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## Traffic Regulations

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### 1. Purpose

The Traffic Regulations for SKODA AUTO (hereinafter referred to as 'the company') define the rules of operating vehicles on outdoor roads on company premises and indoor roads in halls; modify the rights and obligations of outdoor road users in the plant (hereinafter referred to as 'the roads') and the company area, regulations and driving on these roads, specifying the competencies of ZO.

The company Traffic Regulations do not affect the rights and obligations of road users as defined by Act No.361/2000 Coll. on road traffic, as amended, ordinance No.30/2001 Coll., which stipulates the rules of conduct on roads and modifies operation on roads, further the government regulation no.378/2001 Coll., which states the detailed requirements on the safe operation and use of machinery, technical facilities, devices and tools, government regulation No.11/2002 Coll., which defines the design and placement of safety signs and signals by government order No.168/2002 Coll., which defines the manner of organizing work and work procedures for operating means of transport that the Employer must be ensure.

### 2. Scope of Validity

This organization standard is valid in the company and modifies procedures in all company departments. Deviations from the Traffic Regulations are subject to VPU, ZO and trade union approval. Considering the fact that this organization standard must be applied to the conditions of our suppliers and other external entities, these principles must be based in the respective legal documents (e.g. supplier and assembly contracts).

### 3. Basic Concepts/Abbreviations

#### 3.1 Abbreviations

CC	Cost centre
HR BP	Human resources business partner
MT	Motor truck
NMPT	Non-motorized means of personal transport
NTV	Non-motorized towing vehicles
OS	Organization standard
OU	Organization unit
PPWM	Personal protective working means
TR	Traffic regulations
ST	Safety training

#### 3.2 Basic Concepts

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Administrator of other areas (handling, storage, etc.)	The OU, in whose SAP inventory the areas are.
Area administrator	The OU whose inventory contains the respective areas. They may also belong to the VS organization unit area layout.
Breach	Conduct which threatens or violates the interest of the company, failure to comply with the rules of this organization standard or conduct threatening or violating the company's interest stated in other internal regulations.
Business partner	A partner who has a contractual relation with the company, is a physical or legal person, domestic or foreign, recorded in the Commercial Registry of Companies or operating a business based on a trading licence or other type of authorization in compliance with special regulations, a physical person operating an agricultural production recorded in a registry in compliance with special regulations including physical persons who have an employment relation with these persons, or possibly physical and legal persons in a contractual (sub supplier) relation to them.
Company plant	The term 'company plant' means areas and buildings enclosed by entrance or exit gates, walls and security fences.
Driver	For the purposes of this organization standard a person driving a motor vehicle except for using MTs on indoor roads in halls and in Handling areas.
Entering the company plant	Includes entry into the plant area through the entrance/exit gate, watched by the security guard who decides on letting persons into or out of the plant.
Handling Areas	Areas for loading and unloading, storage areas, lay-bys and handling areas for new cars. These areas are limited by vertical road signs: Beginning and end – ZONE – HANDLING AREA, standardized mark (Supplement 7) complemented by a horizontal sign. Act No.361/2000 Coll. does not apply in these areas. Government regulation No.168/2002 Coll., Local Storage Area Rules, Local traffic safety regulations and these Traffic Regulations apply here. The contents and placement of the sign beginning and end – ZONE, is subject to the approval from the ZO department's traffic inspector.
MT driver	For the purposes of this organization standard the operation of MT.
MT owner	The OU or a business partner owning the MT.
Outdoor roads and pavements administrator	For the purposes of this OS, the VSB department.
Traffic offence (as defined by law)	A purposeful traffic event violating or threatening the company interests and is explicitly stated as an offence in the respective act (see section on Related Documentation) unless it is an administrative defect punishable in keeping with legal regulations or a criminal offence.
Traffic participant on land roads	Every employee or business partner representative, who directly participate in road traffic (e.g. driver, co-passenger, pedestrian). Business partner representative is a physical or legal person performing activities for the company based on a properly concluded contract.

**4. Competencies**

Activity	Responsibility
Investigating traffic accidents	ZO
Checking and defining the breach of Operational Traffic Rules	
Investigating accidents (without injuries)	ZO, ST OU, VPU
Special and purpose checks of adhering to the Traffic Regulations	ZO, VPU, OU
Methodology of creating standardized information signs	VSB
Repairing and maintaining outdoor lights	
Maintaining road signs and areas	VPB, VSB, Area administrator
Processing 'Rules and Instructions for Truck Drivers on Company Premises'	VLO, ZO, VLT
Processing 'Local Operational Safety Regulations' in Handling Areas	OU
Processing 'Local Rules of Storage'	
'Technical check of MTs (excl.MTs in operational leasing)	
Technical check of MTs in operational leasing and other business partners	MT owner
Repairing and maintaining ecological drains and sewage	VPE
Investigating insurance events in car accidents	INIS Insurance
Ensuring the distribution of the Traffic Regulations for external entities operating on company premises	NV
Training MT drivers	ZC, VPU
Issuing Driving licences	ZC
MT Registry	VLO, PD
Discussing traffic rules violations	ZO, Traffic Investigation Committee

**5. Procedure**

**5.1 Traffic on outdoor roads**

On company premises Act No.361/2000 Coll. on road traffic and ordinance No.30/2001 Coll. which implements the rules of traffic on roads and modification and control of traffic on roads; government regulation No.378/2001 Coll. which states the detailed requirements on the safe operation and use of machinery, technical facilities, devices and tools; government regulation No.11/2002 Coll., which states the design and placement of safety signs and signals and government regulation No.168/2002 Coll., which states the manner of organizing work and work procedures when operating means of transport, which the employer must ensure.

There is an industrial railway on company premises. To operate the railway, the 'Instructions for Operating the Industrial Railway and Railway Transport at ŠKODA AUTO a.s. Mladá Boleslav' are available. Road vehicle drivers are informed on the railway's operation when entering the plant with the 'ZONE' traffic sign.

5.1.1 Technical condition of a vehicle

Only roadworthy vehicles can be operated on the roads in keeping with Act. No. 56/2001.

5.1.2 Speed limit

The maximum speed limit on outdoor roads in company plants is set as follows:

- in Mladá Boleslav and Kvasiny, the maximum speed limit is **40 kph**;
- in Vrchlabí, the maximum speed limit is **30 kph**;
- in the Česana technical development area, the maximum speed limit is **20 kph**;
- in the other company plants, the maximum speed limit is shown on road signs. Setting the maximum speed limit is in the competence of the respective OU together with the ZO department traffic inspector.

- 5.1.3 Marking and maintaining roads and other areas  
Together with the respective area administrators, the VSB department takes responsibility for the following:
- repairing and changing current road signs (according to the instructions from the ZO traffic inspector) in keeping with the approved project and valid regulations. Signs which have not been previously approved will be removed upon the ZO inspector's decision and at the cost of the respective OU;
  - winter road gritting, washing and cleaning the roads and pavements;
  - drawing up and updating traffic sign passport.

Based on the project and the ZO's traffic inspector's approval, the VPB department takes responsibility for the following:

- renewing the horizontal road signs and installing new vertical road signs (aluminium). All road signs must comply with the valid legal regulations of the Czech Republic;
- Repairing, removing defects from, maintaining roads, pavements and guard-rail posts.

- 5.1.4 Parking areas inside the company plant  
Vehicles can only be parked on company premises in designated areas. Parking spaces are labelled with road signs and are accessible without limits for the period necessary for parking. Cars can be parked in these spaces only according to the horizontally labelled parking lots. Different manner of parking is not permitted. In spaces designated for parking cars, it is prohibited to designate parking spaces for other individual cars or groups of cars, individuals or departments. Exception to the prohibition, i.e. the possibility to label a parking lot with an IP 12 mark – designated parking – is granted after the ZO department traffic inspector's approval to the members of the Board and, as necessary, 1st level managers, who are entitled to one parking lot in the company plant; after approval from the ZO department necessary number of parking lots can be granted to OS KOVO, service cars, fire brigade, health and security emergency cars and business partners renting the parking lots.
- 5.1.5 Parking spaces for employees and visitors  
In the parking spaces, the Parking regulations on SKODA AUTO parking lots apply (see Supplement 5). Employee and visitor cars can be parked on company parking lots inside the plant only for the length of the work shift, business trip or visit, if not stated otherwise by the local Operational parking rules. The cars can only be parked in designated areas. Cars parked not within these areas and not in compliance with the stipulations of Act No. 262/2006 Coll. of the Labour Code and will be towed away.
- 5.1.6 Drivers' obligations
- under any circumstances, prevent the the means of transport (mobile device) from activation and use by unauthorized persons (excluding new vehicles laid-by in designated handling areas);
  - follow the prohibition of using means of transport and devices with combustion engine without a catalytic converter in closed areas and work stations within the company;
  - avoid leaving the vehicle in an unsuitable place, e.g. in the protective area of engineering network, on unpaved surfaces and anywhere, where the terrain surface is not sufficiently solid and broad;
  - the driver must always use an undamaged ladder or other suitable tool to step up on and step down off the loading surface of the vehicle;
  - if necessary (obscured view, etc.), the driver can turn or reverse the vehicle only when assisted by a competent and duly instructed person;
  - check the attachment (detachment) of the trailer and lock of the connection also during operation;
  - secure the detached means of transport to prevent free movement.
- 5.1.6.1 Drivers' obligations (vehicle transportation of material and palettes)  
To prevent any threat to other road users in keeping with the valid legal regulations (the material may slip off or its package could be damaged, etc.) the driver is obligated to secure and fix the load properly, this includes other parts of the load truck (sail, sidewalls, etc.), this also applies to driving without a load.

