



# Health & Safety Technical Guidelines

## **HS-TG-06**

### **Parking, Driving and Pedestrian Safety**

Produced by

HSS – Facilities & GS Department

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## **1 Purpose**

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- 1.1.1 The purpose of this document is to protect properties, health and well-being of all employees, faculties, students and visitors of the University by:
- Preventing traffic-related accidents and injuries;
  - Instituting adequate procedures to protect all property from loss and damage due to traffic-related accidents;
  - Assuring all Qatar University (QU) employees, students, contractors and visitors clearly understand traffic-related risks; and
  - Requiring all QU employees, students, contractors and visitors to be in compliance with all traffic-related safety regulations and procedures.
- 1.1.2 This document also presents parking regulations and procedures that apply to vehicles while on the QU campus.

## **2 Scope**

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This HS Technical Guideline applies to all QU roadway and parking areas. This HS Technical Guideline also includes driving safety requirements related to the operation of vehicles on QU-related business beyond the QU campus.

### **2.1 Responsibilities**

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### **2.2 Top Management**

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QU top management shall allocate sufficient resources for the effective implementation of the HSMS, including the application of this HS Technical Guideline, and ensure that QU employees, students, contractors and visitors are aware of their responsibilities through appropriate regulation, delegation and communication.

The QU Top Management is also accountable for monitoring and reporting HS performance and appropriate programs and actions to ensure compliance with the QU HS Policy.

### **2.3 Other Accountabilities**

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The QU Health & Safety Section (HSS) and the HS Committee are accountable to the QU Top Management for the implementation of this HS Technical Guideline. Vice President (VPs), Deans, Directors, Managers, Head Sections/Units and Project Managers are accountable to the QU Top Management for the application of this HS Technical Guideline in areas under their supervision.

All QU staff is responsible for performing their duties by complying with the requirements of this HS Technical Guideline as it applies to their activities, observing and obeying safety postings and rules, and promptly reporting all incidents and accidents to their supervisors.

### **3 Guidelines**

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#### **3.1 Campus Parking and Traffic Regulations**

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To protect employees, faculties, students and visitors to the university from automobile accidents, as well as to provide security for motor vehicles parked on the campus, the following rules and regulations must be observed. Failure to comply may lead to the issuance of a university parking ticket and/or a state motor vehicle infraction, the towing of the vehicle at the owner's expense, and when warranted, a disciplinary action by the university.

The university reserves the right to tow or impound any vehicle that is illegally parked or parked in a way that constitutes a serious hazard, impedes vehicle or pedestrian movements, or impairs the operation of emergency equipment and/or the making of repairs. Owners will be required to pay all costs involved in removing and impounding vehicles.

#### **3.2 Display of Parking Permit**

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Parking permit should follow the requirement of Qatar University Security Office.

#### **3.3 Traffic Rules and Violations**

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Qatar University campus is a legal school zone. The maximum speed limit is **40 km/H**, 24 hours a day, seven days a week, regardless of whether or not school is in session.

All accidents involving injuries or property damage must be reported to the University Security Office at telephone number 4403 3566 / 55568713.

The following are considered to be on Campus Moving Violations:

- Failure to yield to a pedestrian.
- Driving the wrong way.
- Driving around/through a barricade.
- Failure to obey a QU Campus Safety Officer or Security Officer.
- Speeding.
- Reckless operation of a vehicle.

#### **3.4 Parking Rules and Violations**

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Parking Violations include but are not limited to:

- Parking in a Fire Zone as indicated by a red/yellow curb or in front of a fire hydrant.
- Parking in an area designated as either a handicapped parking spot or an area reserved for handicap access such as ramps. These areas are marked in light blue.
- Parking in a reserved area or spaces denoted for special parking (i.e. President, Dean, Director, visitor, barricaded spots etc.).
- Park in a no parking zone/area designated with yellow curbs, signs or barricades.
- Parking on the grass or sidewalk.
- Exceeding the allotted amount of time in a timed parking zone.
- Improper parking which includes but is not limited to the following violations:
  - Parking a vehicle in a manner that takes up two parking spaces.
  - Double-parking a vehicle (parking a vehicle so it blocks in another vehicle.)
  - Parking a vehicle in an angled parking space against the flow of traffic.
  - Parking in the travel lanes/driveways of any parking lot.
- The University is not responsible for vandalism or damage to any vehicles while they are parked on campus. Any such damages should be reported to the security officer on duty for assistance in filing the necessary reports.

