bp Practice

Driving Safety
GDP 3.7-0003

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Contents

Foreword 3
Introduction 4
1 Scope and Exclusions 5
2 Normative References 6
3 Terms and Definitions 7
4 Symbols and Abbreviations 11
5 bp Requirements 12
5.1 Vehicle-related requirements 12
5.2 Driver-related requirements 13
5.3 Journey related requirements 15
5.4 Risk based approach for higher risk driving countries and activities 16
5.5 Self-verification 16
5.6 Requirements for bp Contractors in scope 17
6 Deviations, extensions and non-relevancies 17
Annex A (Normative) Vehicle safety features (in scope) 18
Annex B (Normative) IVMS, vehicle camera and AFDD system 25
Annex C (Normative) Driving and working hours 28

List of Tables

Table A.1 – Required safety features for Light Vehicles 18
Table A.2 – Notes for the Light Vehicles 19
Table A.3 – Required safety features for Heavy Vehicles (goods/cargo transport) 20
Table A.4 – Required safety features for Heavy Vehicles - dangerous goods 21
Table A.5 – Notes for the Heavy Vehicles 22
Table A.6 – Required safety features for Bus or Coach (people transport) vehicles 23
Table A.7 – Notes for the Bus or Coach 24
Table B.1 – In Vehicle Monitoring System (IVMS) functional specifications 25
Table B.2 – Vehicle camera system functional specifications 26
Table B.3 – Active Fatigue and Distraction Detection functional specifications 27
Table C.1 – Driving and working hours 28

Foreword

This is the third issue of bp Practice Driving Safety GDP 3.7-0003 and replaces the 1 May 2025 version. This was a minor update.

This bp Practice includes the following changes:

- Changes in Table A.2 Notes for light vehicles to allow exemption for bioenergy.
- Update to clause 5.2.4a to include commentary clarifying 'valid driving licence.
- Update to clause 5.2.7 to exclude bp employees based in China and Germany for Driver Safety Questionnaire (DSQ).

The 1 May 2025 major revision included the following bp Practice included the following changes:

- Updated scope of this bp Practice to prohibit individuals participating in a business call at any time while driving.
- Simplify the structure of the requirements into three sections: vehicle, driver and journey related requirements.
- Removed requirement for lower mileage drivers driving a vehicle in a higher risk driving safety country to complete on-the-road defensive driver training (beyond their initial training) and managing driver fatigue training.
- The bp Requirements in Section 5 of this bp Practice are adopted from the International association of Oil and Gas Producers (IOGP) Report 365 Land transportation safety practice (version 6.0 as published in March 2025) and define the bp process.
- For bp Contractors in scope of this Practice, refer to IOGP Report 365 Land transportation safety practice.
- Updated definition of "higher risk driving safety country" and "higher risk driving activity".
- New requirement to have Active Fatigue and Distraction Detection (AFDD) technology installed, applying a risk-based and phased implementation.

The IOGP Report 365 Land transportation safety practice, and suite of supporting guidance documents, contain detailed clauses regarding land transportation activity. bp is an active member of the IOGP Land Transportation Sub Committee (LTSC) and has been closely involved in the drafting of the IOGP suite of documents referred to in this bp Practice.

Introduction

This bp Practice codifies driving requirements for all bp entities (within its scope) and requires a risk-based approach for higher risk driving as defined below.

For bp OMS entities (within its scope), it provides additional detail relevant to OMS sub-element 3.7 Transportation (as it relates to road transport by vehicle while excluding OMS group essentials [GEs] 3.7.7 Aviation and 3.7.8 cost effective business travel).

This bp Practice covers both bp employees, bp directors and some bp contractors (see Section 1), so where relevant, contracts might need to reflect requirements in this bp Practice, refer to 5.6.

The bp Requirements in the Sections 5.1, 5.2 and 5.3 are adopted from the IOGP Report 365 Land transportation safety practice.

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 bp Practice is focused on driving safety and the term 'higher risk driving countries' is based on the specific driving safety risk within that country. Refer to GE 3.7.5 for the requirement that a Journey Management Plan (JMP) be in place for higher risk driving countries. A JMP might cover different types of risks (e.g., travel security, health and driving safety within a country).

