

BP Practice

Driving Safety in Upstream



Contents

Foreword	4
Introduction.....	5
1 Scope and exclusions	6
2 Normative references	6
3 Terms and definitions	6
4 Symbols and abbreviations	8
5 BP requirements	9
5.1 Vehicle requirements	9
5.2 Driver requirements	10
5.3 Risk based approach for Higher Risk Driving Countries and Activities.....	12
5.4 Self-verification	12
5.5 Deviation and extension.....	12
Annex A Light Vehicle safety features	13
Annex B Heavy Vehicle safety features.....	14
Supporting references.....	16

List of Tables

Table A.1 – In-scope Light Vehicle required safety features	13
Table A.2 – In-scope Light Vehicle recommended safety features	13
Table B.1 – In-scope Heavy Vehicle required safety features	14
Table B.2 – In-scope Heavy Vehicle recommended safety features	15

Foreword

This is the third issue of the Upstream Driving Safety Practice.

The following changes to the second issue have been made:

Sets a new requirement for:

- Multi Passenger Transport Vehicles (MPTV) to be built, designed and constructed for the intended use to specific UN Vehicle Regulations;
- Heavy Vehicles to be installed with mirrors and reversing alarm;
- Newly purchased, leased or contracted Vehicles by Upstream Entities;
- Vehicles installed with IVMS, that this system is operational and used in support of improving driving safety behaviour and performance;
- Drivers to secure loose objects that could cause a distraction or could create a hazard to occupants during harsh braking;

Clarifying:

- The intended scope of the MPTV definition;
- That lap seatbelts are only acceptable until 31 December 2019 for existing MPTVs;
- That loading limits include the limits for axle loading and centre of gravity;
- That a deviation could be requested in specific circumstances against 5.1.1 and 5.2.5.a when supported by an approved risk assessment;
- That the Driver must check the Vehicle being driven is free from hazards (instead of using the word "obstacles") before moving it.

Upstream Entities are required to be conformant with the new requirements described above by 31 December 2017 (Note: for existing requirements as per second revision (B02) of the Practice, conformance date remains 31 December 2016).

Blue italic text is used to denote commentary. Commentary is provided to aid the reader in understanding the context for a requirement or recommendation.

Introduction

This Practice codifies requirements for all Upstream driving (within its scope) and requires a risk based approach for higher risk driving as defined below. For Upstream OMS Entities (within its scope) it codifies OMS 3.7 Transportation (as it relates to road transport by vehicle and, excluding 3.7.7 Aviation and 3.7.8 cost effective Business Travel).

This Practice covers both BP employees and contractor personnel (see Section 1), so implementation may involve amending existing contracts. See Section 5.4 for the self-verification requirement in relation to contractors.

The term 'higher risk countries' is associated with driving safety. Within BP, this or similar terms are also used in relation to travel security and health, by teams such as Group Security and Group Health. This Practice is focused on driving safety and the term 'Higher Risk Driving Countries' is based on the specific driving safety risk within that country. A Journey Management Plan may cover different types of risks, e.g. travel security, health and driving safety within a country. For Upstream, having a Journey Management Plan for the countries meeting the definition of Higher Risk Driving Countries, satisfies OMS 3.7.5.

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 as defined in this Practice.

1 Scope and exclusions

This Practice sets driving safety requirements for the Upstream 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)). For anyone in Upstream, it replaces the RM-P 3.7-0002 and it supersedes the [Group Recommended Practice for Driving Safety \(GRP 3.7-0002\)](#).

This Practice does not apply to the Lower 48 business or to Operated by Others (OBO) businesses or to Non-Operated Joint Ventures (NOJVs) or to any BP staff seconded into such businesses or NOJVs.

Guidance for driving safety involving Mobile Equipment can be found in the BP Group Guide: [GG 3.7-0002 – Safe Movement of Mobile Equipment](#).

The requirements statements in sections 5.1 and 5.2 were taken directly from the Golden Rule of Driving Safety.

2 Normative references

The following documents are referenced in one or more requirements in this BP Practice. For dated references, only the version cited applies. For undated references, the latest version of the referenced document (including any amendments) applies.

GFD 0.0-0001 The BP Operating Management System (Part 2 Our OMS)
[100402 BP Guide - Driving Safety in Upstream](#)

3 Terms and definitions

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

Shall

Designates a BP Requirement.

Should

Designates a specific recommendation where conformance is not mandatory.

May

Designates a Permissive Statement - an option that is neither mandatory nor specifically recommended.

BP Contractor

Refer to [RCD 4.4-0001 Group HSE Definitions](#).

