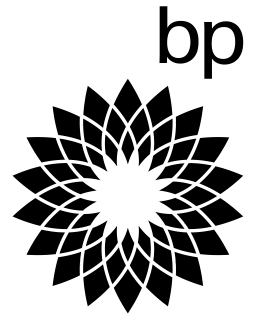




MS&L Procedure



PRO-3.7-0002-0-01 Driving Safety Procedure

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To review changes refer to the 'Version Summary' at the end of this document.

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1. Purpose

This Procedure details the requirements for managing the risks of operating vehicles for the workforce on BP business and is ultimately aimed at eliminating driving related incidents and deaths. It supports the Group Essentials related to driving safety through effective risk management practices and aligns with the recommendations contained in D-P 3.7-0002 Driving Safety in Downstream.

This procedure specifically details the requirements of the following documents:

- Downstream Practice: [D-P 3.7-0002 Driving Safety in Downstream](#).

2. Scope

This Procedure describes BP ANZ Fuels MS&L required approach for driving safety. Through applying these requirements, we will meet BP driving related Operating Essentials and recommendations for driving safety. This includes the use of Work Needs Vehicles, short term rental vehicles and private vehicles for business travel.

The requirement specified in this procedure applies equally to BP employees, contractors and visitors engaged in the ANZ Fuels businesses and functions.

Specific sites, areas and activities may have more detailed OMS requirements and where these exist the requirements will be specified in local procedures, safe work instructions, manuals, handbooks or specific standards.

3. Terms, Definitions and Abbreviations

Table 1: Terms, Definitions and Abbreviations

Shall	Is used for mandatory requirements.
Should	Designates a specific recommendation where conformance is not mandatory. Where a recommendation in this Procedure overlaps with a requirement from another applicable BP document, the requirement must be met.
May	Designates a permissive statement – an option that is neither mandatory nor specifically recommended. Note: If any mandatory requirement, recommendation or permissive statement of this Procedure conflicts with applicable legal and regulatory requirements at the State or Federal level, it is necessary to comply with the applicable legal and regulatory requirements.
ANCAP	Australasian New Car Assessment Program.

Business Travel	Business Travel has the meanings of 'Business Travel: BP Employee' and 'Business Travel: Contractor' as defined in RCD 4.4-0001 – Group HSE Definitions.
Driving on BP Business	Operating a vehicle for Business Travel.
Higher Kilometre Driver	(Light Vehicle) – Drives on BP Business more than 8,000 kilometres per year.
Higher Risk Driving	For the purpose of this procedure, High Risk Driving Activities are; <ul style="list-style-type: none"> 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, remote and unpaved roads.
Light Vehicle	Any means of motorised transport used on land with an (unladen) gross vehicle mass (GVM) of 3.5 tonnes or less. Note: The Australian legislative definition of a light vehicle includes vehicles of 4.5 tonnes GVM or less. Notwithstanding the licensing conditions for Australian license holders, the operation of any vehicle above 3.5 tonnes on BP business must employ the BP controls for heavy vehicles as detailed in D-P 3.7-0002 Driving Safety in Downstream and all associated local procedures.
Lower Kilometre Driver	(Light Vehicle) – Drives on BP Business less than 8,000 kilometres per year.
Managers	Managers who have direct reports that are required to drive on BP business.
Multi Passenger Transport Vehicle	A Van or Minibus which is owned, leased or contracted by MS&L (not including a personal vehicle, rental vehicle or public transport vehicle, e.g. airport shuttle bus, taxi).
My Talent & Learning	BP online learning management system.
Remote Driving	Remote Driving is defined as driving a vehicle to, from or through locations remote from civilization due to terrain, access, distance, availability of facilities and time or communication links. At a minimum it is measured as: <ul style="list-style-type: none"> • driving to rural areas on roads that are not a major road and; • journeys, out of metropolitan areas, that are longer than 4 hours driving time and; • journeys where there is potentially limited mobile phone coverage or; • If the driver assesses the journey as remote (in agreement with the line manager and supported by a risk assessment).

4. Roles and Responsibilities

The roles and responsibilities associated with this procedure are listed in the following table.

Table 2: Roles and Responsibilities

<p>Managers</p>	<p>Shall:</p> <ul style="list-style-type: none"> • Ensure communication of this procedure to reports and the implementation of requirements to operate light vehicles while on BP business; • Maintain accurate records for monitoring the currency of licenses, training & refresher training, medical fitness and vehicle conformance; Note: This shall be achieved through the use of the BP Driving Safety Questionnaire; • Ensure that travel that meets the criteria of remote travel in Australia is appropriately risk assessed and controlled.
<p>Procurement</p>	<p>Shall:</p> <ul style="list-style-type: none"> • Ensure all vehicles purchased as “Works Needs Vehicles” comply with the checklist found within D-P 3.7-0002, Annex A, and with an ANCAP rating of a minimum of 5 stars in Australia. This requirement is extended to all vehicles hired or leased for use on BP business.
<p>Drivers</p>	<p>Shall:</p> <ul style="list-style-type: none"> • Check that the Vehicle being driven is free from obstacles and hazards (in line with the direction of driving) before moving the vehicle; <i>A good practice is to perform a 360° walk around before moving a parked Vehicle.</i> • Comply with the applicable legal and regulatory requirements for driving; • Not exceed the posted speed limits or drive at an unsafe speed for the prevailing road conditions; • Report all driving incidents including any infringements or citations awarded on their license while driving on BP business to their line Manager immediately; • Conform to Elements 1 – 10 of this Procedure.