This bp Practice is supported by bp Guide 500200 Driving Safety GG 3.7-0003 that provides additional information and guidance for managing the risks of driving. The bp Guide 200200 Driving Safety GG 3.7-0003 includes a list of the higher risk driving countries as defined in this bp Practice.

1 Scope and Exclusions

This bp Practice sets driving safety requirements for bp entities and all bp employees and bp contractors (i.e., bp workforce) driving on business travel in any category of vehicle, excluding mobile equipment within the HSSE reporting boundary (i.e., where the kilometres (miles) driven are recordable for the purposes of bp's driving safety metrics (e.g., vehicle accident rate[s])).

The scope of this bp Practice also prohibits bp employees participating in a business call if you are the driver (e.g., not allowed to use mobile phone or attending Microsoft Teams conference call for business if you are the driver, including on personal travel/commuting), refer to section 5.2.2b.

This bp Practice also covers bp contractors providing land transportation services (excluding spot charted) meeting any of the following:

- bp Contractor operating under bp's OMS or under its own HSE Management System whereby the transport risk is held as S&O operated risk (within the Operational boundary).
- bp Contractor operating under its own HSE Management System whereby the transport risk is held as S&O exposure risk (outside of the Operational boundary):
    - transporting bp owned dangerous goods, product (e.g. Fuel transport to retail sites) on public roads.
    - transporting bp owned non-dangerous goods, product, material or equipment on public roads, where the vehicle is primarily allocated to bp operation.

For bp Contractors in scope, refer to section 5.6.

This bp Practice applies group-wide (bp entities) and is not limited to entities operating on OMS (OMS entities).

This bp Practice does not apply to Non-Operated Joint Ventures (NOJVs) or to any bp staff seconded into NOJVs. Requirements for movement of mobile equipment and rail cars can be found in bp Practice 500202 Safe Movement of Mobile Equipment GDP 3.7-0002 and in bp Practice 500294 Safe Movement of Rail GDP 3.7-0004.

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.

bp

bp Guide 500079	Working with Transport Contractors GG 2.5-0002
bp Guide 500134	Fatigue Management GG 3.4-0004
bp Guide 500200	Driving Safety GG 3.7-0003
bp Policy 320001	Global Travel Policy
bp Practice 500000	Implementation of GDPs GDP 0.0-0001
bp Practice 500202	Safe Movement of Mobile Equipment GDP 3.7-0002
bp Practice 500294	Safe Movement of Rail Cars GDP 3.7-0004
bp Record 500147	Group HSE Definitions RCD 4.4-0001
bp Record 500207	Driving Safety Gap assessment tool RCD 3.7-00001
bp Record 500208	Driving Safety Self-verification protocols RCD 3.7-0002
bp Record 500168	OMS Glossary RCD 0.0-0001

IOGP

Report 365	Land transportation safety practice March 2025
Report 365-12	Implementing an in-vehicle monitoring program May 2024

3 Terms and Definitions

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

Reserved Terms:

- **Shall** - designates a bp Requirement.
- **Should** - designates a recommendation where conformance is not mandatory.
- **May** - designates a Permissive Statement, an option that is neither mandatory nor specifically recommended.

Active Fatigue and Distraction Detection (AFDD) device

Active Fatigue and Distraction Detection (AFDD) device is an Artificial Intelligence (AI) technology assessing hazards and risks to predict and alert drivers before a collision. This technology assesses the human physical state indirectly, such as through fatigue and distraction proxies like eye gaze and closure, eyesight direction and position, and recognizing driving or steering patterns exhibiting reduced alertness. It provides a direct, in-vehicle audible alert to the driver.

bp contractor

Refer to bp Record 500147 Group HSE Definitions RCD 4.4-0001.

bp employee

Refer to bp Record 500147 Group HSE Definitions RCD 4.4-0001.

bp entity

Refer to bp Record 500168 OMS Glossary RCD 0.0-0001. (all OMS entities and non-OMS entities are included).

bp operated location

Refer to bp Record 500147 Group HSE Definitions RCD 4.4-0001.

bp workforce

Refer to bp Record 500147 Group HSE Definitions RCD 4.4-0001.

Business travel

Refer to bp Record 500147 Group HSE Definitions RCD 4.4-0001 - note there are two definitions business travel: bp contractor and business travel: bp employee.

