



BP CANADA

OMS CP 3.7-0002 Safe Driving Practice

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1.0 Introduction

This practice describes how BP Canada manages driving safety to satisfy the requirements outlined in the Driving Safety in Upstream 100401- B02. The purpose of this practice is to ensure BP Canada Upstream employees, contracted employees, contractors and other visiting personnel use vehicles in a safe manner.

Conformance to this standard is mandatory for BP Canada Upstream. This practice may be used as guidance for other functions and businesses in BP Canada however users shall ensure that they have completed training requirements set by their functions. See [Training requirements by Segment](#) for more details.

This Practice is supported by an Upstream Driving Safety Guide, which provides additional information and guidance for managing the risks of driving. The Guide includes a list of the Higher Risk Driving Countries and requirements when driving for business in those countries as defined in this Practice. Canada and the US are not considered Higher Risk Driving Countries.

2.0 Scope and Applicability

This Practice sets driving safety requirements for the Upstream Canada BP Workforce driving on Business Travel in any category of Vehicle, excluding Mobile Equipment, where the kilometres driven are recordable for the purposes of BP's driving safety metrics (e.g. Vehicle accident rate(s)).

Guidance for driving safety involving Mobile Equipment can be found in the BP Group Guide: GG 3.7-0002 – Safe Movement of Mobile Equipment; no additional Canada specific guidance is in effect for this activity.

Any deviation or extension from the application of any of the requirements of this Practice requires the prior written approval of its issuing authority.

3.0 Definitions

The term 'operating' a Vehicle is used within BP's OMS and the Golden Rules of Driving Safety, however for ease of interpretation; the requirements set out in this Practice also refer to 'driving' a Vehicle. These two terms 'operate' and 'driving' a Vehicle should be seen as interchangeable.

For the purpose of this Practice the following terms and definitions apply:

May	Designates a Permissive Statement – an option that is neither mandatory nor specifically recommended.
Shall	Designates a BP Requirement, and is used in BP Requirement Documents only when it is designating a BP Requirement.
Should	Designates a specific recommendation where conformance is not mandatory.
BP Contractor*	An individual who is under a contractual relationship to supply BP plc or one of its subsidiary companies with goods and/ or services. A contractual relationship covers: <ul style="list-style-type: none">• All individuals contracted directly or sub-contracted.• All employees of companies contracted directly or sub-contracted.• All situations where a contract has not been raised but BP's procurement policy would normally expect there to be a contract in place. This applies to all levels including sub-contracted relationships.
BP Workforce*	The BP workforce comprises all BP employees, all BP contractors and all BP directors

Business Travel*	<p>Any travel undertaken for the purposes of work activities pursuant to employment with BP or one of its subsidiary companies, to the following extent:</p> <ul style="list-style-type: none">• It includes the period from the time that person leaves their residence or their normal place of work until they return or until the time they arrive at their destination and check into temporary accommodation (their 'home away from home').• It includes, on the return trip, the period from when the person checks out of their temporary accommodation until they arrive at their residence or their normal place of work.• It includes the whole spectrum of travel, from international travel through to simple acts like crossing a public road on foot between two BP buildings.• It includes travel to the airport for a business trip from the time an employee leaves home even if that travel follows the same route as their normal commute. If the employee stops in the office first to work, then the period of the employee's business travel starts from the office and not their home.• It excludes a person's normal commute to and from the office.• It excludes that person's commute from their 'home away from home' to their temporary place of work or a significant detour made for personal reasons.
Driver	<p>A member of the BP Workforce driving a Vehicle on Business Travel.</p>
Higher Mileage Driver	<p>A member of the BP Workforce, driving more than 5,000 miles / 8,000 kilometres per year on Business Travel.</p>
Higher Risk Driving Activity	<p>For the purpose of this Practice, Higher Risk Driving Activities are:</p> <ol style="list-style-type: none">a. An OMS risk register position of Blue C+ or Purple risk related to drivingb. Driving a Multi Passenger Vehicle to transport BP Workforce on Business Travelc. Driving a Vehicle to transport petroleum products on public roadsd. Driving a Vehicle off-road, includes purpose-built ice roads, desert and unpaved roadse. Driving an All-Terrain Vehicle (ATV) or snowmobile.
Higher Risk Driving Country	<p>A country with a road traffic death rate per 100,000 population of 13.0 or more, based on the World Health Organisation's (WHO) "Global Status Report on Road Safety", per the list provided in the Upstream Driving Safety Guide.</p> <p>With each new issue of the WHO Report, countries may be added or removed from the list. A country in which Upstream has driving activity will only be removed from the list if its death rate stays below 13.0 per 100,000 population for two consecutive reports.</p>
Mobile Equipment	<p>Self-propelled motorized equipment/tool or Vehicle used within a controlled site/location where the main function of the motorized equipment is for lifting, mechanical load handling (e.g., forklift), construction, drilling, agricultural work and digging work.'</p>
Multi Passenger Vehicle	<p>Mini-Van, Bus or Coach carrying more than 3 people. A MPV could be either a light or Heavy Vehicle depending on the vehicle gross weight.</p>

*Refer to FIN-RD 4-4-0001 HSE Reporting Definitions

4.0 Roles and Responsibilities

- BP workforce who are required to drive on BP business are responsible for being familiar with driving requirements as outlined in this procedure
- Management are responsible for verification of conformance to this procedure.