5. Methodology

The following ten Elements detail the requirements for maintaining light vehicle driving safety and help us to meet BP’s driving related Operating Essentials. The requirements are based on the recommendations contained within D-P 3.7-0002 – Driving Safety in Downstream and have been adapted to suit local conditions.

5.1. Element 1 – Fit for purpose vehicles

The vehicle shall be fit for purpose and must be maintained as per the manufacturer's specifications, in a roadworthy condition, registered as per Australian / New Zealand legislation and clean.

All new vehicles to be purchased for BP business shall be purchased in accordance with the BP safety features for light vehicles, (Annex A, of D-P 3.7-0002 Driving Safety in Downstream).

The vehicle shall be maintained in accordance with manufacturer's recommendations. Service intervals shall be strictly adhered to and any unserviceability identified or suspected between serviceable intervals shall be rectified as soon as possible.

BP works needs vehicles should operate under a behaviour-based safety program to continually improve operating behaviour through observation, recording and coaching. Vehicle data recorders (VDR) may be used in works needs vehicles for the recording of driver behaviour data. The use of this device in vehicles will be communicated to the driver of the vehicle.

The following vehicles which are owned or leased by MS&L shall be installed with an In Vehicle Monitoring System (IVMS):

- Multi Passenger Transport Vehicles (MPTVs);
- Vehicles used for Higher Risk Driving Activities, or;
- Where this is the outcome of a risk assessment.

5.2. Element 2 – Passengers in vehicles

The number of passengers shall not exceed manufacturer's specification for the vehicle or the number of seatbelts fitted.

5.3. Element 3 – Vehicle Loads

Loads shall be secure and shall not exceed manufacturer's specifications and legal limits for the vehicle. All loose items within the cabin of the vehicle shall be stowed securely so as not to contribute to injury in the event of an incident. Items which may be considered as loose items include brief cases, phones, pens & pencils, umbrellas etc.

5.4. Element 4 – Driver assessment, licensing, training and fitness

Drivers shall be appropriately licensed, trained, assessed and medically fit.

Licensed: Drivers shall hold a current license for the vehicle to be driven. Annual verification of license currency should be conducted and records maintained by the manager of each light vehicle driver. The driver shall inform their line manager if their license conditions change (driving restrictions, loss of license etc.).

Trained: Drivers shall participate in, and meet the minimum requirements of, a defensive driver training program approved within My Talent & Learning. Defensive driver training shall be completed within the relevant timeframe from initial appointment into a role. Records are to be maintained through the Driving Safety Questionnaire (DSQ), in addition to being retained on My Talent & Learning.

- **Higher Kilometre Drivers** shall complete accredited on-the-road defensive driver training and assessment when driving on public roadways and fatigue awareness training within 3 months of appointment to a High Kilometre Driver role;
- **Lower Kilometre Drivers** shall complete training via My Talent & Learning and be certified as competent within 6 months of appointment to a Low Kilometre Driver role.

Refresher Training: Refresher training shall be completed on or before the 3rd anniversary of initial training. Refresher training may also be required for a driver following a single significant at-fault incident or multiple minor at-fault incidents. Records of refresher training shall be maintained on My Talent & Learning.

- For **Higher Kilometre drivers**, refresher training consists of theory & practical demonstration of defensive driving;
- For **Lower Kilometre drivers**, refresher training consists of completion of the online module within My Talent & Learning.

Assessed: Records of currency shall be maintained on My Talent & Learning.

Medically Fit: All Drivers shall be medically fit to drive. If you suffer from any condition that impacts your ability to drive, you are required to notify your Line Manager, who shall contact the Health Team for appropriate assessment & medical clearance.

5.5. Element 5 – Driver fatigue

Drivers shall be appropriately rested and alert and shall not drive any vehicle when fatigued.

All drivers shall complete the 'Fatigue Management at BP' online module through My Talent & Learning (or an approved equivalent) and be empowered to stop or break their journey to ensure they do not drive unless appropriately rested.

The following minimum requirements for working and driving shall apply to light vehicle drivers on BP business:

- Drivers shall stop driving and take a break when fatigued, or sleep for an appropriate period before driving again or make other travel arrangements;
- Drivers shall not work more than 14 hours within a rolling 24 hour period when driving a vehicle;
- Drivers shall not work more than 60 hours over a continuous 7 day period when driving a vehicle;
- Drivers shall not drive more than 10 hours within a rolling 24 hour period (maximum driving time between breaks is 4.5 hours).

Prior to commencing longer journeys, it is recommended your planning allows time to take additional breaks if required.