Dangerous goods

Refer to IOGP Report 365: Land transportation safety practice - Glossary.

Distracted driving

Any activity that could divert a person's attention (physically or mentally) away from the primary task of driving, such as using a mobile phone, texting, adjusting a navigation system or radio, reading a map, or reaching for an object.

Driver

A member of the bp workforce driving a vehicle (covers all type of vehicles such as personal owned, rental, bp owned etc.) on business travel.

Driving Safety Questionnaire (DSQ)

On-line tool developed by bp to communicate bp's requirements for driving on bp business travel and also to facilitate drivers' self-assessment against these requirements. Refer to DSQ site.

Emergency response vehicle

Refer to IOGP Report 365: Land transportation safety practice - Glossary.

Fatigue

Refer to bp Guide 500134 Fatigue Management GG 3.4-0004.

Higher mileage driver

A driver, driving more than 8,000 kilometres (5,000 miles) per calendar year on business travel.

Note: this includes but not limited to any person defined as a Professional driver, term used in the IOGP Report 365 (a person who is primarily employed to drive a vehicle - Refer to IOGP Report 365 Land transportation safety practice – Glossary).

Higher risk driving activity

Higher risk driving activities are:

[1] An OMS risk register position of Blue C+ or Purple risk related to driving.

[2] Driving a bus or coach to transport member(s) of the bp workforce on business travel on public roads.

[3] Driving a vehicle to transport dangerous goods on public roads.

[4] Driving a vehicle off-road: including desert and any unpaved roads.

[5] Driving a vehicle on a single carriageway road (undivided highway) in a higher risk driving safety country outside city boundaries.

Note: a vehicle operating in an airport service area or at a bp operated location is excluded from this definition.

Higher risk driving country

A country with an estimated road traffic death rate of 10.0 or more per 100,000 population, based on two consecutive years of the "estimated road traffic death rate" as published by the World Health Organization (WHO).

Note: country classification is in line with industry classification. Refer to the IOGP Report 365 Land transportation safety practice for the list of higher risk driving countries.

Mobile equipment

Refer to bp Practice 500202 Safe Movement of Mobile Equipment GDP 3.7-0002.

New Car Assessment Program (NCAP)

Refer to IOGP Report 365 Land transportation safety practice - Glossary.

Rotation driver

Refer to IOGP Report 365 Land transportation safety practice - Glossary.

Spot chartered

Vehicle hired for individual movement(s) of people, product, goods, or materials, with a contract duration of less than 3 months.

Vehicle

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

Light Vehicle: a vehicle with a kerb weight (unladen) less than 3.5 tonnes or Gross Vehicle Weight (GVW) (maximum laden weight) of less than 7.5 tonnes.

Typical examples include: car, SUV, and pickup truck. For the purposes of this bp Practice, all types of pickup truck (including those exceeding a kerb vehicle weight of 3.5 tonnes) are to be considered as a Light Vehicle.

Heavy Vehicle: a vehicle with a kerb weight (unladen) of 3.5 tonnes and heavier or Gross Vehicle Weight (GVW) (maximum laden weight) of 7.5 tonnes and heavier.

Typical examples include: lorry, truck and trailer or dump truck. For the purposes of this bp Practice, all types of cargo trucks and any vehicle specifically designed to pull a trailer (including those with a kerb weight less than 3.5 tonnes) are to be considered as a Heavy Vehicle.

Bus or coach: a vehicle designed to transport more than 9 people (including driver).

Typical examples include: passenger van, mini-bus, bus or coach.

Note: In the previous version of this bp Practice, these vehicles were defined as Multi Passenger Transport Vehicles. This definition is updated to align with the definition used in IOGP Report 365 for these type of vehicles.

Motorcycle: *a two or three-wheeled motor vehicle steered by a handlebar from a saddle-style seat.*

Vehicle operating in an airport service area or at a bp operated location

Refer to IOGP Report 365 Land transportation safety practice - Glossary.