BP Operated Location

Refer to [RCD 4.4-0001 Group HSE Definitions](#).

BP Workforce

Refer to [RCD 4.4-0001 Group HSE Definitions](#).

Business Travel

Refer to [RCD 4.4-0001 Group HSE Definitions](#) - note there are two definitions
Business Travel: BP Contractor and Business Travel: BP Employee.

Driver

A member of the BP Workforce driving a vehicle on Business Travel.

Higher Mileage Driver

A driver, driving more than 5,000 miles / 8,000 kilometres per calendar year on Business Travel.

Higher Risk Driving Activity

For the purpose of this Practice, Higher Risk Driving Activities are:

- a) An OMS risk register position of Blue C+ or Purple risk related to driving
- b) Driving a Multi Passenger Transport Vehicle to transport member(s) of the BP Workforce on Business Travel
- c) Driving a vehicle to transport dangerous goods (e.g. petroleum products) on public roads
- d) Driving a vehicle off-road: including on purpose-built ice roads, desert and unpaved roads and an unconventional vehicle such as an All-Terrain Vehicle (ATV) or snowmobile.

Higher Risk Driving Country

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. Once a country's death rate is below 13.0 per 100,000 population for two consecutive reports, it will be removed from the list.

Mobile Equipment

Self-propelled motorized equipment/tool or vehicle used at a BP Operated Location.

Multi Passenger Transport Vehicle

A Van, Minibus, Bus or Coach which is owned, leased or contracted by a BP Upstream Entity (not including a personal vehicle or public transport vehicle, e.g. airport shuttle bus, taxi). These vehicles can also meet the definition of a Light Vehicle or Heavy Vehicle depending on the vehicle gross weight.

Upstream Entity

For the purposes of this Practice, the Upstream Entities in scope are:

- a) The operating, technical and business functions
- b) The Upstream organisational units (i.e. Engineering, S&OR, HSE Discipline and Joint Ventures (JVs))
- c) The Regional organisations which covers anyone in Region but not covered above
- d) The Upstream executive office which covers anyone not covered above

Vehicle

Any means of motorised transport used on land. Vehicles are split into two sub-categories:

Heavy Vehicle Gross vehicle weight (unladen) 3.5 tonnes and heavier

Typical examples include: Lorry, Truck and Trailer, Dump truck, Bus, Coach.

Light Vehicle Gross vehicle weight (unladen) less than 3.5 tonnes.

Typical examples include: Car, SUV, 4x4, Pickup truck, Van.

4 Symbols and abbreviations

For the purpose of this BP Practice, the following symbols and abbreviations apply:

ABS	Anti-lock Braking System
ATV	All-Terrain Vehicle
DSQ	Driving Safety Questionnaire
HSE	Health Safety Environment
IVMS	In Vehicle Monitoring System
JMP	Journey Management Plan
JV	Joint Venture
MPTV	Multi Passenger Transport Vehicle
MyTL	My Talent and Learning
NCAP	New Car Assessment Program
NOJV	Non-Operated Joint Ventures
OMS	Operating Management System
RAP	Risk Action Plan
S&OR	Safety & Operational Risk
UN	United Nations
WHO	World Health Organisation

5 BP requirements

5.1 Vehicle requirements

A vehicle shall not be driven unless it meets the requirements in this section 5.1.

5.1.1 Vehicle shall be equipped with the required safety features and maintained in safe working order

- a. Light Vehicles shall be equipped with the required safety features set out in Annex A.
- b. Heavy Vehicles shall meet the recognised specifications for the country of operation and be equipped with the required safety features set out in Annex B.
- c. Multi Passenger Transport Vehicles (MPTV) shall be built, designed and constructed for the intended use to United Nations (UN) Vehicle Regulations or equivalent national standards for seat and seat belt anchorage, safety belts and restraints and rollover protection.
- d. 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.
- e. Vehicles shall be used in accordance with the manufacturers' specifications and visually inspected for roadworthiness on a regular basis e.g. tyres, lights and windscreen wash.
- f. The following vehicles which are owned, leased or contracted by BP Upstream Entities shall be installed with an In Vehicle Monitoring System (IVMS):
 1. Vehicles in Higher Risk Driving Countries.
 2. Multi Passenger Transport Vehicles (MPTVs).
 3. Other vehicles used for Higher Risk Driving Activities, if this is an outcome of the risk assessment required by Section 5.3.
- g. For vehicles installed with IVMS, where applicable legal requirements including data privacy laws allow, this system shall be operational and used in support of improving driving safety behaviour and performance including providing regular feedback to the driver.

