**Attachment No. 5 to the GAC**

**Information for a Driver**

 **Driver’s obligations**

1. A Driver shall be obliged to comply with provisions binding on Terminals and with orders given by staff of the Terminal.
2. A Driver carrying out self-service collection of Products from Terminals shall be obliged to present, upon demand of staff (including Controller of the Terminal) and/or security service of the Terminal, a document enabling identification of a Driver or Vehicle (in particular a document showing identity of a Driver, Identification card of a Driver, Identification card of a Vehicle, registration card of a Vehicle). Refusal to present the document may result in lack of possibility of collecting Products.
3. Before commencement of collection of Products, a Driver shall be obliged to become familiarised with Safety Cards of Terminals available on particular Terminals.
4. For infringement of the rules on conduct binding on the Terminal, a Driver may be punished in accordance with the Matrix of Consequences which forms the list of infringements of Drivers and is available on the website: www.orlen.pl
and in the territory of Terminals.

**Identification cards of Drivers**

1. The cards are owned by PKN ORLEN S.A. and are electronic identifiers of a Driver and Vehicle in IT systems.
2. In order to issue an Identification card of a Driver it is necessary to sign the Request by the Driver for issuance/update of an Identification card of the Driver. PKN ORLEN S.A shall hand over the Card to a Carrier and the Carrier to a Driver.
3. The Driver’s card is secured with a 4-digit PIN Code.
4. A temporary PIN Code is assigned to an issued Identification card of a Driver.
5. During the first login in a Multimedia Kiosk a Driver shall change the temporary PIN Code. Further changes
of the PIN Code may take place through the CBOK only after verification of Driver’s identity.
6. The Driver’s identification card may be used only by the Driver whose data is included in the Card. The Card is valid only with an identity document enabling identification of a Driver.
7. In case of requesting the Driver’s identification card for the same Driver by several Carriers,
the Card shall be issued only to the first applicant.
8. A Carrier shall be obliged to effectively secure and protect the Cards and not to make them accessible to unauthorised persons.
9. In case of:
10. loss or destruction of the Cards,
11. suspicion of a possibility of entering into possession of the Cards by unauthorised persons,
12. use or suspicion of use of the Cards by unauthorised persons

it is necessary to immediately inform the CBOK in order to block the Cards. The Cards are blocked immediately after receipt
of an order by the CBOK to block the Cards.

1. In case of finding a Card which has been reported as lost, it may not be used and should be immediately returned to the CBOK.

 **Rules on Collection of Products**

1. Entrance into the territory of the Terminal and self-service collection of Products shall take place on the basis of a valid Identification card of a Driver and a valid Identification card/s of a Vehicle/s. A Driver needs to possess a certificate of completion of a training in OHS and in operation of filling devices.
2. Self-service collection of Products shall take place with the use of Multimedia Kiosks enabling unassisted preparation, by a Driver, of collection of Products from the Terminal.
3. Only Vehicles in working order with emptied chambers shall be admitted to collection of Products. This fact shall be each time confirmed by a Driver in the Multimedia kiosk.
4. Drivers who collect Products based on Detailed orders (including description of arrangement of Products in chambers of a Vehicle) shall use entrance Multimedia kiosks available from a Vehicle’s cabin.
5. Drivers who complement the General order by adding description of arrangement of Products in chambers of a Vehicle shall use only walkway Multimedia kiosks.
6. Before printing the Orders (both General order and Detailed order), the following activities shall be carried out:
7. identify a Driver by bringing the Driver’s identification card closer to a card reader and enter a PIN code of the Card,
8. identify Vehicles after bringing closer the Identification card/s of a Vehicle/s,
9. certify that a Vehicle is in working order and has emptied chambers,
10. certify familiarisation with the Safety Card of the Terminal and Matrix of Consequences,
11. select a Detailed order, ready for realisation, from a list of available Orders and print it

or

1. select a General order, intended for realisation, from a list of available General orders and complete it (drawing up description of arrangement of Products in chambers of a Vehicle which will be loaded or reduce quantity of Products intended for loading in particular chambers) and then print.
2. For safety reasons, software of the Multimedia kiosk makes it impossible to order loading of a Vehicle above 96% of maximum capacity of chambers.
3. After printing an Order including description of arrangement of Products in chambers of a Vehicle which will be loaded and 5-digit code of an Order intended for entering on a keyboard of the filling controller, it is necessary to immediately go to a distribution station in order to load chambers of a Vehicle in accordance with safety provisions binding in the territory of the Terminal.
4. After the loading, it is necessary to immediately go to the exit Multimedia kiosk (available from a Vehicle’s cabin or walkway multimedia kiosk) and to carry out the following activities:
5. identify a Driver by bringing the Driver’s identification card closer to a card reader,
6. print and collect transport documents and certificate/s of quality for an executed Order - documents do not require signature of a Driver or staff member of the Terminal,
7. immediately leave the territory of the Terminal.
8. In case of lack of an efficient Identification card of a Driver or Vehicle, the Driver may go into the territory of the Terminal and collect products within an emergency procedure. Collection of products within the emergency procedure is possible based on a ready Loading plan received from a Controller of the Terminal after obtainment of consent of the CBOK.
9. During collection of Products within the emergency procedure it is not possible to modify an Order.