4 Symbols and Abbreviations

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

ABS	Anti-lock Braking System.
AEB	Autonomous Emergency Braking.
AFDD	Active Fatigue and Distraction Detection.
DSQ	Driving Safety Questionnaire.
ERP	Emergency Response Plan.
ESC	Electronic Stability Control.
FCW	Forward Collision Warning.
GE	Group Essential.
GPS	Global Positioning System.
HSE	Health Safety Environment.
IOGP	International association of Oil and Gas Producers
IVMS	In Vehicle Monitoring System.
JMP	Journey Management Plan.
LDW	Lane Departure Warning.
LOPC	Loss of Primary Containment.
MyTL	My Talent and Learning.
NCAP	New Car Assessment Program.
NOJV	Non-Operated Joint Ventures.
OEM	Original Equipment Manufacturer.
OH	Occupational Health.
OMS	Operating Management System.
RAP	Risk Action Plan.
S&ORA	Safety & Operational Risk Assurance.
UN	United Nations.
WHO	World Health Organization.

5 bp Requirements

5.1 Vehicle-related requirements

5.1.1 Vehicle specifications

a. Vehicles used on bp business travel shall meet the recognized specifications for the country of operation and be equipped with the required safety features set out in Annex A.

b. Motorcycles shall not be used on bp business travel.

c. 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).

d. 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).

Emergency response vehicles are exempted from the requirements in Section 5.1.1. It is expected that these vehicles are built, designed, constructed and maintained for their intended use.

5.1.2 Load securement

Vehicles load and passenger numbers shall not exceed manufacturer's specification and legal limits for the vehicle.

5.1.3 In Vehicle Monitoring Systems (IVMS)

For vehicles, installed with IVMS, vehicle camera system or Active Fatigue and Distraction Detection (AFDD) technology, 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.

5.2 Driver-related requirements

5.2.1 Seatbelts

Drivers shall wear three-point seatbelt properly and check that everyone in the vehicle is wearing their three-point seatbelt suitably before starting to drive.

"Properly" in this context refers to the seatbelt being used with no slack, the lap belt positioned over the pelvic region, the diagonal strap positioned over the shoulder, never place the strap behind a person's back or under their arm and make sure nothing obstructs the smooth movement of the belt.

5.2.2 Avoid distracted driving

a. Drivers shall not use any device that involves an interaction both physically or mentally that could cause a distraction, including but not limited to: mobile phones (including hands-free), fixed vehicle digital systems, or any two-way radio while driving or operating a vehicle (including autonomous).

   This does not apply to navigation services (including those provided by Apple CarPlay and Android Auto), as long as the route is set up before driving commences. Drivers responding to an emergency (road rage, security, and so on) are exempted from this requirement.

   Drivers using a two-way radio responding to a security situation, to air traffic control, as part of convoy management, or when needed to maintain safe management of equipment or process are also exempted from this requirement. Radio use in these circumstances is to be kept to the minimum necessary to communicate and control the hazards and risks of the journey.

b. Drivers shall not participate in conference calls (e.g. Microsoft Teams, Zoom, etc.) while driving.

c. Drivers shall not use earbuds or any other wearable audio devices while driving a vehicle.

5.2.3 Manage speed

Drivers shall not exceed the posted speed limit or drive at an unsafe speed for the prevailing road conditions.

5.2.4 Driver competency

a. Drivers shall hold a valid driving license for the class of vehicle being driven and inform their line manager if they are no longer legally licensed to drive.

   "Valid driving license" in this context refers to a license being up to date and issued by the relevant authority (which might be within a bp location / airport with no open access to members of the public).

b. Drivers shall, once every three years (i.e., not exceeding 36 months), complete a bp approved driver training (e.g., bp MyTL e-learning course).

c. Drivers should complete an accredited on-the-road defensive driver training and assessment as their initial training when driving in a higher risk driving country on public roadways.

d. Higher mileage drivers and all drivers undertaking higher risk driving activities shall also, once every three years (i.e., not exceeding 36 months), complete the following:

1. Accredited on-the-road defensive driver training and assessment when driving on public roadways.

Note: it is intended that the bp approved driver training as per 5.2.4.b acts as refresher training. A good practice is to conduct this training mid-way through the three-year period for the on-the-road training (e.g., at around 18 months after the most recent on-the-road defensive driver training).

2. Managing driver fatigue training (e.g., bp MyTL elearning course).

Refer to bp Guide 500200 Driving Safety GG 3.7-0003 for further guidance on timing of training, including in relation to when first driving on bp business travel.

