



GoM Region

GoM Region Driving Safe Work Practice (SWP)

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AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment
12/08/2014	8	PT	<p>Significant rewrite to align scope, definitions, and process with OMS 3.7 Transportation Operating Essentials for vehicle driving risks and Group recommendations for driving safety, Driving Safety GRP 3.7-0002.</p> <p>Further defined driving on company business and provided examples</p> <p>Organized document to emphasize driver responsibilities for Pre-Trip Planning Phase and During the Trip Phase</p> <p>Added responsibilities for Supervisors, PSCM, Upstream Talent & Learning, HSE Manager</p> <p>Redefined driver training requirements</p> <p>Merged content and retired the following controlled documents:</p> <p>GoM Driving Safety Safe Fueling Guidance UPS-US-SW-GOM-HSE-DOC-00418-2</p> <p>GoM Driving Safety Pre-Trip Assessment Guidance UPS-US-SW-GOM-HSE-DOC-00419-2</p> <p>GoM Driving Safety Professional Driver Requirements UPS-US-SW-GOM-HSE-DOC-00010-2</p> <p>Retire managed document GoM Vehicle Inspection Checklist; this document applies to BP Owned Vehicles only; GoM currently does not own any vehicles</p>
12/11/2013	7	PT	Reviewed document with no changes.
12/17/2012	6	PT	Reformatted to meet GoM Document Control requirements
02/03/2012	5	PT	Added journey management language in Section A and A1. Revised parking section in Driver Requirements table. Updated Key Documents

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1 Purpose / Scope

This Safe Work Practice (SWP) applies to BP employees (defined hereafter as “drivers”) who drive on company business the following: personal vehicle, rental vehicle, or company owned/leased vehicle.

This SWP describes how GoM Region will implement BP OMS 3.7 Transportation Operating Essentials for mitigating risks associated with driving on company business.

This SWP does not address the use of off-road vehicles (e.g., ATVs, UTVs) while on company business. The use of this equipment should be addressed in local risk assessments and processes.

Driving on company business is any activity performed to meet BP’s business needs defined as “work-related” under the U.S. OSHA record keeping requirements such as:

- Driving to/from the airport for business related travel
- Driving to/from training events at facilities that are not your normal work location
- Driving to/from BP business related meetings at other BP offices, engineering company offices, fabrication yards, vendor and supplier offices, docks, and vessels

Driving on company business will **not** include:

- Commuting between home and normal work locations
 - Houston resident driving to WL office
 - Offshore field personnel driving from home to a point of embarkation, such as the heliport or a dock
- Personal or optional activities

2 Key Responsibilities

2.1 Driver Responsibilities

2.1.1 Pre-Trip Planning Phase

2.1.1.1 *Journey Management Strategy*

Drivers are responsible for challenging the necessity, frequency and/or extent of trips with the intent to limit hazard exposure. The risks of every journey should be assessed. Pre-trip risk assessments and route planning activities are encouraged in order to minimize driver hazard exposure.

Every driver, before driving on BP business, should determine:

- If the trip is necessary.
- If there are other options available, such as a teleconference or videoconference.
- If there is adequate time to make this trip safely without being rushed.
- If the driver is licensed and competent to drive this particular vehicle.

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- If adverse weather conditions exist such as rain, snow, ice, fog, etc. or if conditions are too severe to undertake or continue the journey.

2.1.1.2 Driver Fitness

Drivers are required to report any changes in their driving capability to their supervisor and stop driving the vehicle on company business until GoM Region confirms their fitness capability.

Drivers driving on company business are expected to stop driving if they are tired or fatigued.

Drivers should either make alternative travel arrangements, or have an appropriate period of rest or sleep before driving. Drivers should not exceed a combined 16 cumulative hours (work + driving) in a rolling 24 hour period with a maximum of 10 total hours of driving time. Travel plans should be agreed with your supervisor.

Drivers shall not be under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to safely operate a motor vehicle.

BP employees must notify their supervisor when using prescription or over-the-counter medications that advise against operating a vehicle and/or equipment.

