	NA

1. Purpose

This policy establishes clear rules and responsibilities for the safe, compliant, and cost effective use of Renaissance Services SAOG (“the Company”) pool vehicles, in line with Royal Oman Police (ROP) traffic laws, Oman Labour Law, and company governance standards.

2. Scope

This policy applies to all company-owned or leased vehicles classified as pool cars and to all employees who are assigned, drive, or supervise the use of such vehicles within the Sultanate of Oman.

3. Eligibility & Authorization

- Pool vehicles may only be driven by employees who:
 - Hold a valid Omani driving license appropriate for the vehicle type
 - Are formally authorized by the Department Head or Admin/Fleet in charge
- Third-party use (family members, friends, contractors, any person not employed by Renaissance Services or its subsidiaries) is strictly prohibited.

4. Permitted Use

- Pool vehicles are to be used only for official company business.
- Personal use, including commuting between home and office, and usage on holidays, is not permitted unless explicitly approved in writing by the line manager
- Vehicles must not be used outside Oman unless specifically approved and permitted first by the line manager, and final approval by the Fleet Manager

5. Driver Responsibilities

Authorized drivers must:

- Always comply with the ROP traffic laws, speed limits, and road safety regulations
- Wear seatbelts and ensure all passengers do the same
- Refrain from mobile phone use while driving (except hands free as permitted by law)
- Never drive under the influence of alcohol, drugs, or medication affecting fitness to drive
- Ensure the vehicle is kept clean and in good condition, report any requirement for service

6. Vehicle Care & Documentation

- Drivers must conduct a basic visual check (fuel, tyres, lights) before using.
- Any accident, damage, or mechanical issue must be reported immediately to Admin/Fleet and the driver’s Line Manager.
- Any damage, malfunction, or defect identified by any user, logistics team member, or service provider shall be attributed to the last recorded user of the vehicle. It is therefore the responsibility of the user to conduct thorough pre use inspections and immediately report any damage, incident, error, or malfunction. Reports submitted without clear photographic evidence and a date/time stamp shall not be accepted.
- Vehicle registration cards, insurance documents, and any inspection stickers must be always kept valid.
- Only approved workshops may be used for maintenance and repairs

7. Accidents, Fines & Liability

- All accidents must be reported to the Fleet team, QHSE and Royal Oman Police as per policy
- Traffic fines resulting from negligence, speeding, or violations are the responsibility of the driver
- The Company reserves the right to recover repair costs arising from misuse or reckless driving
- Repeated violations may lead to withdrawal of driving privileges and disciplinary action

8. Monitoring & Compliance

- The Company uses logs, IVMS, or other monitoring systems to track utilization and compliance
- Any misuse of pool vehicles will be addressed under the Company's disciplinary procedures

9. Exceptions

Any exception to this policy must be approved in writing by Senior Management.