A time bound deviation or extension request to requirements in 5.1.1 can be submitted for approval, supported by a risk assessment, for vehicles (except for MPTVs) operating in an airport service area or at a BP Operated Location, provided that the maximum speed limit does not exceed 20 miles/hr (30 Km/hr).

5.1.2 Number of passengers shall not exceed manufacturer's specification and legal limits for the Vehicle

5.1.3 Loads shall be secure and not exceed manufacturer's specification and legal limits for the Vehicle

Loading limits for Heavy Vehicle include the limits for axle loading and centre of gravity.

5.1.4 Motorcycles shall not be used

This goes beyond OMS 3.7.4 and the Golden Rules of Driving Safety which state that a documented risk assessment is to be completed before motorcycles are allowed. The Upstream Segment does not allow the use of motorcycles on Business Travel.

5.2 Driver requirements

Drivers shall not drive a vehicle unless they meet the requirements in this section 5.2.

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 and for the country in which it is being driven, are appropriately trained and assessed, and medically fit to drive the Vehicle

- a. Drivers shall check that the vehicle being driven is free from hazards (e.g. obstacles in the direction of driving) before moving the vehicle.

A good practice is to perform a 360° walk around before moving a parked vehicle.

- b. Drivers shall comply with the applicable legal and regulatory requirements for driving.
- c. Drivers shall not exceed the posted speed limit or drive at an unsafe speed for the prevailing road conditions.
- d. Drivers shall be medically fit to drive and report to their Line Manager or to Occupational Health anything which could mean a change in their fitness to drive.
- e. Drivers shall hold a valid driving license for the class of vehicle being driven and to drive in that country, keep their licenses up to date and inform their Line Manager if they are no longer legally licensed to drive.
- f. Higher Mileage Drivers, drivers in Higher Risk Driving Countries and those undertaking Higher Risk Driving Activities shall once every three years complete all of the following:
 1. Accredited on-the-road defensive driver training and assessment when driving on public roadways.
 2. Fatigue awareness training.
 3. BP approved driver training (e.g. BP MyTL e-learning course). It is expected that this training is conducted mid-way through the three year period for the on-the-road training.

It is intended that this training acts as refresher training, typically carried out at around 18 months after the most recent on-the-road defensive driver training.

- g. Other drivers (not covered by 5.2.2.f) shall once every three years complete a BP approved driver training (e.g. BP MyTL e-learning course).
- h. Drivers shall secure loose objects that could cause a distraction or could create a hazard to occupants during harsh braking.

- 5.2.3 Drivers shall be rested and alert and not drive any Vehicle when fatigued**
- a. Drivers shall stop driving and take a break when fatigued, or sleep for an appropriate period before driving again or make other travel arrangements.
 - b. Higher Mileage Drivers shall not work more than 14 hours within a rolling 24 hour period when driving a vehicle.
 - c. Higher Mileage Drivers should not work more than 60 hours over a continuous 7 day period when driving a vehicle.
 - d. Higher Mileage Drivers shall not drive more than 10 hours within a rolling 24 hour period (maximum driving time between breaks is 4.5 hours)
- 5.2.4 Drivers shall not be under the influence of alcohol or drugs, or their fitness to drive be impaired by medication or other substance**
- 5.2.5 Drivers shall not use a mobile phone or other two-way communication device while driving the Vehicle**
- a. Drivers shall not use a mobile communication device while driving the vehicle; this includes, but is not limited to, mobile or smart phones, smartwatches (for voice, texting or email use), tablets, laptops, two-way radios or pagers.
A time bound deviation request to this requirement can be submitted for approval, supported by a risk assessment, for the use of two-way radios: when responding to an emergency or security situation, as part of convoy management, or when needed to maintain safe management of equipment or process.
 - b. Drivers shall only set and re-set satellite navigation devices when the vehicle is safely parked.
- 5.2.6 The risks of the journey shall be assessed and a journey management plan is in place when driving in Higher Risk Driving Countries**
- a. Drivers shall adhere to the applicable Journey Management Plan (JMP).
Section 5.3 includes requirements for Higher Risk Driving Countries.

5.3 Risk based approach for Higher Risk Driving Countries and Activities

- a. Drivers shall comply with all controls put in place as a result of the application of section 5.3, in addition to sections 5.1 and 5.2.
- b. Upstream Entities shall:
 1. Verify that an approved risk assessment is in place for driving in Higher Risk Driving Countries and for Higher Risk Driving Activities.