### **3.5 Penalties for parking and traffic violations**

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Parking and traffic violations may result in parking citations, use of an immobilizer, towing and/or banning.

Vehicles may be towed in the following situations:

- Vehicles presenting a hazard to campus safety will be towed at the expense of the owner or registrant.
- If an individual has been duly notified that his/her vehicle is barred from campus but he or she continues to park on campus.
- A motor vehicle does not display a license plate and/or does not have a Vehicle Identification Number that can be read.
- A motor vehicle, which blocks, hinders, or obstructs a legally parked vehicle, trash dumpster, crosswalk, sidewalk, handicapped access area, service drive or loading zone.
- An individual who parks in a reserved area as indicated by signs, parking cones or barricades.
- Parking in a fire lane as indicated with a red curb.
- Parking in designated handicapped parking space without an official State handicapped license plate, placard or hangtag. Parking in a handicap access area marked in blue such as curb cuts and/or ramps.
- When a vehicle becomes inoperable and/or cannot be parked in the proper area, the driver or registrant must immediately notify the University Security Office.
- Inoperable vehicles must be removed from campus within 72 hours after notification or they may be towed at the owner's/registrant's expense.
- An inoperable vehicle presenting a hazard to traffic will be towed immediately.

Abandoned vehicles will be towed at the owner's expense three days from the date of being identified.

Inclement weather, absence of a parking space or the fact that others are parked illegally is not valid excuses for parking illegally.

Decree No 19 of 2007, issued by HH the Emir of Qatar Sheikh Tamim bin Hamad al Thani shall be used by the University for Traffic Violation and fines. A photocopy of payment receipt shall be provided to University Security Office for record purposes.

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### **3.6 Use of Motor Vehicle Immobilizer**

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Motor vehicle immobilizer may be placed on a vehicle in the following situations:

- Any vehicle that could be towed may be immobilized in lieu of towing at the discretion of the officer.
- An individual or vehicle that has received a parking citation on four different dates during the current semester.
- Individuals are strictly prohibited from removing the immobilizer.









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### **3.7 Traffic Signs and Signals**

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Traffic signs and signals are essential to road safety. Qatar University's traffic signs and pavement markings conform to the state of Qatar standards. In many cases, the signs use easily recognized symbols or pictures rather than words.

A driver must know the meaning of all signs to be able to drive safely inside the campus. For your own safety, learn the signs that are shown below.

Sign	Description
	<p>The <b>GIVE WAY</b> sign should normally be positioned on the left side of a two-way carriageway, facing approaching traffic. It should be located as close as practicable to the point where approaching vehicles are required to hold, while ensuring it is in a position readily visible to approaching drivers</p>
	<p>The <b>STOP</b> sign is used for the same purpose as the GIVE WAY sign but with the additional requirement that a complete stop is necessary for safety before entering the intersection</p>
	<p><b>NO ENTRY</b>, which tells you that you must not enter the road because it is used only for traveling in the opposite direction</p>
	<p>Every approach at a roundabout shall be signed with a <b>ROUNDBABOUT</b> sign so that entering drivers may be made aware of their obligation to give way to a circulating traffic. The sign shall be placed in a prominent position near the holding line, either on the left or right of approaching traffic</p>
	<p><b>PEDESTRIAN CROSSING</b> sign is used to warn of frequent and unexpected pedestrian movements along or across the road</p>
	<p><b>NO PARKING</b> sign is used to warn vehicle drivers for not parking their vehicle in a non designated parking area</p>
	<p><b>ROAD HUMPS</b> is a rounded traffic calming device used to reduce vehicle speed. Humps are placed across the road to slow traffic and are often installed in a series of several humps in order to prevent cars from speeding before and after the hump</p>
	<p><b>NO OVERTAKING</b> sign is used to warn vehicle drivers of the danger in overtaking another vehicle</p>
	<p><b>CONSTRUCTION</b> sign is used to warn vehicle drivers that there is an on-going construction ahead and reducing speed is required</p>