5.0 BP Requirements

5.1 Vehicle requirements

For business travel all vehicle rentals shall be made via Carlson Wagonlit Travel. Use of personal vehicles for business purposes requires a risk assessment and manager approval. A Vehicle shall not be driven unless it meets the following:

- 5.1.1 Vehicle shall be equipped with the required safety features and shall be maintained in safe working order.
- 5.1.2 Vehicles shall have:
 - Three-point seatbelts for all occupants (lap seatbelts for passengers are acceptable in existing Multi Passenger Vehicle until replacement of the Vehicle);
 - Fully functioning brake system; and
 - Tires which are properly inflated, appropriate for the conditions (for example off- road driving or driving in winter/snow conditions) and have a minimum tread depth of 1.6 millimetres across 75% of the width of the tire.
- 5.1.3 Light Vehicles shall also be equipped with the following required safety features:
 - Seats with head restraints (adjusted accordingly) for all occupants;
 - Anti-lock braking system (ABS);
 - Airbags for Driver and front seat passenger; and
 - Vehicle side impact protection.
- 5.1.4 Light Vehicles which are newly (after 31 December 2016) purchased, leased or contracted by BP Canada shall have a New Car Assessment Program (NCAP) safety rating of at least 4 stars, or the equivalent.
- 5.1.5 Vehicles shall be maintained in safe working order e.g. maintained in accordance with manufacturers' recommendations or an equivalent, with up-to-date records held.
- 5.1.6 Vehicles shall be used in accordance with the manufacturers' specifications and visually inspected for roadworthiness on a regular basis e.g. tires, lights and windscreen wash.
- 5.1.7 Multi-passenger vehicles (MPV) and other Vehicles used for higher risk driving activities (per risk assessment) shall be installed with an In Vehicle Monitoring System (IVMS).
- 5.1.8 Number of passengers shall not exceed manufacturer's specification and legal limits for the Vehicle.
- 5.1.9 Loads shall be secure and shall not exceed manufacturer's specification and legal limits for the Vehicle.
- 5.1.10 Motorcycles shall not be used.

5.2 Driver requirements

Drivers shall not drive the Vehicle unless they meet the following:

- 5.2.1 Drivers and all occupants shall wear seat belts whenever the Vehicle is moving.
- 5.2.2 Drivers shall have a valid driving license for the class of Vehicle being driven, shall be appropriately trained and assessed, and shall be medically fit to drive the Vehicle.
- 5.2.3 Drivers shall check that the Vehicle being driven is free from obstacles (in the direction of driving) before moving the Vehicle.
- 5.2.4 Drivers shall comply with the applicable legal and regulatory requirements for driving.
- 5.2.5 Drivers shall not exceed the posted speed limit or drive at an unsafe speed for the prevailing road conditions.

- 5.2.6 Drivers shall not be under the influence of alcohol or drugs, or their fitness to drive be impaired by medication or other substance
- 5.2.7 Drivers shall not use a mobile phone or other two-way communication device while driving the Vehicle
 - This shall include, but is not limited to, mobile or smart phones (for voice, texting or email use), two-way radios or pagers.
 - Satellite navigation devices shall be set and re-set only when the Vehicle is safely parked.
 - An exception is when traveling on a road which requires the use of two way communication. In this circumstance, only short duration calls on a radio are permitted by exception on roads which are radio controlled or when required by regulation (e.g. when moving oversized loads in a convoy with escort vehicles(s)).
- 5.2.8 Drivers shall be rested and alert and shall not drive any Vehicle when fatigued
 - Drivers shall stop driving and take a break when fatigued, or sleep for an appropriate period before driving again or make other travel arrangements.
- 5.2.9 Higher Mileage Drivers shall not within a rolling 24 hour period;
 - Work more than 14 hours when driving a Vehicle; and
 - Drive more than 10 hours (maximum driving time between breaks is 4.5 hours).

5.3 Training Requirements

Table 1 outlines training requirements that shall be satisfied by members of the Upstream workforce. Other BP drivers shall consult with their function to ensure that appropriate training requirements are satisfied. See [Training requirements by Segment](#) for more details.

Table 1: Upstream Driver Training Matrix

Driver Classification	Required Training & Conformance- Self Verification		
	E-Learning	In-Vehicle	Self-Verification
Driver- drives <8,000 km/yr	BP approved Driver training (BP MyTL e-learning course) every 3 years	Not required (unless driving in Higher Risk Driving Country)	BP Driver questionnaire (annually)
Higher Mileage Driver- drives >8,000 km/yr	BP approved Driver training (BP MyTL e-learning course) and Fatigue awareness training every 3 years	Accredited on-the-road defensive Driver training and assessment every 3 years	BP Driver questionnaire (annually)
Higher Risk Driving Activities	Same as Higher Mileage Driver plus Risk Assessment. See HSE staff for guidance		
Driving in Higher Risk countries			

- 5.3.1 Drivers shall comply with all controls put in place as a result of the application of a Risk Assessment for higher risk driving activities and for driving in Higher Risk Countries.

When possible, use existing risk assessments, journey risk management (JRM) plans and risk action plans (RAPs), however they should be reviewed to confirm relevance and adequacy.

5.4 Self-verification

Drivers should demonstrate conformance to the Practice by completing the [Driving Safety Questionnaire \(DSQ\)](#) annually.

6.0 References

- [FIN-RD 4-4-0001 Group HSE Reporting Definitions](#)
- [100401 BP Practice - Driving Safety in Upstream](#)
- [OMS CF 3.7-0002b Journey Hazard Assessment Card](#)
- [Driving Safety Questionnaire](#)
- [Carlson Wagonlit Travel](#)

7.0 Revision Log

Revision Date (dd-mmm-yyyy)	Reviser (Name/Title)	Approver (Name/Title)	Revision Details
01-July-2016	John Drinkwater RC&E Manager	Gordon Kemp VP OBO Production & HSE	- Align with new Upstream Practice - Transition from previous Canada Vehicle Standard and Road Safety Practice
13-July-2016	Stefany Carcamo	John Drinkwater	- Added link to Driving Safety Questionnaire (DSQ)