5.1.7 Repairing damage to the vehicle

In the event of an emergency stop, in order to remove damage to the vehicle or the load in cases when the vehicle creates an obstacle on the road, the following principles apply:

- upon getting on and off the vehicle and after an emergency stop in particular, the driver must pay maximum attention to the oncoming traffic;
- if possible, without delay and with maximum caution, leave the vehicle at a safe distance from the driving lane of the road so that it does not form an obstacle to the traffic;
- if the vehicle cannot be removed from the driving lane, neither the driver nor the passengers are allowed to remove any damage or defect on the vehicle. In such a case, they must highlight the obstacle (with a triangle) and wait (out of the vehicle in a safe area) for a special repair or towing service. A similar procedure is recommended as in the case of removing immobile vehicles after a car accident in order to restore traffic. An exception is replacing a damaged wheel with a reserve one, which can be performed, in emergency cases, after the oncoming traffic can be made aware of the incident (the driver must wear a safety vest).

5.1.8 Locking devices (clamps)

Application:

- if a vehicle is parked in a prohibited place (but is not an obstacle to the road traffic and is not threatening the safe and continuous flow of traffic);
- the date, time, description of place must be given, or plan, registration plate and factory badge of the vehicle must be stated, the offence, and a photograph must be documented, the clamp is removed without undue delay after the driver's identity has been proven and the offence has been discussed.

5.1.9 Towing the vehicle

This happens when a vehicle is left in a prohibited place and becomes an obstacle to the road traffic or threatens the safe and continuous flow of traffic or it is in the company's justified interest in keeping with legal regulations.

5.1.10 Car accidents and injuries

The driver and a every road user is obligated to immediately report any car accident or collision to the ZO dispatching (Mladá Boleslav, phone: 12316 or 12949; Kvasiny, phone: 53310 or 53360, Vrchlabí, phone 65861) and if a company employee has been involved also to their direct manager)

In the case of car accidents on outdoor roads, generally binding legal regulations are to be followed, whist each accident must always be reported to the ZO department. How to proceed if a company car has been involved in an accident is stipulated in the ON.1.025 "Company Cars" and the OS "Damages".

Occupational injuries are handled in keeping with OS "Occupational Health Protection and Safety".

If a pedestrian has been injured in outdoor areas, the ZO dispatcher immediately informs the authorized VSB department employee.

5.1.11 Road restrictions or closures- Prior Notification

Prior notification must be given before closing or restricting access to outdoor roads due to land, construction or other type of work, which cause temporary or permanent changes to roads or in publicly accessible areas within the company plant.

The following groups must be informed:

- the OUs which act as internal administrators of the roads and areas according to the plant's valid general development plan (hereinafter referred to as 'the administrator'), i.e. all OUs which have the respective subject in their investment assets inventory or have been assigned to administrate the assets by the plant's management;
- or OUs which plan and perform activities through business partners or use their own capacity;
- or OUs which are in no way involved in the activities.

Notification must be given for all participants in the procedure as well as the Group companies, integrated suppliers and other business partners who perform activities in the plant contracted by

NV for the company's benefit.

The respective construction supervisor assigned to implement the plan is responsible for the notification. The subject of the duty to notify is all changes, modifications and repairs in all company areas within the plant.

The notified has the duty to:

- discuss the intention of the plan with the respective area (road) administrator and the VSB and ZO departments in good time and before the implementation of the plan;
- start the so called 'on-the-spot proceeding';
- determine the specific parameters of the land work;
- during the implementation the negotiated and mutually agreed conditions must be met.

On-the-spot proceeding

Immediately after the notification and preliminary discussion of the planned action with the supervisor, the notifier or the respective construction supervisor assigned with the implementation of the plan performs the on-the-spot proceeding with the administrator, the involved departments and the VSB and VPB departments.

Based on the importance and scope of the work, other competent employees of special departments, e.g. the ZO transport inspector, safety technician, fire safety technician, assigned representative of the trade unions, planning department representative, the responsible land surveyor, supplier's representative, etc.

During the on-the-spot proceeding, the involved parties must discuss and mutually agree the terms defining the specific conditions of the plan in line with safety regulations, environmental protection regulations incl. health, fire safety and internal regulations.

Terms of implementing land work

The notifier or the construction supervisor will record the discussed terms in the land work notification form on the spot. When the terms are recorded in the land work notification form, the terms become obligatory for all participants in the plan. A copy of the notification form will be delivered to all participants in the plan.

The area where the land, construction and other type of work is carried out must be duly defined for the whole construction period. At the same time, alternate roads for vehicles must be marked with road signs and alternative pavements for pedestrians, until the road becomes operational again. The marking is to be done by the commercial company performing the work.

Without prior negotiation and approval from the respective road or area administrator, it is forbidden to perform any work on the roads and areas, store anything there, pollute them or in other way breach the legal regulations on the road traffic and environmental protection and applicable regulations related to the internal company guidelines.

#### 5.1.12 Inspections and Supervision

Safe and continuous traffic on outdoor roads is supervised or ensured by the ZO traffic inspector. In his absence, inspecting and supervising is performed by the employees from the ZO security department. They work with the company's specialist departments, Czech Police and local competent municipal police.

## 5.2 Traffic on indoor roads and in handling areas

### 5.2.1 Marking indoor roads

Marking and maintaining roads is arranged by the applicable OU in keeping with the stipulations of government regulation No.11/2002 Coll. section 3 subsection 9, government regulation No.101/2005 Coll., and Supplement 4. Parameters of roads for operating MTs are defined by ČSN 26 9010 and in Supplement 4.

The roads must be permanently free and must not be constricted e.g. by construction work, production and operational facilities, material, products, containers, etc. They must be permanently maintained and clean.

Dangerous obstacles above the roads and constricted passages on roads must be clearly labelled with warning paint as follows – yellow and black cross-hatching in a 45° angle, possibly accompanied with a traffic sign, instruction mark or traffic sign. Marking with red and white stripes has a similar meaning. The location and installation of traffic signs, other instruction markings or traffic signs as well as marking pedestrian crossings on indoor roads is subject to internal risk assessment which is the responsibility of the respective managing employee.

### 5.2.2 Maximum Speed Limit

Maximum speed limit on indoor roads and in handling areas is **10 kph**.

- 5.2.3 Technological operation of production  
Technological operation of the production portfolio (products) in the production buildings, e.g. assembly halls and shipping departments, is subject to the 'Local Operation Safety Regulations'. The drivers must have a Group B driving licence to drive and handle these vehicles.
- 5.2.4 Handling areas – areas for loading and unloading  
Loading and unloading goods is allowed only in areas intended for this purpose, provided that this activity is managed and co-ordinated by a responsible employee. In special cases of loading and unloading outside of the designated areas, the location must be properly secured, marked with traffic signs or other methods of bringing attention to those areas. The handling area can only be entered by motor vehicles as stated on the traffic sign located in front of the individual handling areas. The permission to enter these areas must be approved by the handling area administrator based on objective requirements. Vehicles other than those carrying production material and MTs can only move inside the handling area with their hazard lights on at a maximum speed of 10 kph and only park in designated spaces for passenger vehicles. Drivers and accompanying persons are allowed to move around these handling areas in safety clothing.  
There must be a technological procedure drawn up for loading and unloading heavy and oversized loads or attaching or detaching transport means, which will state, apart from the safety instructions, the manner of communication among operating workers. To perform these activities safely, a sufficient number of employees must be provided.  
Areas for unloading and loading off-road use must, if necessary, be adequately marked with warning signs, signalling or road signs. Dangerous places in these areas must be fitted with lights, reflectors, etc.
- 5.2.5 Local warehouse regulations  
Local regulations must be stated for every warehouse (usually based on the safety handling project inside the warehouse – minimal content is defined in ČSN 26 9030).  
  