The [Upstream Driving Safety Guide](#) gives guidance on controls for consideration in the risk assessment, related to: vehicle safety features, driver training and related criteria, driver working, driving and rest hours, JMP, IVMS and driver fitness for task.
 2. Apply Journey Management Plan (JMP) for driving in Higher Risk Driving Countries, for driving a MPTV to transport three or more members of the BP Workforce on Business Travel and based on a risk assessment for undertaking any other Higher Risk Driving Activities.
 3. Verify whether a Risk Action Plan (RAP) is required by the risk management process to describe how barriers will be maintained.

Use can be made of existing risk assessments, JMP and RAP, however they are to be reviewed to confirm relevance and adequacy

5.4 Self-verification

- a. Drivers should demonstrate conformance to the Practice by completing the [Driving Safety Questionnaire](#) (DSQ).
- b. Upstream Entities shall:
 1. For driving in Higher Risk Driving Countries and for Higher Risk Driving Activities, conduct self-verification against all requirements in this Practice.
 2. For all other driving (not covered in 5.4.b.1. above) conduct self-verification, either by checking the DSQs (where drivers have chosen to complete it) or as part of the annual performance review process, to demonstrate conformance to the Practice.
 3. In relation to BP Contractors in scope, check that the Practice requirements are met, and as necessary, communicate the Practice requirements to the BP Contractor.

These checks could be included in the BP Oversight Plan, through the HSSE Bridging process, SMS Bridging document or similar for the BP Contractor.

Refer to [BP Procedure 100150 Upstream Contractor Safety Management](#) or the [Group Guide 2.5-0002 Working with Transport Contractors](#)

5.5 Deviation and extension

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

Annex A

Light Vehicle safety features

Table A.1 – In-scope Light Vehicle required safety features

Section	Requirements
<p>All Light Vehicles in scope of this Practice shall be equipped or installed with:</p> <p><i>This includes personal and rental vehicles used for driving on Business Travel.</i></p>	<ul style="list-style-type: none"> • Three-point seatbelts for all occupants. • Seats with head restraints (adjusted appropriately) for all occupants. • Fully functioning brake system equipped with Anti-lock Braking System (ABS). • Tyres 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 millimeters across 75% of the width of the tyre. • Airbags (front) for driver and front seat passenger. • Vehicle side impact protection.
<p>Light Vehicles which are owned, leased or contracted by Upstream Entities shall also be installed with:</p>	<ul style="list-style-type: none"> • NO Metal bull bars. (1) • IVMS if required as set out in Section 5.1.1.f of this Practice.
<p>Light Vehicles which are newly purchased, leased or contracted (after 31 December 2017) by Upstream Entities shall also be installed with:</p>	<ul style="list-style-type: none"> • Electronic Stability Control (ESC). • Side (curtain) airbags for driver and front seat passenger. • High level third brake light – a third separated brake light mounted centrally. • Daytime running lights. (2) • Safety features that will ensure a New Car Assessment Program (NCAP) safety rating of at least 4 stars, or the equivalent rating in the relevant country.
<p>Notes:</p> <ol style="list-style-type: none"> 1. Deformable (non-metal) bull bars which meet pedestrian safety standards (Australian standard AS4876.1 / European Regulation 78/2009/EC or equivalent) are acceptable. 2. Where permitted by local laws and regulations and if commonly available in the market. When daytime running lights are not commonly available in the market, an acceptable alternative is for drivers to be required to use the vehicle headlights during daytime to improve visibility to other road users where permitted by local laws and regulations. 	

Table A.2 – In-scope Light Vehicle recommended safety features

Section	Recommendations
<p>Light Vehicles which are newly purchased, leased or contracted (after 31 December 2017) by Upstream Entities should (applying a risk based approach) also be installed with:</p> <p><i>A risk-based approach for these features/technologies would be to take into account the type of accidents experienced within the country and the possible outcomes identified in a risk assessment, for all Upstream Entities in a given country, to select the most appropriate technologies, signed off by the "Head of Country"</i></p>	<ul style="list-style-type: none"> • Autonomous Emergency Braking (AEB). (1) • Forward Collision Warning (FCW) (applicable when AEB is not available). (1) • Lane Departure Warning. (LDW) (1) • Parking sensors or parking assistance systems (for example backup camera). (1) • Blind spot monitors / indicators. (1) • Air conditioning / Climate control. (1) • Safety features that will ensure a New Car Assessment Program (NCAP) safety rating of 5 stars, or the equivalent rating in the relevant country.
<p>Note:</p> <ol style="list-style-type: none"> 1. Where permitted by local laws and regulations and if commonly available in the market. 	