5.2.5 Driver fitness, working, driving and rest hours

a. Drivers shall be medically fit to drive and report to their line manager, supervisor, or to Occupational Health (OH) anything that could mean a change in their fitness to drive.

b. Drivers shall stop driving and take a break when fatigued, or sleep for an appropriate period before driving again or make other travel arrangements.

c. Drivers shall adhere to the maximum driving and working hours as set out in Annex C.

5.2.6 No alcohol or drugs while driving

Drivers shall not be under the influence of alcohol or drugs, or their fitness to drive be impaired by medication or other substances.

5.2.7 Driving Safety Questionnaire (DSQ)

Drivers (in scope) shall demonstrate conformance to this bp Practice by completing the Driving Safety Questionnaire (DSQ), or equivalent.

The DSQ is assigned to bp employees via Grow@bp, at least once every 3 years or any time sooner if driving related conditions have changed.

Excluded from the DSQ requirement are: bp Contractor drivers, bp employees without bp email address, and bp retail staff/employees, bp employees based in China and those based in Germany (until December 2027).

5.3 Journey related requirements

5.3.1 Journey management

a. Drivers shall follow the prescribed journey management plan (where applicable) or the site-specific traffic management plan (where it exists).

b. Drivers shall follow the requirements outlined in the Group Travel Policy when visiting a foreign country and driving a vehicle.

Refer to bp Guide 500200 Driving Safety GG 3.7-0003 for further guidance, including any exemptions when visiting a foreign country and to the bp Policy 320001 Global Travel Policy.

5.3.2 Vehicle manoeuvring

a. Drivers shall secure loads and any loose objects that could cause a distraction or could create a hazard to occupants during abrupt vehicle manoeuvring (e.g., harsh braking, harsh cornering).

b. Drivers shall check before commencing, and throughout reversing and other vehicle manoeuvres, that the path is clear of obstructions, vehicles, equipment, and that no one is 'in the line of fire'.

Before moving a parked vehicle, it is good practice for drivers to perform a 360° walk around and visually inspect the area to check that there are no people, obstacles or other hazards around the vehicle.

c. Drivers should make sure that people in any area where the vehicle operates (worksites, but also public areas like refuel stations, public parking lots, rest areas) are aware of its presence before and during the movement and manoeuvre.

A good practice is to reverse park where possible.

5.3.3 Emergency Response Plan (ERP)

Drivers shall be aware of the applicable Emergency Response Plan (ERP) (where it exists) and understand actions to take in case of an emergency.

A good practice for drivers is to make use of the high visibility reflective safety vest when exiting the vehicle if involved in a vehicle breakdown or any other road emergency.

5.4 Risk based approach for higher risk driving countries and activities

a. bp entities should routinely question the need for journeys, always searching to eliminate the journey or find another way to achieve the journey objective.

b. bp entities shall implement a Journey Management Plan (JMP) for higher risk driving countries and, subject to risk assessment, when undertaking higher risk driving activities or when driving in a country that is classified high risk from a security point of view.

c. bp entities shall verify that an appropriate Emergency Response Plan (ERP) is in place for higher risk driving activities.

ERP to include relevant scenarios and mitigations/actions to take for drivers in the event of a vehicle rollover, Loss Of Primary Containment (LOPC) or vehicle breakdown

5.5 Self-verification

a. bp entities shall conduct self-verification against the requirements in this bp Practice.

A good practice is to make use of the available driving safety self-verification protocols. Refer to the bp Record Driving Safety Self-verification Protocols RCD 3.7-0002. The frequency and extent of self-verification is to be determined by the bp entity on a risk basis.

b. bp entities should assign a local Driving Safety Questionnaire (DSQ) Single Point of Accountability (SPA) to verify conformance status of their employees on regular basis and follow up on any non-conformances.

5.6 Requirements for bp Contractors in scope

a. bp entities that enters, or plans to enter, into a contract for land transportation services shall:

1. Verify that when entering into a new contract, contract extension or contract renewal, the contract language requires the bp Contractor to adhere to IOGP Report 365: Land transportation safety practice.

Any conformance date listed in IOGP Report 365: Land transportation safety practice (e.g. the specific dates for AFDD implementation) is only applicable after the contract language requires the bp Contractor to adhere to IOGP Report 365. As such this does not have an impact on incumbent contracts.