Local safety regulations must be drawn up for every handling area (if the handling area belongs to the warehouse, local safety regulations can be included in the 'Local warehouse regulations'). The minimal content of the 'Local safety regulations' is as follows:
- Appointing a person responsible for operating, maintaining, repairing and inspecting the handling areas;
  - Organization and safety measures for safe operation inside the handling area while handling the incoming material, storing and releasing material;
  - The movement of transport and handling facilities, persons;
  - Equipment with personal protective working tools;
  - Organization of inspections, training and employee retraining tests;
  - A layout scheme of the handling area including marking the utilized areas, movement of persons, means of transport, direction of entrance and exit, manner of parking, marking the borders of the handling area – zones, etc.
- 5.2.6 Obligations of pedestrians on indoor roads
- pedestrians on indoor roads must be particularly cautious due to the operating MTs;
  - on pedestrian roads, pedestrians must behave orderly, thoughtfully and avoid causing a threat to safe and continuous traffic flow;
  - pedestrians are obligated to use marked lanes for walking – corridors for pedestrians and marked crossings on the roads. In places without marking, pedestrians must keep to the left;
  - a pedestrian must not enter the crossing, or any part of the road intended for MTs if an MT is coming towards them and the MT driver would be forced to change direction or speed;
  - pedestrians must pay special attention to a MT driver who is handling material or driving in reverse, so that they avoid crossing paths too close to the material being handled;
  - everyone who intends to perform any non-standard activities inside the handling area while being out of the viewing angle of a MT driver, must bring this to the MT's attention beforehand;
  - Pedestrians are prohibited from walking (moving around) with sports or other type of equipment (e.g. roller-blades). For permitting non-motorized vehicles, see Supplement 2.

5.2.7 Traffic accidents and injuries  
Work injuries are handled in accordance with the organization standard on Occupational health protection and safety.  
Traffic accidents on indoor roads and in handling areas, provided that an injury occurred or company property was damaged, must be reported without undue delay to the ZO department, how to proceed further is stated in stipulated in the OS "Damages".

Occupational injuries are handled in keeping with OS "Occupational Health Protection and Safety".

5.2.7.1 Participation of Czech Police in investigating traffic accidents on indoor roads and in handling areas

Czech Police will be called by the ZO traffic inspector or a ZO security service employee if:

- an injury or fatal injury occurred;
- the facts determined in relation to the traffic accident suggest that a criminal offence, or a traffic offence, has been committed.

5.2.8 Inspection and supervising

Permanent inspections and supervision to ensure adherence to the Traffic Regulations inside buildings, handling areas and indoor roads are conducted by the respective employees responsible for the building. Inspections are an integral part of their management activities. One-off and special-purpose inspections are performed by the respective OU safety technicians, the ZO traffic inspector or employees from the ZO security service.

### 5.3 Using warning and high visibility clothing

The obligation to wear a warning vest or warning clothing applies to all company employees, business partner employees and other persons, who are entitled to enter the following areas:

- road driving lane and its vicinity;
- indoor roads (does not include walking in the pedestrian corridor);
- truck lay-by areas;
- company handling areas ;
- MT drivers including those on indoor roads, if they have been assigned these based on a risk assessment.

The obligation further applies to:

- emergency, recovery teams, fire brigade members;
- drivers of passenger cars and trucks in keeping with government regulation No.168/2002 Coll. (obligation to use warning clothing while removing defects which occurred during the use of land roads and when it is necessary to enter these).

While providing warning vests and warning apparels, the supervisor must always assess the possible health risks.

### 5.4 Traffic violations

The failure to fulfil road user's obligations stated in sections 5.5, 5.6 and 5.7, based on the extent of its severity means violating the respective category I., II., III. (from least severe to severe). Violations caused by a road user on company premises are reported by the ZO department to their OU manager and respective HR BP, if the road user is an employee. If the road user is a business partner's employee, ZO reports this to the representative of the company in question and the person who requested their entry into the plant (requesting OU).

- 1) Level I violation - ZO sends the OU manager a written memo of the breach of this OS, whilst the OU manager discusses the violation with the employee, concluded with an agreement or warning of a breach of work discipline.
- 2) Level II violation and Level I violation repeated in a period of six consecutive calendar months - ZO sends the OU manager and the respective HR BP a written memo of the violation of this organization standard, whilst the OU manager sends a written notice of work discipline violation to the employee.
- 3) Level III violation and level II violation repeated in a period of six consecutive calendar months - ZO sends the case to the Traffic violation investigation committee and a copy to the OU manager and the respective HR BP. The proceedings are arranged by the chairman of the Committee.
- 4) In the event that the violation was caused by a business partner, the decision of prohibited entry to the plant is made by ZO.

The OU manager must inform the ZO department and the respective HR BP about the measures to be taken within 15 days from accepting the traffic violation memo.



- 5.4.1 Traffic violation investigation committee  
Traffic violations are handled by a committee formed by the representatives from ZP, ZO, VPU and the trade unions. The rules are stated in the Committee procedure regulations (see Supplement 6). The committee makes the decision on prohibiting a road user from entering or driving motor vehicles on company premises. They ask the OU manager to notify the road user in writing of the particularly severe violation of work discipline and take measures as decided and the OU manager must comply. The committee has the right to make decisions on further necessary measures.

**5.5 Obligations of road users and traffic violations (Level I)**

- 5.5.1 A land road user must:
- a) be thoughtful and disciplined, so that their behaviour does not threaten their own or other people's life, health or property; to avoid polluting the environment; to adapt their behaviour to the construction and technical condition of the road, climate, traffic situation on the roads, their abilities and fitness;
  - b) follow road traffic regulations defined by this standard and the Act No.361/2000, instructions of persons entitled to control road traffic (section 75, subsection 5,8 and 9 of the Act) and stop vehicles (section 79 subsection 1 of the Act) as well as instructions of persons appointed by a special legal regulations issued to ensure the safe and continuous flow of traffic;
  - c) obey light, and possibly other additional audible signals, traffic signs, transport facilities and facilities for traffic information.
- 5.5.2 Exceeding the speed limit
- a) when a road user exceeds the maximum speed limit by less than 20 kph.
- 5.5.3 The driver is obligated to:
- a) use a vehicle which fulfils the technical conditions as defined in special legal regulations;
  - b) give their undivided attention to driving the vehicle and monitor the situation on the road;
  - c) adapt their driving to the technical characteristics of the vehicle;
  - d) immediately remove any defects or loads that do not meet the defined conditions (section 52 of the Act No.361/2000) discovered while driving that the vehicle. If they cannot do so, they continue driving at an appropriate speed to the closest location where they can remove the defect; at the same time, they must take measures to prevent any threat to the traffic safety or environment;
  - e) enable any pedestrian on the pedestrian crossing or intending to use it, to cross the road safely; that is why the driver must proceed to the crossing at a speed that allows them to stop the vehicle before the crossing and do so if necessary;
  - f) slow down or stop before the crossing, provided that other drivers going in the same direction slow down or stop their cars before the crossing;
  - g) ensure the safety of any passengers and loads being transported;
  - h) ensure that a sufficient number of competent and duly instructed persons will be taken into the vehicle provided that this is required to maintain safe traffic;
  - i) have the seat-belt fastened while driving if the seat-belt is included as an obligatory item in accordance with special legal regulations;
  - j) a driver changing direction must signal this and must neither endanger nor limit the driver following them. The driver must signal the change of direction when overtaking; any driver who moves forward in front of the vehicle after overtaking must signal the change of direction and must neither endanger nor limit the driver they have overtaken; the driver of the vehicle being overtaken must neither increase their speed nor in other way prevent the other vehicle from overtaking them.
- 5.5.4 The driver must:
- a) carry their driving licence, certificate of vehicle registration in accordance with special legal regulations, a receipt of vehicle insurance to cover any damage caused by its operation, the vehicle's internal documents (driving order or a record in the TRAM system, driver's log, MFA or other permission to enter the plant, permission to enter the gate) and further as defined by this special legal regulation (a health certificate for drivers over sixty years of age, identity card);
  - b) keep a driver's log in accordance with ON.1.025 "Company Cars";
  - c) be entitled to drive by having a group C, C+E, D, D+E or T or subgroup C1, C1+E, D1 or D1+E driving licence and carry the licence of professional competence for the respective group or subgroup or a similar document issued by another EU country;
  - d) submit documents stated in this section upon request from ZO;

- e) adapt the speed to their abilities, features of the vehicle and load, expected construction and technical condition of the road, its category and class, climatic conditions and other foreseeable circumstances; the driver is allowed to drive at a speed where they are able to stop the vehicle within a distance they can see.

