INSTRUCTIONS FOR DRIVER AND TEAM LEADER FROM TRANSPORT DIVISION

1. TRAFFIC DRIVES ON THE LEFT SIDE OF THE ROAD IN UNITED KINGDOM.

2. DRIVING SPEED LIMITS:

- In country - 48 km/h (30 miles/h);
- In countryside - 96 km/h (60 miles/h);
- On the highway - 112 km/h (70 miles/h).

3. PERMISSIBLE AMOUNT OF ALCOHOL FOR DRIVERS IN UK: for workers permissible amount of alcohol is – 0,0 promiles.

4. WHAT SHOULD A DRIVER DO IF STOPPED BY A POLICE OFFICER:

4.1. Stop the car in a safe place as quickly as possible and turn off the car. The driver must remain seated and only get out of the car if police officer asks;

4.2. Police officer has the right to check if a driver is under influence of alcohol or drugs;

4.3. Upon request, show police officer your drivers license, vehicle registration, proof of insurance and certificate from car rental company.

5. WHAT SHOULD A DRIVER DO IN CASE OF A CAR ACCIDENT:
Usually in case of a car accident or car theft the police must be called. Also Project Manager, project administrator and a car rental company must be informed. Be prepared to explain the accident in detail.

6. IN CASE OF A CAR BREAKDOWN OR IF A CAR IS FOUND DAMAGED,
Project Manager, project administrator and a car rental company must be informed at all times, in case of damage – police must be called as well.

7. IMPORTANT TELEPHONE NUMBERS:

7.1. 112
7.2. Have a number of a car rental company in telephone book.

8. TO AVOID ANY MISSUNDERSTANDING, IT IS ADVISEBLE TO:

8.1. Take as much pictures as possible of good quality of positioning and damages of all the vehicles that are involved in an accident;

8.2. Make sure pictures involve license plate numbers of all vehicles. In case it is not possible to take pictures, write down all the information about vehicles that were damaged: model, color, and license plate number;

8.3. Write down details of a person whose car was damaged: name, last name, name of the company, telephone number, address, number of passengers in the car (for example, 1 women and 1 child);

8.4. Write down or take a picture of insurance policy number and name of a company of a car that was damaged and give it to car rental company.

9. POLICE IS CALLED IF:

9.1. drivers disagree on the circumstances of an accident;
9.2. the damage is done to strangers property and the owner is nowhere around;
9.3. there are people injured;
9.4. more than two vehicles are involved in an accident;
9.5. if any of the persons involved in an accident are under influence of alcohol or drugs.

10. ADDITIONAL INFORMATION:

10.1. Roundabout traffic drives from left to right;

10.2. Vehicles that come from the left side have the priority in road junctions of equivalent effect;

10.3. There are speed cameras located approximately 2 km from one another in the highway. Those cameras can fixate the speed of a car from the front as well as from behind. The time that takes to go from one camera to other is calculated and determined whether the speed limit was exceeded;

10.4. It is strictly required to comply with the requirements of speed limit, as there is no tolerance applied;

10.5. If a double continuous line marks a roadside, it is forbidden to stop by that side;

10.6. It is strictly forbidden to talk on mobile phone while driving, while being in gas station, while the engine is working (the car must be stopped in a permissible place and engine turned off if you want to talk on mobile phone);

10.7. In case of a car breakdown in highway, all passengers must leave the car and step aside as far as possible to a safe location. The driver must call technical assistance services (driver cannot perform any road works by himself, not even change a flat tire). Driver must wear a reflective vest while waiting for assistance;

10.8. Road tolls can be paid at any store, indicating the license plate number of the car;

10.9. Fines from UK are sent to a car rental company. The car rental company then forwards it to address of infringer. Avoiding to pay fine on time results in higher sum. After that the duty of fine collection is passed to bailiff.

11. ANY PERSON WHO HAS THE POLICYHOLDERS' PERMISSION AND A VALID DRIVERS LICENSE CAN DRIVE THE CAR.

Include recipient transportas@gridins.com to e-mails that contain information regarding transport. In case of emergencies, call +370 655 39630 (Virginijus).