[Driving on company business between the hours of 12:00 Midnight and 4:00 AM must be approved by your supervisor.](#)

2.1.1.3 Readiness to Drive

Drivers are responsible to safely operate a motor vehicle on company business by:

- Having a valid driver's license.
- Having current insurance, to the extent required by state law, covering the duration the driver is expecting to drive on company business.
- [Annually completing the BP Group Driving Safety Questionnaire.](#)
- Performing a 360 walk around before moving the vehicle (including any attached trailers) and every time you park and leave your vehicle to confirm it is in proper working condition.
- Adjusting vehicle controls (navigation system, climate control, mirrors, radio, seat, etc.) before starting the journey.
- Placing portable electronic devices in standby to avoid being distracted by phone calls, email notifications, and text messages.

2.1.1.4 Use of a Vehicle on Company Business

A vehicle shall be in proper condition and meet the following minimum requirements before being used for company business:

- Anti-lock Braking System (ABS)
- Air Bags
- Side Impact Protection
- Brake Lights
- Emergency Indicator Lights

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- Head Rest for front seat passengers
- Rear and Side Mirrors
- Front seats require 3-point seat belt
- Rear seats require a minimum of a lap belt
- Tires require a minimum of 2/32 inches of tread depth
- Vehicles (such as mini / smart cars) that have an average weight of less than 2,200 lbs. are not allowed on company business
- Motorcycles are not allowed on company business
- Open top vehicles must be fitted with rollover protection
- Front windshield must be laminated glass and side and rear should be either laminated or tempered glass
- Radar detectors are prohibited in company vehicles or personal vehicles being operated on company business

2.1.2 During the Trip Phase

2.1.2.1 *Operating the Vehicle*

Drivers should observe all legally required road safety rules in addition to the following basic rules:

- Stay focused on the task at hand - Keep your eyes and mind on the road.
- Keep your hands on the steering wheel.
- Observe all posted speed limits.
- Drive according to conditions.
- Observe all road signs. Construction signs may change frequently, and traffic patterns may have been altered.
- Do not follow too closely.
- Signal your intentions. Allow the other driver time to react.
- Keep your turn signal lights, brake lights, headlights, and windows clean.
- Keep your headlights on when the vehicle is being driven.
- Extra care should be taken when driving during limited visibility to watch for road hazards such as debris or animals in the road.
- Avoid distractions such as eating, loud music, reading, referencing maps, reaching for objects, personal grooming, working, multitasking, and looking at objects (accidents, billboards, construction work, etc.) while driving.
- Expect the unexpected.

2.1.2.2 *Mobile*

2.1.2.3 *Phone / Two-way Communication*

Drivers are prohibited from initiating or acknowledging mobile phone or other two way communication while the vehicle is in motion; this includes hands-free devices.

Before using a mobile phone or other two way communication the vehicle must be brought to a full stop in a safe location and legally parked off the roadway.

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2.1.2.4 Parking / Backing / Fueling

Drivers should always be aware of and comply with all facility parking rules and requirements. When parking, always put the vehicle in park and/or set the emergency brake.

When backing long distances, spotters are required when visibility is limited such that a safe backing path cannot be determined.

Before fueling the vehicle, turn off your engine and follow all posted warning signs.

2.1.2.5 Securing Loads / Equipment / Other Items

It is the driver's responsibility to assure loads, equipment and other items transported by a vehicle are secured, tied down, and/or positioned to eliminate or minimize safety risks to the occupants or other motorists.

Loads, equipment and other item's weight shall not exceed manufacturer's specifications and legal limits for the vehicle.

2.1.2.6 Passengers

The Driver will make certain that:

- The number of passengers does not exceed the manufacturer's design specification for the vehicle.
- All occupants of the vehicle shall remain seated and wear seatbelts whenever the vehicle is in motion.
- The number of passengers in a vehicle does not exceed the number of seatbelts.
- Taxis, buses, coaches, or golf carts not fitted with seat belts, should only be used if no other alternatives are available and only with prior authorization by the driver's supervisor.
- No passengers are riding in the back of trucks.
- Passengers, other than BP or contractor employees, are not allowed in company owned/leased vehicles unless approved by the driver's supervisor.
- Personal use of company vehicles is allowed only with prior authorization by the driver's supervisor.