5.5.5 The driver must not:

- a) allow another person to drive who does not fulfil legal conditions;
- b) cause a nuisance to other land road users or persons with excessive noise, air pollution, by splashing puddles/mud or leave the vehicle running unnecessarily;
- c) use a telephone or any other speaking or recording device whilst driving;
- d) suddenly reduce their speed or stop if this is not required to ensure traffic safety;
- e) impair the continuous flow of traffic, especially by unnecessarily slow driving or slow overtaking;
- f) throw objects out of the vehicle;
- g) threaten pedestrians crossing the road into which the driver is turning, while turning to a place lying outside the road, while entering a road and while turning around or reversing their vehicle.

5.5.6 The driver must not stop or wait:

- a) in a blind road turn or its vicinity;
- b) in front of the blind top of a hill, directly on it or behind it;
- c) on a pedestrian crossing or at a distance less than five meters from it;
- d) on an intersection or at a distance shorter than five meters from the intersection or five meters behind; the prohibition does not apply to T-junctions in towns;
- e) in an acceleration or turn-out lane;
- f) in a spot where the vehicle would cover a vertical traffic sign or a horizontal traffic sign of 'Direction' or 'Road Marking';
- g) in a designated driving lane;
- h) in driving lanes marked on the road other than the right-hand driving lane;
- i) in front of an entrance to a road from a spot located outside of the road;
- j) in a restricted parking space provided that it is not the vehicle for which the parking space is restricted; this does not apply to stopping and waiting for a period shorter than three minutes that will neither threaten nor impair road users or limit drivers of the vehicles for which the parking space is designated;
- k) on green areas surrounding the road– if this is not permitted by local arrangement of road traffic;
- l) in other places, where this could threaten the safe flow of traffic;
- m) on a bridge.

5.5.7 The driver must not turn around or reverse:

- a) in areas of poor visibility or in other way dangerous locations, for example on or near a bend, on a hill, directly on it or over it;
- b) on a pedestrian crossing;
- c) on a one-way road; however, the driver is allowed to reverse if this is necessary, for example in order to line in with a row of standing cars or pulling out from it.

5.5.8 Signalling a change of direction:

- a) must the driver apart from the situations defined in the individual stipulations, also when changing the direction of driving, pulling out from it or if this is required to ensure the safe flow of traffic;
- b) must the driver in good time before they start manoeuvring while respecting the traffic situation, especially drivers driving behind them and nature of the manoeuvre;
- c) must the driver with indicators. If a vehicle is not equipped with these or they do not function properly, the driver gives a signal by stretching out their arm to the shoulder level. By bending their arm in the elbow to the top, the driver signals reversing the direction. If this is required by circumstances, especially when the signal given by the indicators or bended arm is not sufficiently visible, e.g. due to the width of the load or reduced visibility, the signal must be given in another way, for example by a competent and well-instructed person. Otherwise, the driver is allowed to perform the intended action only if other road users are neither threatened nor limited by it;
- d) given by indicators is used by the driver only until the direction change (pulling-out, lining in the lane they're changing to) is finished. The change of direction signalled with an arm must be finished before starting another driving manoeuvre;

- e) does not the driver, when approaching and going on a roundabout, the driver does not change lanes in accordance with section 12 subsection 5 of the Act 361/2000; when exiting the roundabout, the driver must signal the direction change.

5.5.9 Warning signals

- a) If this is necessary to avert impending danger, the driver gives a signal by beeping the horn.
- b) Instead of a sound signal, the driver is allowed to give light signal by intermittent flickering of head lights or switching between dipped and head lights; this also applies in towns to notify the driver of the vehicle which is being overtaken.
- c) If it is necessary to notify other road users of an impending danger, especially in the cases when they need to suddenly reduce speed or stop the car, the driver gives a light signal by switching on the hazard lights.
- d) The warning signal must only be used for the necessary period.

5.5.10 Vehicle lights

- a) Motor vehicles must have the parking and dipped lights switched on or lights for day-time lighting, if the vehicle is equipped with them in accordance with the applicable legal regulations.
- b) In poor visibility, the vehicle must have the parking and side lights or distance lights switched on, if it is equipped with them in accordance with the applicable legal regulations.
- c) The driver must not use full-beam lights if the road is sufficiently and continually lit as the driver of the on-coming vehicle as well as the driver of the vehicle behind them or another road user, locomotive driver, driver of other railway vehicle could be blinded. When stopping the car in front of a railway crossing, the driver must not use the full-beam lights either, if these could blind the driver going in the opposite direction.
- d) Front fog lights may only be used in fog, snow or heavy rain. The rear fog lights must always be used in fog, snow or heavy rain.
- e) The surface of the lights must not be covered or excessively dirty.
- f) Motor vehicles or vehicle combinations, whose dimensions or dimensions of the load exceed the dimensions defined by special legal regulations, must have the parking and dipped lights switched on while driving.
- g) A vehicle waiting in a location, where it forms an obstacle to the road traffic, or on the land road, must have at least the parking or side-lights switched on on the side closest to the centre of the road, or must be lit with at least one white non-blinding light on the side closer to the centre of the road visible from the front and the back. This does not apply to parking spaces.

5.5.11 Refueling

- a) Drivers with priority of passage also have priority when re-fueling their vehicles. They do not use any special signals for this.

5.5.12 Obstacles in the road

- a) Whoever caused the obstacle to the land road traffic must remove it immediately. If they fail to do so, it will be removed by the road owner and the cost covered at their expense.
- b) If the obstacle cannot be removed from the road immediately, the one who created it must mark it and report it to the ZO department.
- c) An obstacle in the road must be marked so that the road user can notice it in time and from safe distance, for example with a red flag, 'Closure', 'Direction', 'Temporary closure sign' or a vehicle equipped with special orange or blue warning light. In poor visibility, the traffic sign must be fitted with a yellow warning light.
- d) If the obstacle is a vehicle, the Czech Police decide how to remove it; the vehicle is removed at the expense of its operator.
- e) The details of marking an obstacle in road traffic are defined by an executive regulation.

5.5.13 Load transport

- a) Items must be placed in a vehicle so that they neither constrain nor threaten the driver or persons travelling in the vehicle nor hinder the driver's view.
- b) When transporting a load, the maximum weight of the vehicle and maximum weight put on the vehicle's axle must not be exceeded. The weight must be placed on the vehicle and fixed so that the vehicle's stability and steering control are ensured, road safety is maintained, the road is neither polluted nor damaged, the load does not make any noise, harm the environment, cover the lights, safety elements, licence plate, country plate or

maximum speed limit badge; this also applies to the facilities serving to fix and protect the load, such as sails, chains or ropes. Items which can be easily overlooked, such as rods or tubes, must not hang over the sides.

- c) If the load hangs over the front or back by more than one meter or if the load hangs over the side of the vehicle or vehicle combination over the edge of side-lights by more than 400mm and in the case of a non-motor vehicle, its side, by more than 400 mm, the projecting part of the load must be marked with a red flag (at least 300mm by 300mm) in poor visibility, by a non-blinding white light and a white reflector at the front and a red light and red reflection light at the back. Reflection lights must not be triangle-shaped and must not be placed higher than 1.5 m above the road surface.
  - d) When transporting powdered substrates, the load must be secured so that it is prevented from chipping off easily.
  - e) Loading and unloading on a road is only allowed if this cannot be done off the road. The load must be unloaded and loaded as quickly as possible, so that the safe flow of traffic is not threatened.
  - f) Further conditions of transporting loads including transporting dangerous items are defined by Act No.111/1994.
- 5.5.14 The passenger is obligated to:
- a) have the seat-belt fastened, provided that the seat is equipped with one in accordance with special legal regulations (exemptions as stipulated by Act 361/2000);
  - b) avoid threatening the safe flow of traffic by their conduct and especially avoid limiting the driver from controlling the vehicle safely;
  - c) follow the driver's instructions, especially when getting in and out of the car.
- 5.5.15 The passenger must not:
- a) throw items out of the vehicle.
- 5.5.16 Obligations of pedestrians
- a) A pedestrian must use the pavement or a passage for pedestrians. A pedestrian carrying an object which could potentially threaten traffic on the pavement uses the right lane or right edge of the road.
  - b) Road users other than pedestrians must not use the pavement or a pedestrian passage, unless otherwise stated.
  - c) Where it is not possible to pass on the pavement, the pedestrian uses the left road border, and where the road border cannot be passed, the pedestrian keeps as much to the left side of the road as possible. No more than two pedestrians next to each other are allowed walk on the road border. In poor visibility, increased traffic or at dangerous section or sections with poor visibility, pedestrians can walk in single file.
  - d) If there is an intersection with controlled traffic closer than in 50 metres, a pedestrian crossing, road crossing passage or 'Subway', the pedestrian must only use these to cross the road. On the pedestrian crossing, keep right.
  - e) When there is no pedestrian crossing, the pedestrian must cross the road taking the shortest possible route across the road. Before stepping into the road, the pedestrian must make sure that they can cross the road without causing a threat to themselves or other road users. The pedestrian is allowed to cross the road only if oncoming vehicles are not forced to suddenly change direction or speed with regard to their distance and speed.
  - f) As soon as the pedestrian steps onto the crossing or the road, they must not stop or stand there longer than is necessary. Blind pedestrians signal their intention to cross the road by waving the white walking stick in the direction in which they intend to cross the road. The pedestrian must not step onto the crossing or the road if a vehicle with priority of passage is coming; provided that they already are on the pedestrian crossing or the road, they must make space for the passing vehicles immediately. The pedestrian must not enter the pedestrian crossing or the road immediately in front of a vehicle coming towards them.
  - g) The pedestrian must not jump over rails or other obstacles on the road.
  - h) The pedestrian must be particularly cautious before crossing a railway line; they must make sure that they can go over the railway crossing safely.
  - i) Pedestrians are obligated to use designated roads (pavements, pedestrian corridors) and designated road crossings. In places without roads, keep left.
  - j) On pedestrian roads, pedestrians must be disciplined, thoughtful and avoid threatening the flow of traffic.
  - k) Adapt the speed of walk to the conditions and surface of the pavement.
  - l) Pedestrians everywhere in the plant are forbidden to use any sports or other type of equipment (e.g. roller-blades) to move around the plant.