Annex B

Heavy Vehicle safety features

Table B.1 – In-scope Heavy Vehicle required safety features

Section	Requirements
<p>All Heavy Vehicles which are owned, leased or contracted by Upstream Entities shall be equipped or installed with:</p>	<ul style="list-style-type: none"> • Three-point seatbelts for all occupants. (1) • Fully functioning brake system equipped with Anti-lock Braking System (ABS). • Tyres 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 millimeters across 75% of the width of the tyre. • Wide-angled fully adjustable rear vision mirrors on both driver and passenger sides of the vehicle and convex mirrors fitted appropriately to ensure adequate vision of blind spots, including passenger side and in front of cab. • Audible reversing alarm, unless legal restrictions on these alarms force an exception. • IVMS if required as set out in Section 5.1.1.f of this Practice.
<p>Heavy Vehicles used for Higher Risk Driving Activities and Heavy Vehicles used in Higher Risk Driving Countries shall also be equipped or installed with the following if this is an outcome of the risk assessment required by Section 5.3.</p> <p><i>For any other Heavy Vehicle not within the categories above, the listed safety features are for consideration.</i></p>	<ul style="list-style-type: none"> • Side and rear under-run protection. • Anti-rollover equipment such as an Electronic Braking System (EBS) to feature full-roll stability such as an Electronic Stability Control (ESC) or Trailer-roll Stability Programme. • All front axle tyres to have a minimum tread depth of 3.0 millimeters over entire tread pattern and all other axle tyres (like rear and trailer axle tyres) to have a minimum tread depth of 1.6 millimeters across 75% of the width of the tyre or have the legal minimum tread depth (whichever measurement is larger). Not to use re-tread tyres on steer axles. • Heavy duty wheel nut indicators fitted to all wheels on all axles. • Conspicuous rear and side markings (e.g. reflector strips 5 to 10 cm wide). • High-visibility/pulse tail and brake lights and additional lights including braking lights and turn indicators installed to the rear of the vehicle at a minimum height of 1.70 meter from the ground. • Laminated (non-splintering) safety glass for windscreen. • Mudguards and mud flaps with spray suppression flaps to the rear most axle(s). • Pedals fitted with non-slip type material (for example rubber pads). • Install foot valves (with shear grooves) and secondary shut-off valves on each outlet when carrying motor fuels. • Secure hatches and fittings such that they will not leak if the vehicle rolls over. (2) • At least two fire extinguishers. At least one fire extinguisher of two kilograms (four pounds) in the cab and at least one of six kilograms (twelve pounds) on the trailer. (2) • An approved master switch within sixty centimeters (two feet) of the batteries. (2) • An exhaust that includes a muffler, silencer or spark arrestor. (2)
<p>Notes:</p> <ol style="list-style-type: none"> 1. For existing HV Multi Passenger Transport Vehicles (MPTVs) lap seatbelts are acceptable until 31 December 2019. All other vehicles and any newly purchased, leased or contracted MPTVs are required to have three-point seatbelts. 2. Applicable to Heavy Vehicles transporting dangerous goods/products with a flash point of less than 61°C (142°F). 	

Table B.2 – In-scope Heavy Vehicle recommended safety features

Section	Recommendations
<p>Heavy Vehicles which are newly owned, leased or contracted (after 31 December 2017) and used for Higher Risk Driving Activities or used in Higher Risk Driving Countries should (applying a risk based approach) also be installed with:</p> <p><i>A risk based approach for these features/technologies would be to take into account the type of accidents experienced within the country and the possible outcomes identified in a risk assessment, for all Upstream Entities in a given country, to select the most appropriate technologies, signed off by the "Head of Country"</i></p>	<ul style="list-style-type: none"> • Autonomous Emergency Braking (AEB). (1) • Automatic Distance Control (ADC). (1) • Alternating Brake Lights (EBD). (1) • Daytime running lights. (2) • In-vehicle camera / vehicle event camera. (1) • Lane Departure Warning (LDW). (1) • Forward Collision Warning (FCW) (applicable when AEB is not available). (1) • Energy absorbing rear underrun. (1) • Rear camera / park assistance. (1) • Blind spot detection device (turn-off assistant). (1) • Air conditioning / Climate control. (1)
<p>Note:</p> <ol style="list-style-type: none"> 1. Where permitted by local laws and regulations and if commonly available in the market. 2. Where permitted by local laws and regulations and if commonly available in the market. When daytime running lights are not commonly available in the market, an acceptable alternative is for drivers to be required to use the vehicle headlights during daytime to improve visibility to other road users where permitted by local laws and regulations. 	

Supporting references

BP

- [1] 100402 [Upstream Driving Safety Guide](#)
- [2] RCD 4.4-0001 [Group HSE Definitions](#)
- [3] GFD 0.0-0001 The BP Operating Management System (Part 2 Our OMS)