5.6. Element 6 – Use of mobile phones and other two-way communication devices

Drivers are not permitted to use mobile phones or other two-way communication devices, while operating a BP owned or leased vehicle or while driving on BP Business. Satellite navigation devices must be set and re-set only when the vehicle is safely parked.

- Mobile phones and two-way communication devices, includes but is not limited to: cell phones, mobile phones, two-way radios, pagers, text messaging devices, satellite navigation devices, tablets, Personal Digital Assistants (PDAs), and any other two-way communication device;
- In the case of Company supplied Mobile Phones these shall not be used while operating a motor vehicle regardless of whether it is on BP business or not.

A vehicle is considered to be in Operation when it is moving or stationary but not parked (handbrake released).

Driver theory and practical training (attendance based and online) shall articulate the requirement for drivers to not use mobile phones and other two-way communication devices while driving a vehicle on BP business.

Where Smart phones are used as a GPS device, it shall be secured in an approved cradle attached to either the dashboard or windscreen in a location that will not distract or obscure the drivers view.

Best practice is to either switch the phone off completely or set to "Do not Disturb / Silent" mode prior to operating the Vehicle to eliminate the risk of distraction from incoming calls or messages. The same practice should be followed for smart watches or any other two-way communication device.

5.7. Element 7 – Journey risk assessment and management

Journey's that meet the criteria for classification as Remote Travel in ANZ shall be risk assessed and journey risk management plans shall be put in place in accordance with PRO 3.7-0002-0-02 – Remote Travel Procedure.

For personnel travelling to and driving in high risk countries (per D-P 3.7-0002) refer to D-P 3.7-0002 and seek local Light Vehicle and Driving Safety Procedures.

Note: Short non-routine journeys (such as sales staff visiting various groups of customers) can be managed by considering risks and mitigations for an area rather than for a specific route. These plans should still be documented and drivers trained in risks that can be encountered and appropriate mitigations.

5.8. Element 8 – Wearing of seatbelts

Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.

All BP employees driving or riding in a vehicle shall wear individual seatbelts.

All BP drivers with passengers shall not move their vehicle until all occupants are wearing their individual seat belts and continue to wear them while the vehicle is in motion.

5.9. Element 9 – Alcohol, drugs and other substances or medications

Whilst operating vehicles on BP business, drivers shall not be under the influence of alcohol, drugs, or any other substance or medication that could impair their ability to safely operate a vehicle.

5.10. Element 10 – Use of motorcycles, all-terrain vehicles or snow-mobiles and wearing of safety helmets

The use of motorcycles, all-terrain vehicles or snow- mobiles is prohibited on BP business across ANZ Fuels MS&L as per the LOMS 3.7.

6. Verification

Drivers shall demonstrate conformance to this procedure by completing the BP [Driving Safety Questionnaire](#) (DSQ).

Driver training conformance as outlined in this procedure will also be verified annually by My Talent & Learning for all roles that require higher km or professional driving activity.

A good practice for line managers, who have employees that drive on BP business, is to include in the annual performance review process, the requirement to complete the Driving Safety questionnaire, visually verify his/her drivers licence and be in compliance to this procedure.

The key information outlined in this document shall be included in a Self-Verification Programme.

Refer to [PRO-8.2-0001-0-01 MS&L Self Verification Procedure](#) for further details to developing self-verification protocols.

7. Associated Documents

The following associated documents:

- Have been referenced in this procedure.
- Should be considered in understanding and applying the instructions provided in this procedure.

Table 3: Required References

Document Name	Document No	Document Location
BP Driving Safety Questionnaire	DSQ	BP Intranet
Fitness for Task Medical Assessment Procedure	PRO-3.4-0000-4-01	Controlled Document Register
Driving Safety in Downstream	D-P 3.7-0002	OMS Library
ANZ MS&L Remote Travel Procedure	PRO 3.7-0002-0-02	Controlled Document Register
Group HSE Definitions	RCD 4.4-0001	OMS Library
MS&L Self Verification Procedure	PRO-8.2-0001-0-01	Controlled Document Register

8. External References

This procedure was prepared with reference to relevant legislation/regulations including but not limited to, relevant Acts, Regulations, Australian Standards and industry codes and practices.

Details of current legislation/regulations can be provided by the HSSE Team on request.

9. Version Summary

The table below provides a summary of version history of this procedure.

Table 4: Document Version Summary

Version	Prepared by	Description of Change	Date	MoC
1	Steve Hemsley	Created document with relevance to current practice RM-P 3.7-0002, rename to current naming requirements. Replaces PR-PD-058 Light Vehicle Driving Procedure.	15 Jan 2014	N/A
2	Kieran Heinze	Review document and update in line with current practice RM-P 3.7-0002. Align more clearly with 10 elements of the Driving safety Practice	25 Nov 2016	11196
3	Mick Barlee	Update to align with the BP Practice, Driving Safety in Downstream D-P 3.7-002 which replaced RM-P 3.7-0002 on the 29th June 2017.	01 Nov 2018	11481

End of Document