**5.6 Obligations of road users and traffic violations (Level II)**

- 5.6.1 Exceeding the speed limit
- a) When a road user exceeds the maximum speed limit by more than 20 kph but less than 30 kph.
- 5.6.2 The driver must
- a) give their undivided attention especially to persons whose ability to move and orientate themselves is impaired, persons with a severe health disability, persons with severe health disability and recognized as such by the executive regulation.
- 5.6.3 The driver must not
- a) drive a vehicle if their ability to drive is impaired due to their health.
- 5.6.4 Refuelling
- a) at the petrol station, the driver is not allowed to smoke, handle a naked flame or adjust or repair the vehicle's engine. Before refuelling, the driver must stop and switch off the engine. If the vehicle has an independent heating system, they must switch it off before approaching the petrol station.
  - b) the driver must not fill fuel canisters at the petrol station unlawfully.
- 5.6.5 Railway crossings
- a) The driver must not stop or wait on a railway crossing.
  - b) When approaching a railway crossing, the driver must be very cautious; they must make especially sure that they can cross safely.
  - c) Vehicles can only drive over a railway crossing in the order they approached it. If simultaneous traffic or traffic as defined by section 12 subsection 2 of the Act, drivers can cross in one driving line only.
  - d) At a distance of 50 metres before the railway crossing and while crossing it, the maximum speed limit of 30 kph applies. If there is a white interrupted light on the safety facility, they are allowed to go at a maximum speed of 40 kph 50 m before the railway crossing. The driver must cross as quickly as possible.
  - e) If a vehicle stops on the railway crossing, the driver must remove it from the railway. If they cannot do so, they must do everything to warn drivers of railway vehicles in time.
  - f) Before a railway crossing with a 'Stop' sign, the driver must stop the vehicle at a place, where they have a proper view of the railway.
  - g) The driver must not enter the railway crossing:
    - ga) if there are two interrupted lights flashing on the safety signalling facility;
    - gb) if they hear an interrupted sound of a warning horn or bell from the safety signalling facility;
    - gc) if the railway gate is closing or closed;
    - gd) if they can see or hear an approaching train or other railway vehicle or if they can hear a horn or whistle; this does not apply if there is a white interrupted light flashing on the safety signalling facility;
    - ge) if a railway employee gives the vehicle a signal to stop by waving a red or yellow flag or, in poor visibility, a red light;
    - gf) If the situation on the railway crossing does not permit a safe crossing or to continue driving.
  - h) The driver must not perform a U-turn or reverse on or near the railway crossing.

**5.7 Obligations of road users and traffic violations (Level III)**

- 5.7.1 Exceeding the speed limit
- a) When a road user exceeds the maximum speed limit by more than 30 kph.
- 5.7.2 The driver must:
- a) submit to an examination, if requested by the police, employer, doctor or a ZO representative, in accordance with special legal regulations, to ascertain if the driver has been driving under influence of alcohol or other addictive substances.
- 5.7.3 The driver must not:
- a) use alcohol or addictive substances while driving;
  - b) drive the vehicle immediately after using alcohol or addictive substances or in a period following the use of alcohol or addictive substances when the driver could still be under their influence;
  - c) pass control of the vehicle to a person who (in keeping with section 3 subsection 2 and 3

of the Act) does not meet the legal conditions, is under the influence of alcohol or other addictive substances or whose ability to drive the vehicle is impaired due to their health condition.

## **5.8 Exceptions to the Traffic Regulations**

5.8.1 Exceptions to the application of the Traffic regulations related to the inventory check performed on the respective date.

When an inventory check is being performed in the company on dates decided by the Board of Managers, all material flow is stopped. Transporting material is only allowed for the purposes of the inventory check. On these dates, the stipulations of the Traffic regulations must not be put into force and the employees who participate on the inventory check must follow the instructions of occupational health protection and safety, which are given to them by responsible employees in the areas, where the inventory check is performed. All participants of the inventory check must follow these instructions.

5.8.2 For newly produced cars and used company cars returned to be sold  
For newly produced cars and used company cars returned to be sold, the stipulations of Act No.361/2000 Coll., section 40 letter a) on operating cars in winter season do not apply.

## **6. Related Documents**

- Act No. 22/1997 Coll. on technical requirements on products, as amended
- Act No. 56/2001 Coll. on the conditions of operating vehicles on roads, as amended
- Act No. 111/1994 Coll. on road transport, as amended
- Act No. 200/1990 Coll. on offences, as amended
- Act No. 262/2006 Coll. of the Labour Code, as amended
- Act No. 361/2000 Coll. on road traffic, as amended
- Ordinance No. 30/2001 Coll. execution of land road traffic regulations and road traffic control
- Ordinance No. 341/2002 Coll. on approval of technical fitness and on technical conditions of operating vehicles on roads
- government regulation No. 11/2002 Coll. which defines the design and placement of safety signs and signals
- government regulation No. 101/2005 Coll. on more detailed requirements on workplace and working environment
- government regulation No. 168/2002 Coll. which stipulates the manner of organizing work and work procedures which must be ensured by the employer when operating means of transport
- government regulation No.378/2001 Coll. which stipulates the detailed requirements on the safe operation and use of machinery, technical facilities, devices and tools
- ON.1.004 Employee cards
- ON.1.025 Company cars
- OS 711/3 Damage
- OS 841/13 Occupational safety and health protection
- Instructions and rules for drivers of external suppliers' trucks in the company plant (<https://share.skoda-auto.com/logistic/mb/site001/VLO/default.aspx>)
- Regulations for operating industrial railways at ŠKODA AUTO a.s. Mladá Boleslav
- Procedural Rules for the Traffic Violation Committee
- Parking regulations on ŠKODA AUTO parking lots
- Local Rules of Storage
- Local Operational Safety Regulations

## **7. Documentation**

- Land work notification form (see Employee Portal/Operational technology/Forms)
- Protocol of motor truck technical inspection
- MT registration sheet or its electronic version
- MT driver registration sheet
- MT driver's licence
- Identity card
- Valid driving licence
- MFA or other permission of entry to the plant
- Certificate of health for drivers over sixty years of age
- Correctly filled out transport request form/ driving order

- Entry permission through gates
- Record of vehicle operation/driver's log
- Green card
- Service log
- Protocol of accident report

**8. Supplements**

Supplement 1: Operation and use of motor trucks

Supplement 2: Operation and use of non-motorized personal vehicles – bicycles, scooters, etc.

Supplement 3: Requirements on operating and using non-motorized towing vehicles on outdoor roads intended for technological transport between production buildings

Supplement 4: Marking indoor roads with MT traffic

Supplement 5: Parking regulations on ŠKODA AUTO parking lots

Supplement 6: Traffic Violation Committee – Procedural Rules

Supplement 7: Template of standardized traffic sign – ZONE – HANDLING AREA

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## Supplement 1: Operating and Using Motor Trucks

In keeping with the stipulations of section 4 subsection 1 and Supplement 3 to the government regulation No.378/2001 Coll. which defines detailed requirements on safe operation and use of machinery, technical facilities, devices and tools, MTs are accepted for operation by the acceptance committee based on the manufacturer's documentation. Technical inspection must follow, which must be performed at least once in every twelve months in the scope stated by the MT manufacturer, possibly in the scope and under the conditions of a certified repair company authorized by the manufacturer. The obligation applies to MTs which were supplied before the Act No.22/1997 Coll. took effect.

