

TRAFFIC AND OPERATING REGULATIONS FOR THE BUS.COM a.s.

The Traffic and Operating Regulations (hereinafter “TOR”) establish the basic rules for ensuring the safety and smooth flow of traffic on the premises of BUS.COM a.s.

The TOR are binding on all traffic participants and entities moving within the premises (including pedestrians) and apply to all motorized and non-motorized vehicles.

Road users are informed of the basic rules of operation within the premises via information signs located at the entrance to the premises.

1. General Provisions

It is prohibited to enter the premises under the influence of alcohol or other intoxicating substances that affect a person’s behavior, or to use such substances within the premises.

Smoking is prohibited throughout the premises, except in designated smoking areas.

Every user of the premises is obligated to prevent harm to life, health, and property. Users of the premises are obligated to use the roads and facilities in accordance with their intended purpose so as not to cause damage or deterioration.

If a user of the premises causes **damage or contamination** to the roads within the premises, or damage to the premises’ equipment and facilities (lights, fences, buildings, fuel pumps, barriers, fire hydrants...), **they are required to immediately report the incident to the premises manager (724 632 509, 724 632 508).**

No materials, machinery, equipment, etc., that would obstruct traffic may be stored on the roads.

Parking areas are not guarded, and no security is provided for parked vehicles. The operator is not liable for damage to or theft of a parked vehicle, nor for items stored inside it.

Persons under the age of 15 may enter the premises only when accompanied by an adult.

2. Basic Traffic Rules

Traffic on roads within the premises is governed by the provisions of Act No. 361/2000 Coll., on Road Traffic, Implementing Decree No. 294/2015 Coll., Part One (traffic signs), and Government Regulation No. 168/2002 Coll. the manner of organizing work and work procedures that the employer is required to ensure when operating transport by means of vehicles.

Maximum permitted speed: 20 km/h. The driver is required to adjust the vehicle’s speed in particular to their abilities, the characteristics of the vehicle and its load, the technical condition of the road, snow conditions, and other foreseeable circumstances.

If roads are not marked with traffic signs, vehicles approaching from the right have the right of way.

Vehicles moving within the premises must meet the requirements for roadworthiness and safe operation. They may only be driven or operated by authorized persons who are physically and mentally capable and carry the appropriate authorization.

It is prohibited to leave the engine running without cause or to drive through the premises without a valid reason.

Cargo may only be transported in cargo, delivery, or passenger vehicles designated for that purpose, up to the vehicle's payload capacity, or in special vehicles (motorized carts). Cargo must be securely placed on the vehicle and properly secured.

Hazardous substances, mixtures, waste, and items may only be transported in accordance with ADR regulations, including a trained driver with a valid license, a specially equipped vehicle, and the correct documentation (UN code).

Bicycles, scooters, and other non-motorized vehicles are permitted on the premises only for travel to and from the workplace. The maximum speed limit also applies to non-motorized vehicles.

3. Driver's Responsibilities Before and During Driving on the Premises

The driver and all passengers are required to wear seat belts while the vehicle is in motion, provided the vehicle is equipped with them.

They must devote their full attention to driving the vehicle and exercise increased caution to ensure that their vehicle does not damage parked vehicles or facility equipment, or endanger pedestrians.

If traffic safety requires it, particularly to ensure safe turning, reversing, or maneuvering the vehicle into blind spots or otherwise hazardous areas, the driver is required to enlist the necessary number of qualified and properly instructed persons.

The driver must signal the start of reversing with an audible warning signal if there is insufficient rear visibility from the vehicle and reversing is not assisted by a qualified and properly instructed person.

Comply with local instructions and orders, as well as traffic, warning, and safety signs.

Do not operate a vehicle that does not meet the conditions for safe operation on public roads.

Do not drive a vehicle or allow another person to drive if their ability to drive is impaired by alcohol, narcotics, or medications, illness, fatigue, or an unsatisfactory mental or physical condition.

While driving, do not hold a phone or other recording device in your hand.

The driver must not disturb other road users or other persons by excessive noise, air pollution, splashing water or mud, or by unnecessarily leaving the engine of a stationary vehicle running.

4. Vehicle Parking

Parking is permitted only in designated areas and in spaces marked with a traffic sign indicating a parking lot.

Drivers must not park in front of utility distribution facilities or main shut-off valves for gas, water, and electricity.

Parking is prohibited in the areas of the fuel station, the automatic car wash, and the summer car wash ramp.

Unobstructed access must be ensured to all buildings, underground and above-ground hydrants, and other fire safety equipment on the premises.

Parked vehicles must be securely prevented from rolling away (gear engaged + parking brake, wheel chocks, etc.)