2.1.2.7 Reporting of Incidents

Drivers are responsible to report all vehicle incidents to their immediate supervisor as soon as possible in accordance with the GoM Region Incident Notification and Reporting Policy.

Personal safety shall be the first priority.

All drivers involved in a BP work related vehicle accident / incident shall be subject to a post-accident / incident drug and alcohol testing per BP Drug and Alcohol policy.

Mobile phone records may also be recovered as a part of the local incident investigation.

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2.2 Supervisor Responsibilities

- Report all vehicle incidents in accordance with the GoM Region Incident Notification and Reporting Policy.
- Ensure driver understands the requirements contained within this SWP.
- Ensure driver attends BP driver training, as required.
- Inform driver of journey management and that they shall stop driving or take a break when they feel tired.
- Confirm manufacturer's recommendations for vehicle maintenance of company owned/leased vehicles are being met and appropriate documentation is maintained.
- Confirm that appropriate emergency response equipment (e.g., fire extinguisher, first aid kit, safety triangles) is selected and supplied in each company owned/leased vehicle.
- Choose transport suppliers that provide vehicles fitted with seatbelts.
- If transport with seat belts is not available then prohibit the use of front passenger seats (those immediately up to the windshield) to limit the risk if using a taxi, bus or coach without seat belts.
- Where BP or the manufacturer requires the use of a safety helmet refer to the recommendations in Driving Safety GRP 3.7-0002, including the inspection and replacement as applicable.

2.3 Procurement and Supply Chain Management (PSCM) Responsibilities

- Confirm that vehicles purchased or leased (including Heavy Vehicles, Light Vehicles, and Forklifts) by the company meet the recommendations set out in Driving Safety, GRP 3.7-0002.
- Confirm that the vehicle management company's specifications are aligned with Group Vehicle Safety Features defined in Driving Safety, GRP 3.7-0002.
- Confirm that contracts entered into with transportation service providers contain language requiring operations that are consistent with the relevant recommendations in Driving Safety, GRP 3.7-0002 and this GoM Region Driving SWP.

2.4 GoM Upstream Talent and Learning Responsibilities

- Develop a training matrix that defines required training for BP drivers.
- Develop and maintain a record-keeping system that tracks all relevant training, and manage all training providers who provide driving training for company drivers.

2.5 Health, Safety, & Environmental Manager Responsibilities

- GoM Region shall report and investigate all vehicle incidents associated with driving that is subject to this safe work practice, including near misses, in compliance with GoM Region Incident Notification & Reporting policy and Incident Investigation policy.

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- All drivers involved in a BP work related vehicle accident / incident shall be subject to a post-accident / incident drug and alcohol testing per BP Drug and Alcohol policy.
- Consider recovering mobile phone records as a part of the local incident investigation.
- Annually review the GoM employee driving data from the BP Group Driving Safety Questionnaire and provide a report to GoM Region Leadership.

3 Training

3.1 Driver Training

The driver training program consists of initial and refresher training criteria:

- Low-mileage (<2,000 miles per year) drivers' initial and refresher defensive driving training shall be conducted through 2 hour computer-based training with a refresher every 3 years.
- Higher-mileage (>2,000 miles per year) driver initial training shall include 4 hour on-the-road training with a minimum of one instructor for every five students. 2 Hour refresher training for higher-mileage drivers shall take place through computer-based or classroom instructions every 3 years.
- Higher-mileage drivers identified as high risk (e.g., workforce members who drive over 10,000 miles per year) shall take 2 hour refresher training which includes an on-the-road session every 3 years.
- Professional driver initial 8 hour and 4 hour refresher defensive driving training shall include on-the-road training conducted every 3 years with a minimum of one instructor for every three students.
- For additional guidance refer to Annex 4 of [GRP 3.7-0002 Driving Safety](#)

4 Key Documents / Tools / References

4.1 [GRP 3.7-0002 Driving Safety](#)

4.2 [GDP 4.4-0001-02 HSSE & Operational Incident Reporting Boundaries](#)

4.3 [GDP 4.4-0001-03 HSE Reporting Scenarios to Illustrate Boundaries](#)

4.4 [BP Group Driving Safety Questionnaire](#)

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