Introducing a MT into operation	A truck is handed over and accepted (before operation) by the acceptance committee based on the assignment specifications and manufacturer's accompanying documentation. The handover is arranged by the party ordering the MT at the presence of the manufacturer (supplier), VLO and user.
Accompanying documentation	Must be submitted to the MT user in two copies and in Czech. With accepting the MT, the MT user ensures that the MT operator has been familiarized with the manual. At the same time, they ensure for the operating manual to be available at any time (e.g. in an electronic version). A copy of the operating manual, technical certificate and declaration of agreement is handed over by the ordering party to VLO.
MT inspections	See technical capacity of MTs.

### 1. Requirements on safe operation

#### 1.1 On outdoor roads the following applies

- a) For driving on outdoor roads, the MT must be equipped with a device for external lighting and light signalization in accordance with Supplement 4 to the ordinance No.341/2002 Coll.
- b) While driving in bad visibility, the MT must have the lights for external lighting switched on (during the day, if available in the MT, daytime lights).
- c) The MT driver must carry the following documents:
  - Czech driving licence for driving group B,C or T vehicles;
  - driving licence for driving MTs;
  - copy of the Technical certificate/Technical sheet;
  - copy of an insurance payment receipt – international automobile insurance certificate (Green card). For MTs owned by a leasing company – printed out number of insurance.

#### 1.2 On indoor roads the following applies

- On indoor roads, you must drive right, and, if this is not precluded by special circumstances, keep to the right edge of the road.
  - In intersections, the driver must allow priority of passage to MTs coming from the right.
  - While driving a MT, the driver must pay special attention above all to persons and traffic situation on the road and immediately around it.
- In particular, the driver has the following obligations:
- follow the complete stipulations of section 5.2 of these Traffic Regulations, in particular the regulation of speed limit and adapting driving to the traffic conditions;
  - make themselves familiar with the operation manual of a MT supplied by the manufacturer, with operational rules for MTs and handling inside buildings (Local warehouse regulations, etc.).
  - always pay attention to the safety of pedestrians;
  - while driving in areas where this is necessary based on risk assessment, use the assigned personal protective working means – e.g. warning apparel, warning vest;
  - if installed in the MT, use the safety system ensuring that the driver is fastened to the seat to reduce health risk if the MT hits an obstacle or turns over;
  - in intersections and alleys or other locations with bad visibility, reduce speed and use sound or light signals;
  - if the transported load hinders or limits the driver's view, the MT driver must move with special caution, in slower speed and with the load at the back;
  - the handled material can only be stored in places intended for this;
  - never allow other persons to stay dangerously close to handling and driving zone of the MT;
  - get out of the MT after it has stopped and has been secured against self-movement;



- secure the MT against any unintended or unlawful use in accordance with the manufacturer's manual for using the specific type of a MT;
- while handling high-reaching or structured loads, only MTs equipped with a frame and a supporting grid can be used (ČSN ISO 3691 Amd1);
- **The MT driver is obligated to inform their manager on any changes which arise and may influence their qualification and health fitness to drive a MT in the company plant.**

1.3 The driver is prohibited the following:

- While driving: smoke (smoke directly in the MT and while the MT does not operate), eat, drink, carry open drinks and listen to radios, music players (this does not apply in cases when these belong to the equipment of the supplied MT), use any type of headphones transferring sound and perform any actions which would prevent them from fully controlling the MT;
- While driving a MT, hold in their hand or in any other way a telephone device or other speaking or recording device or in other way make phone calls (e.g. using a head-set);
- Drive with a co-driver a MT which is not adapted to this purpose;
- Lay by a MT in order to remove a defect on indoor road if it forms an obstacle in the traffic.

Other obligations, prohibited handling and conduct of a MT driver are set by ČSN 26 8805, ČSN ISO 3691 and ČSN 26 9030, which are presented to the drivers during training.

## 2. Basic qualification requirements on MT drivers

### 2.1 Company employees

A MT driver can only be a healthy employee holding a driver's licence valid in the Czech Republic for any of the groups including B, C, D or T in keeping with Act No. 361/2000, who has not been forbidden to drive motorized vehicles by court or in other way and owns a MT driver's licence issued by company for the used group of MT. Exception to the requirement of holding a driver's licence valid in the Czech Republic for any of the groups including B, C, D or T in keeping with Act No.361/2000 applies to employees who were appointed to the functional position MT driver and acquired a MT driver's licence before the 1 March 1998 and did not interrupt performing this activity. These MT drivers are not allowed MTs on outdoor roads.

### 2.2 Agency personnel and business partner employees

A MT driver in the company plant can be only a healthy person holding a driver's licence valid in the Czech Republic for any of the groups including B, C, D or T, who has not been forbidden to drive motorized vehicles by court or in other way and owns a MT driver's licence issued in the Czech Republic for the used group of MT and has been familiarized with these Traffic Regulations, MT operation manual and valid operating rules of the respective workplace.

For driving MTs on outdoor roads in the company plant, qualification requirements in keeping with Act No. 361/2000, see subsection 1.1 of this Supplement.

## 3. Ensuring qualifications of MT drivers

3.1 Terms of preparing MT drivers in the company are defined by the following methodical guideline – System of MT driver preparation

MT driver's qualification is arranged by the ZC department based on the requirements of the manager or HR BP according to the catalogue of company education events.

New drivers must pass the basic course – catalogue no. 1-09-027.

Annual revision course for the drivers – catalogue no. 1-09-028.

The training system is defined under the unified professional preparation of MT drivers compiled by the ZC department in co-operation with VPU and ZO. The course graduates receive a company 'MT driver's licence'.

After they have acquired qualification for driving a MT in the company and has been trained to operate the respective MT, the employee is considered competent to operate the MT in terms of professional, physical and psychological capabilities in keeping with ČSN 26 8805.

Upon termination of the employment, the employee must return the MT driver's licence to the respective HR care centre.

3.2 Suspending or cancelling validity of a company MT driver's licence:

- After the driver has repeatedly breached regulations of the MT's safe operation which had been presented to them;
- If the prerequisites for issuing the driver's licence no longer exist (i.e. in the case of long-term physical or psychological disability to drive a MT, losing competence to drive motorized vehicles on land roads, etc.);
- based on decision of court or administrative procedure.

If the driver's licence validity was cancelled based on the preceding paragraph, the requesting party must pass the basic course for new MT drivers. After successfully passing the test, validity of their company driver's licence will be restored.

Validity of the MT driver's licence can only be suspended or cancelled by the person who has issued it based on request from the MT driver's manager. The manager records this in the MT driver's registration list, which is submitted to the respective HR care centre to be included in the employee's personal file.

#### 4. Documents and records

MT registration sheet contains basic technical and registration data of the MT. VLO and EUA departments maintain it as a central registry (using a PC programme).

MT driver's registration sheet Contains personal data of a MT driver, number of the MT driver's licence and the date of its issue, or cancellation, type of the operated truck and records of trainings, accidents, driver's health conditions, etc. The MT driver's registration sheet is stored at the MT driver's manager.

The driver must keep the 'MT driver's licence' in an easily accessible place in their workplace. Upon request from the control bodies, the driver is obligated to submit also their licence for driving motor vehicles valid in the Czech Republic. For driving on outdoor roads, the MT driver must carry with them the documents stated in section 1.1 subsection c.

#### 5. MT Registration mark

Every MT operated by the company is marked with a registration number:

- MTs owned by the company are marked with the number of the cost centre and the last five figures of the inventory number;
- MTs operated under leasing scheme (without an inventory number) are marked with the number of the cost centre and registration number of the MT provider;
- MTs operated by a business partner (without an inventory number) are marked with a registration number of the MT provider and name of the business partner including their address.

Provided that the administrator has changed following transfer of ownership of the truck from the leasing company to the company, the party operating the MT must update the registration number.

Every MT must be marked with two registration numbers. One will be placed behind the lifting device on the front side of the MT and the second (in the direction of driving) on the left side of the MT.

Permanent marking of the MT with a registration number is always the user's responsibility.

#### 6. Technical competence of the MT

In order to ensure reliable technical condition and safety of the MT operation, the following must be performed:

- daily checks according to the producer's or supplier's instructions are performed by the MT driver before the shift including a record to the MT's operational notes;
- schedules maintenance according to the manufacturers or importer's instructions is arranged by the operating party, user;
- regular inspection according to special guidelines, e.g. ElexV trucks for operation in explosive environment;
- Regular technical inspection are arranged by the operating party of the MT and performed by an independent inspection institution holding a certificate of professional competence for conducting technical inspections.