### **3.8 University Pedestrian Safety**

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Students, faculty, staff, contractor and visitors to QU shall practice good pedestrian safety skills in accordance with the following Pedestrian Safety Guidelines:

- Cross the street only at intersections and do not jaywalk.
- Use only marked crosswalks.
- Do not cross in the middle of the street or between parked cars, as drivers are not expecting pedestrians to cross mid-block.
- When crossing streets, before you enter the crosswalk, make eye contact with drivers approaching the crosswalk to ensure traffic has stopped.
- Stop at the curb and look left, right and left again before you step into the street. Be sure to evaluate the distance and speed of on-coming traffic before you step out into the street to ensure that a vehicle has adequate distance in which to stop safely.
- Remember don't take those "NO RIGHT TURN ON RED" signs for granted and always check for turning vehicles before stepping off the curb.
- Avoid walking in traffic where there are no sidewalks or crosswalks. If you have to walk on a road that does not have sidewalks, walk facing traffic.
- At intersections, scan over your shoulder for turning vehicles to make sure that the driver knows you are there.
- Wear bright colors or reflective clothing if you are walking near traffic at night and/or carry a flashlight.
- Use extra caution when crossing multiple-lanes for higher speeding vehicles, while paying attention to the on-coming lanes of traffic.
- Always look for signs that a car is about to move (rear lights, exhaust smoke, sound or wheels turning) and never walk behind a vehicle that is backing up.
- In a foul weather (rain) allow extra time and distance for a vehicle to stop and do not let umbrella or jacket hood block your view of approaching traffic.
- If your view of approaching traffic is blocked by something, move to where you can see, stop and look left-right-left again.
- Never run or dash into the street.
- Watch out for entrances to parking lots to include sidewalks which cross driveways and entrances to them and always check for cars entering or exiting the parking lot.

### **3.9 Safe Driving Operations**

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To minimize the potential for accidents/ incident related to operating vehicles, the following vehicle safety requirements will be applied.

#### **General Requirements**

- Only trained personnel with the valid permits on their driving license are permitted to drive vehicles.
- Wear your seatbelt at all times, and insist that your passengers do too.
- Pay attention to and abide by all speed limits.
- Avoid aggressive driving, be patient and consider your safety and the safety of your passengers and other drivers.
- Never a vehicle running unattended.
- Headlights should be on at all times during night driving, it helps pedestrians and other motorists see you.
- Do not drive with distractions (cell phones, eating, etc.)
- Look ahead for potential dangers and be alert for situations requiring quick action.

- Know your surroundings while you drive; be a good defensive driver. Think outside your car.
- On bright days, wear sunglasses or use your sun visor to minimize bright glare.
- Don't let your passengers interfere with your driving.
- Always have ample driving time, try not to be in a rush—a patient driver is a safe driver.
- Never drink and drive.
- Avoid taking medications that make you drowsy or affect your eye sight.
- Avoid driving in bad weather where practical.
- In low visibility situations (e.g. sandstorms, fog) when driving cannot be avoided, reduce your speed and increase your safety gap between your vehicle and other vehicles.
- When re-fueling; the engine must be turned off, there must be no smoking, and mobile phone use should be avoided.

**QU Campus - additional requirements**

- Never pass/ overtake a vehicle that is stopped at a crosswalk.
- Stop for pedestrians in all crosswalks: on a two-lane road, the pedestrian must be completely across the roadways before you begin moving again.
- Pedestrians have the right of way at ALL intersections, whether in a marked crosswalk or not.
- Always yield to pedestrians upon making turn at intersection.

**Remote location/off road driving - additional requirements**

- When going to remote locations must utilize persons with experience in the location or utilize maps and guidance before going.
- Experienced and trained drivers shall be assigned when desert or off-road driving is required.
- The driver is responsible for safe roadworthy condition of vehicle and to ensure faults are rectified before using the vehicle.
- Communication equipment shall be provided to all personnel travelling in remote areas

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## **4 Document Control**

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This Procedure is a controlled document. The controlled version of this Procedure is located on the QU Electronic Documentation Management System.

Any printed copies of this controlled document are reference copies only. It is the responsibility of all of those with printed copies to ensure their copy is kept up to date.

Refer to *QU HSMS Section 16.0 – Document Control and Record Retention*.