5. Vehicle Repairs, Maintenance, and Inspections on the Premises

Washing, cleaning, repairing, and maintaining vehicles is prohibited on all areas within the premises, with the following exceptions:

- washing vehicles only to the extent necessary for safe operation (i.e., washing windshields, cleaning side mirrors), and exclusively without the use of detergent or using eco-friendly products),
- repairs solely to ensure the vehicle can be driven to a service center; persons performing such repairs must be clearly identified by wearing a high-visibility vest.

6. Pedestrian Movement on the Premises

Pedestrian movement on the premises is permitted only on sidewalks and marked crosswalks.

A pedestrian carrying an object that could endanger other pedestrians on the sidewalk must use the right shoulder or the right edge of the roadway.

In places where there is no sidewalk or where it is impassable, pedestrians must walk as close as possible to the left edge of the roadway. Pedestrians may walk no more than two abreast along the edge of the roadway. In conditions of reduced visibility, pedestrians may walk only one behind the other.

Crossing the roadway is permitted only perpendicular to its axis. Before stepping onto the roadway, a pedestrian must ensure that they can cross the roadway without endangering themselves or other road users.

7. Operation of the Fuel Station on the Premises

Within the fuel station area and 10 meters in all directions from it, all persons are prohibited from smoking, handling open flames, adjusting or repairing a vehicle's engine, and performing activities that may cause sparks.

Before refueling, the driver must stop the engine and turn off the ignition. If an auxiliary heater is used to heat the vehicle, the driver must turn it off before arriving at the fuel station.

8. Traffic Accidents

In the event of a traffic accident on the premises, measures must be taken immediately to prevent danger to life and health, or damage to technical equipment.

If an injury occurs during an accident, first aid must be provided to the injured person immediately, and medical treatment must be arranged.

If required by applicable legal provisions, a participant in or witness to a traffic accident is obligated to remain at the scene until the arrival of the Czech Police. Alternatively, they must return to the scene after providing or summoning assistance or reporting the accident.

Report property damage to the site manager at 724 632 509, 724 632 508.

9. Emergencies

In the event of power outages or other emergencies, the main power shut-off valves must be closed, and the facility manager must be notified immediately at 724 632 509, 724 632 508.

If emergency medical services or the fire department are called, you must notify the facility manager at 724 632 509, 724 632 508 and ensure that emergency personnel have unimpeded access to the premises.

10. Fire Safety Obligations

Everyone is required to act in such a way as not to cause a fire, endanger the life and health of persons or animals, or damage property.

Smoking is prohibited on the premises except in designated areas; lighting fires, burning waste, and welding are prohibited without the written permission of the facility operator.

To ensure fire safety, everyone is required to keep escape routes and assembly areas clear and maintain unobstructed access to emergency exits, water shutoffs, and gas shutoffs on the premises.

In the event of a fire, everyone is required to:

- remain calm and immediately alert those nearby (shout "FIRE"),

- take necessary measures to rescue endangered persons,
- extinguish the fire if possible, or take necessary measures to prevent its spread, immediately report the fire or ensure it is reported (call 150 or 112),
- provide personal assistance to emergency responders at the request of the incident commander or unit commander,
- provide material assistance (vehicles, water sources, communication equipment, and other items necessary to extinguish the fire),
- Water must not be used to extinguish fuel stations, live electrical equipment, oils, or flammable liquids
- **Car** - Turn off the engine, get out, and call the fire department. Open the hood only slightly and extinguish the fire through that opening; a sudden rush of air will fan the flames.

11. Environmental Protection

Water

It is prohibited to pour hazardous or contaminated liquids and solutions (diesel, gasoline, automotive fluids, etc.) into the sewer system, sewer inspection chambers, or catch basins.

If a spill of petroleum or hazardous substances into the facility's environment is detected, report it immediately by calling 724 632 508 or 724 632 509. Cover spilled hazardous substances with Vapex, sand, soil, sawdust, etc.

Washing vehicles on the premises is prohibited.

Air

Burning any materials or waste is prohibited.

Waste

Generated waste must be sorted and placed in the appropriate receptacles (containers, trash cans, bags, bins).

It is prohibited to litter green areas, roads, parking lots, and handling areas.

It is prohibited to store unnecessary materials, spare parts, including tires and car wrecks, on the premises.

12. Important Phone Numbers (telephone country code + 420)

Fault Reporting Center – Gas	1239
Fault Reporting Center – Water	840 111 111
Fault Reporting Center – Electricity	840 850 860

Emergency calls Contact

Emergency Medical Services	155
Czech Police	158
Fire Department	150
Emergency number	112

Other important contacts Contact

Environmental Officer	724 632 508
OZO Occupational Safety and Health, Fire Protection	724 632 508
Contractual Relations with Tenants	724 632 509