#### 7. Arranging a scheduled maintenance and repairs

Maintenance and repairs of a MT are arranged based on a written request from the MT operating party in accordance with the terms of VLO.

PD schedules maintenance and repairs in a separate order of servicing at the MT manufacturer.

#### 8. Technical inspections of MTs

8.1 The obligation to undergo technical inspections applies to all MTs which are operated in the company plant.

After every inspection of a MT, the inspection point issues a Protocol of periodical technical inspection of a MT (two counterparts). One is issued to the user and one is kept by the inspection point.

The protocol states the following:

- Decision on overall classification of technical condition: '**satisfactory**' (classification A,B) or '**unsatisfactory**' (classification C);
- Date before which the MT must pass another technical inspection.

8.2 Period of validity of technical inspection

Regular technical inspection must be performed for all types of MTs by an authorized person with a valid certification for technical inspections of MTs once every twelve months in accordance with the MT's manufacturer's documentation.

- Every technical check of a MT is recorded in VLO's registry. The PD department maintains this registry independently. In the registry, the date of performing the technical check including its result is recorded.
  - The period of validity of the technical inspection is marked on a label on the MT. Month and year of expiry of the technical inspection is labelled on the tag. The tag is placed on the left side of the frame of the lifting device or on the left side of the control board. The tag is placed by the inspection office's authorized person following a successful technical inspection.
  - The period of validity of the technical inspection is further marked in the internal labelling of the company with a self-adhesive tag (does not apply to MTs in the 'operative leasing' scheme). The tag states the month and year of validity of the technical inspection. Background colour of the tag identifies whether the MT is in the company's use or in an external supplier's use.
    - a) ŠKODA AUTO a. s. – background colour – green;
    - b) business partner – background colour – red.
- The internal label is placed by the inspection office's technician who performed it following the successful inspection. One tag is placed behind the lifting device on the front side of the MT and another on the side of the MT.
- A new MT operated by the company can be started to be used – issued to the operating party from the warehouse only after the internal label of the company including the month and year until when the MT must pass the technical check (not longer than 12 months from the date when it started to be used). Responsible employee or manager of the cost centre operating the MT must ensure that the MT is labelled for the whole validity period of the technical inspection. In the event of loss of or damage to the tag, they are obligated to obtain a new one. New tags are placed on the MT by the inspection office's authorized person after submitting the technical inspection protocol.

The individual company departments and business partners who are operating MTs on company premises have the obligation to maintain and update the registry of technical inspections of MTs and ensure timely performance of the technical check.

**Supplement 2: Operating and using non-motorized means of personal transport for personal transport in production buildings – bicycles, scooters, etc.**

**A permission to use a NMPT** is granted by a 2<sup>nd</sup> level manager after consulting the respective safety technician, always based on a written assessment and risk analysis of health threats related to the NMPT in the individual production buildings. The responsibility for operating NMPT is with the respective managers.

**Registering and marking NMPT** The NMPT are registered at the respective operation manager  
The NMPT registry includes the following:

- names of the responsible employees who received the NMPT to be used for the cost centre's need including their number and type;
- record of assigning a registration number which will permanently mark every NMPT.

The registration number comprises the number of the CC and an ordinal number from one up to the total number of NMPT in the respective cost centre (e.g. 4601/1...).

*The NMPT user's registry includes:*

- a list of NMPT with an assigned registry number which will mark the NMPT;
- the rules defined for using the NMPT including measures to prevent health risks related to its use, signatures of employees using the NMPT, statement of their being familiar with the rules and date of training. Based on risk assessment for using NMPT in the individual buildings, the responsible manager decides whether the NMPT driver must be using high visibility elements to complete their working apparel (safety vest, harness, etc.) or another means of highlighting the NMPT;
- defining a specific employee responsible for maintenance and repairs of NMPT in the plant.

**Technical condition of NMPT**

Only NMPT permitted for operation in keeping with Act No.22/1997 on technical requirements on products can be used.

**Bicycles and other NMPT must be adequately equipped with the following:**

- mud-guards;
- a pair of independently working brakes;
- rear reflection light (black);
- loud bell;
- white reflection light placed in a longitudinal direction at least 100mm above the surface;
- chain casing;
- suitable luggage carrier for transporting small-sized material;
- bicycle stand suitable for the given type of NMPT (if needed for a safe stand-by of the NMPT);
- tag with the registry number of the NMPT.

**Rules for drivers of NMPT**

- it is forbidden to use NMPT on outdoor roads;
- it is forbidden to use NMPT whose technical condition does not meet the requirements of the Traffic Regulations;
- NMPT will be used in accordance with the manufacturer's manual;
- Material and tools can only be transported provided that the load of the NMPT does not exceed the limit. The material must be loaded so that the NMPT can be operated freely and road users are not threatened. Carrying material in hands while driving is forbidden;
- It is forbidden to hold or in other way use a telephone or another speaking/recording device while driving or make phone call in another way;
- transporting another person simultaneously on the NMPT is forbidden;
- drivers must keep on the right side of the road; if this is not prevented by the circumstances, they must keep on the right edge of the road;
- a NMPT driver must pay full attention to their surroundings while driving, all obstacles, road traffic not only with respect to their own health risk, but also with respect to the safety of other pedestrians;
- in intersections of the corridors or locations with bad visibility, drivers must maintain particular caution;
- after finishing the drive, the NMPT must be secured against unlawful use.

**Maintenance and repairs of NMPT**

Operating party of the NMPT states in the local supplement to the Traffic Regulations the manner of maintaining and repairing the NMPT.

Maintaining and repairing the NMPT is performed in accordance with the manufacturer's manual.

**Supplement 3: Operating and using non-motorized towed means of personal transport (hereinafter referred to as NTMPT)**

Introducing a NTMPT into transport	A NTMPT is taken over and accepted (before being introduced into operation) is performed by the acceptance committee in accordance with the product's documentation. The acceptance is arranged by the ordering party of the NTMPT with the participation of its manufacturer (supplier), user and ZO's traffic inspector.
Accompanying documentation	Must be handed over to the user of the NTMPT in two counterparts and in Czech. When accepting the NTMPT, its user ensures that the operating party has been made familiar with the manual. At the same time, they ensure that the user's manual is available at all times.

**1. Registration marking of a NTMPT**

Every NTMPT operated in the company is marked with a registration number:

- NTMPT owned by the company are marked with the number of the respective centre and the last four figures of the inventory number;
- NTMPT operated by a business partner are marked with the registration number of the NTMPT's user.

**2. Technical condition of the NTMPT**

In order to ensure a reliable technical condition and safe operation of the NTMPT must be performed:

- inspection in accordance with the producer and supplier is performed by the operating party of the NTMPT;
- NTMPT is maintained and repaired by a the user of the NTMPT.

## Supplement 4: Marking indoor roads with MT traffic

### 1. Marking roads – corridors for pedestrians

Roads for transport means in indoor work spaces of buildings are marked with visible longitudinal stripes, whose colour must contrast with the surface of the road. The stripes are usually white or yellow and are placed so as to define the safe distance.

#### 1.1 Design of the stripes

- 0.1 m wide;
- usually white, always distinct from the floor colour;
- broken line (width of stripes 0.3m) (1:1).

#### 1.2 Full line defining the corridor for pedestrians

Everywhere, where the line is not being permanently crossed in the direction of driving or where the width of a MT or the transported material does not interfere with the profile of the pedestrian road. The full line can only be crossed when storing and releasing material placed at the work places. MT drivers must pay special attention to the pedestrians!

#### 1.3 Broken line defining the corridor for pedestrians

Everywhere, where the line is being crossed or where the width of the MT or the transported material may interfere with the profile of the corridor for pedestrians. Broken line warns against elevated risk – drivers must be extremely cautious.

#### 1.4 Pedestrian corridor without a line

Everywhere, where the corridor for pedestrians is not marked, pedestrians are forbidden to enter. This must be on a traffic sign (high risk of health threat due to traffic). The sign prohibiting entry (including a crossed pedestrian figure or a sign) must be at every beginning and end of a road, i.e. including intersections.

### 2. Width of corridors and pedestrian safety zones on traffic roads

#### 2.1 Pedestrian corridor – new roads

In places where pedestrian roads will be used simultaneously with vehicle traffic, requirements stated by the supplement to the government regulation No.101/2005 Coll., point 5.13 must be fulfilled. Parameters of the roads with MT traffic are defined by ČSN 26 9010.

#### 2.2 Pedestrian corridor on a road currently in use

- For a total width of traffic road above 3.5 m, there must a pedestrian corridor – at least 1.1 or 0.6 m on both sides of the traffic road. This always depends on the number and location of persons under threat;
- For total width of a traffic road 3.5m and less, there must be a corridor for pedestrians at least 0.6 m on one side. Risk assessment must be made and safety measures to limit it must be set;
- When interrupted by another traffic road, pedestrian corridor must always be highlighted with a pedestrian figure sign (both at the beginning and end);
- Where the given corridor parameters cannot be fulfilled, pedestrians must be forbidden to enter at the beginning and end, i.e. at all road intersections.

#### 2.3 Pedestrian crossing

All pedestrian corridors must have pedestrian crossings marked, in all intersections with traffic roads and must always continue the direction.

##### 2.3.1 Design

Width of the stripe of 0.25 to 0.3m as against the width of the crossing road. The second figure must correspond to the width of the pedestrian corridor. The same applies to gaps. Pedestrian crossings are mainly marked in a straight direction, only exceptionally slanted.

### 3. Recommendations:

- problem locations on traffic roads must always be consulted with the respective ST, or handle it by assessing the risks;
- sorting out both-sided corridors for pedestrians with higher number of employees and busy traffic should be sorted out by setting the width of corridor at 0.6 m, with the corridor forming a safety zone around the work places to prevent employees from entering the traffic road.

### 4. Additional measures

- convex mirrors on traffic road intersections signalling the traffic of MTs, etc.
- the dimensions of palettes and similar means transporting material on motor trucks must have dimension corresponding to the width of the traffic roads. In opposite cases, pedestrian corridors must not be established on traffic roads

**Supplement 5: Parking regulations on SKODA AUTO parking lots**

- ŠKODA AUTO (hereinafter referred to as 'the company') provides its employees with the possibility to Park at the parking spaces (built by the company) for the period of their work shift or business trip.
- Company employees are allowed to park their cars anywhere in the parking area as long as they follow the conditions stipulated by these Parking regulations.
- The company does not bear liability for the security and storage of the car, its accessories and any objects inside the car standing on the parking lot, neither is the company liable for the conduct of a third person, stealing, burglary, damage, etc. The company bears liability only to the extent as defined by law for cases of liability for damage to stored and carried objects.
- While parking the car, the employee is obligated to follow traffic signs and all traffic rules, especially all traffic signs, information plates, road signs, etc. placed in the company's parking areas as well as all currently applicable legal regulations related to operating and driving motor vehicles
- If an employee parks the car so that the neighbouring parking spaces cannot be used according to the signs or if they park the car so that another car cannot leave the parking space, the company reserves the right, in co-operation with the Czech Police and towing service, to have the car removed at the employee's cost.
- These regulations are issued to protect the rights and obligations of Skoda Auto employees.

**Supplement 6: Traffic Violation Committee – Procedural Rules**

<b>TRAFFIC VIOLATION COMMITTEE PROCEDURAL RULES</b>
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<b>Issued by</b>	ŠKODA AUTO a.s.
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<b>Number of pages</b>	3
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<b>Approved by</b>	
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<b>Original stored at</b>	ZP
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<b>Effective of</b>	1 January 2012
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**Preamble**

With the aim to maintain safety, SKODA AUTO a.s. stipulates traffic rules in areas with company traffic on outdoor roads in the company planr and indoor roads in production halls.

The Traffic Violation Committee performs its activities in accordance with legal regulations, company standards and these procedural rules.

**Article 1**

**INTRODUCTORY PROVISIONS**

1. The Procedural Rules follow up on some provisions of the Traffic Regulations.
2. SKODA AUTO a.s. and the trade unions establish and dissolves the Traffic Violation Committee (hereinafter referred to as 'the committee').
3. The Procedural rules of solving traffic violation incidents modify the preparation, proceedings and rules of conduct of the committee.
4. The committee adheres to generally binding regulations, collective agreement, working regulations and other company regulations.

**Article 2**

**COMMITTEE MEMBERSHIP**

1. Members of the committee are employees of SKODA AUTO a.s. from the department of ZP, VPU, ZO and the trade unions.
2. Members of the committee are appointed and withdrawn by ZP, VPU, ZO managers or the chairman of the trade unions.
3. The committee consists of five members, election period is two years.
4. The committee choose a chairman from its members within ten days after being appointed.
5. Committee members participate in the committee proceedings, absence must be explained to the chairman of the committee. Attendance at the committee's proceedings is confirmed by the committee member's signature in the attendance sheet.



**Article 3**

**COMPETENCES OF THE COMMITTEE**

1. The committee conducts independent investigation of traffic violation incidents, deciding on prohibition of entry and motor vehicle driving for road users in the SKODA AUTO a.s. plant.
2. The committee requests the OU manager of an employee who has violated the traffic regulations to issue a written notice of gross violation of working discipline and realize the determined measures.
3. The committee has the right to decide about an alternative solution of the traffic violation incident.
4. The committee issues its statements in the form of a committee ruling, submitting recommendations and ideas to the managers of departments, to which the committee members belong.
5. A committee member has the right to submit proposals, request the co-operation of SKODA AUTO a.s. employees, or business partners, to assess the traffic violations objectively.
6. The committee members must follow generally binding legal regulations, attend to the good name of SKODA AUTO a.s. and its organization components, while maintaining commercial secret and confidentiality.
7. The committee bears liability for its actions to the individual departments to which the committee members belong as well as trade unions chairmen.

**Article 4**

**MEETINGS AND VOTE OF THE COMMITTEE**

1. Suggestions to investigate traffic violations are sent to the committee chairman by the ZO department including documentation. A copy is sent to the ZO department and OU manager of the employee who has violated the traffic and the respective HR BP.
2. Committee meetings to investigate traffic violations are arranged by the committee chairman by electronic invitation within ten days after receiving the suggestion from ZO. The invitation must state the date, place, time and agenda of the meetings as well as related documentation.
3. The committee meeting is controlled by its chairman or their deputy. The meeting can start if more than a half of the committee members are present. If less than a half of the committee members do not meet, the present committee members decide on a new date of the meeting. As a guest, a person involved in the meeting can attend based on a previous telephone notice to the committee chairman (or HR BP) not later than one hour before the committee proceeding starts.
4. The committee decides with the majority of votes of its members. The committee votes on all proposals publicly. Any committee member can propose a secret vote. In such case, manner of the vote is decided by the committee. The presiding person can decide on interrupting the committee meeting, for a maximum of one hour, if the committee does not decide otherwise. The committee meeting is ended by the presiding person if all points of the agenda has been discussed or if the number of attending members is less than a half of the all the members.
5. The committee decides on the prohibition of entry and driving of motor vehicles for road users in the company plant for the duration based on severity of the violation. The committee requests the OU manager of an employee who has violated the traffic regulations to issue a written notice of gross violation of working discipline and realize the determined measures.
6. The committee has the right to decide on possible alternative corrective measures.

**Article 5**

**CONFLICT OF INTEREST**

1. A committee member and a department manager or trade unions organization manager mutually control each other.
2. A committee member, in whose case their participation on the discussion and decisions of certain matters may suggest an advantage or disadvantage for themselves or a close person, for a physical or legal person whom they represent, must notify the committee of this prior to the meeting and refrain from the proceedings and vote. The duty to notify is also applicable to the guests. Whether there is a reason for excluding the person from the discussion of and vote on the respective issue is decided by a committee vote.
3. A close person is an immediate relative, a sibling, a wife/husband or a spouse, other family members or persons in a similar relationship who consider each other close, provided that the damage to either of them would be considered as personal by the other.

**Article 6**

**COMMITTEE MEETING MINUTES**

1. Meeting minutes are drawn within ten days after the committee meeting and signed by the committee chairman or a representative authorized by them. The minutes include the date and time of the meeting, number of attending committee members, approved agenda of the meeting, results of the individual votes and decisions.
2. One copy of the meeting minutes is sent to every committee member and the manager of the employee who has violated the regulations.
3. At least once per year the committee revises the fulfilment of its decisions which are registered by the committee chairman.
4. The meeting minutes are stored at the committee chairman for five years in keeping with the Shredding regulations. Afterwards, the committee chairman arranges shredding of the minutes.

**Article 7**

**CONCLUDING PROVISIONS**

These Procedural regulations of investigation traffic violations have been approved by the committee and take effect on the 1 January 2012.

In Mladá Boleslav on the 1 January 2012

.....  
ZP department manager

.....  
ZO department manager

.....  
VPU department manager

.....  
OS KOVO

.....  
Independent trade union representative

**Supplement 7: Template of standardized traffic sign - ZONE – MANIPULATION AREA**

Beginning and end – ZONE – MANIPULATION AREA

Beginning of the manipulation area



End of the manipulation area



Marking a manipulation area with a No Stopping sign



Traffic signs must always be discussed with the ZO traffic inspector, see 5.1.3