2. Review the land transportation performance under the contract and include, but not limited to, the following:

a) Vehicle accidents relating to vehicles used on the bp contract.

b) Learnings or identified trends from land transport operations, maintenance or vehicle accidents that would enhance safe or efficient operations for bp.

c) Results of contractor self-verification against the bp contract.

Refer to the bp Guide GG 2.5-0002 Working with Transport Contractors.

b. bp entities should, applying a risk-based approach, renegotiate contract requirements for incumbent contracts with expiry date beyond 31 December 2027 to refer to IOGP Report 365: Land transportation safety practice.

6 Deviations, extensions and non-relevancies

Default deviation, extension, or non-relevancy requirements are in section 5.6 of bp Practice 500000 Implementation of Group Defined Practices GDP 0.0-0001.

This does not apply to bp contractors outside of the HSE reporting boundary (e.g., those providing land transportation services under its own HSE Management System whereby the transport risk is held as S&O exposure risk). Any deviation and extension against the IOGP Report 365: Land transportation safety practice, is to be approved at bp entity level.

For more information, refer to bp Record 500147 HSE Definitions RCD 4.4-0001 - HSSE Reporting Boundary and the Land Transportation scenarios document.

A good practice is to make use of the available bp Practice gap assessment tool to (re)assess conformance. Refer to the bp Record 500209 Driving Safety Gap Assessment Tool RCD 3.7-0001.

Annex A
(Normative)
Vehicle safety features (in scope)

Table A.1 – Required safety features for Light Vehicles

Section	Requirements
All vehicles (including privately owned[1] and rental vehicles[2] operating on company business) meet the following specification, or be installed with:	• Three-point seatbelts for all occupants [3] • Seats with appropriately adjusted head restraints for all occupants [4] • Anti-lock Braking System (ABS) [5] • Airbags (front) for driver and front seat passenger and, wherever possible, extended with side (curtain) airbags • Driver- and passenger-side mirrors • Tyres manufactured to a recognized international tyre standard[6], matching manufacturer load and speed rating, properly inflated (per OEM specification), appropriate for the conditions and operating environment[7] and have a minimum tread depth of 1.6 millimetres across 75% of the width of the tyre.
All company owned, leased, or contracted vehicles[1] [5] [8] also to meet the following specification, or be installed with:	• IVMS meeting the criteria set out in Annex B, where legally allowed, when vehicle is used in higher risk driving country. • Daytime running lights[9] • High-mounted (3rd) brake light • Electronic Stability Control (ESC) • Side (curtain) airbags (b-pillar or integrated in front seats) [10] • Climate control [11] • Seatbelt reminder, at least for the front seats • Tyre repair kit, spare tyre, or run flat tyres [12] • No metal bull bars [17] [20] • One high visibility vest and, where possible, one for each vehicle occupant • A New Car Assessment Program (NCAP) safety rating of 5 stars in the region where the vehicle is purchased, by 31 December 2026 [13] [14] [15] [17] [21] • Active Fatigue and Distraction Detection (AFDD) technology meeting the criteria as set out in Annex B, where legally allowed, when vehicle is allocated and used for transporting people (such as chauffeur type service) before 31 December 2025 [19] • Active Fatigue and Distraction Detection (AFDD) technology meeting the criteria as set out in Annex B, where legally allowed, when vehicle is used as condition of work [1] before 31 December 2026 when operating in a higher risk country, before 31 December 2027 for all other countries except Europe and before 31 December 2028 for all countries in Europe [19]
Company owned, leased, or contracted vehicles[1] [18] which are newly purchased, leased, or contracted after 1 January 2021[16] also to meet the following specification, or be installed with:	• New Car Assessment Program (NCAP) safety rating of 5 stars in the region where the vehicle is purchased [13] • Autonomous Emergency Braking (AEB) or Forward Collision Warning (FCW) when AEB is not available, with pedestrian and cyclist detection functionality where available [17] [18] [19] • Lane Departure Warning (LDW) [17] [18] [19] • Parking sensors or parking assist systems (such as a backup camera) [19] • Blind spot detection/monitors/indicators [17] [18]

Table A.2 – Notes for the Light Vehicles

Notes:

1. Privately owned vehicle' in this context means that it is owned or paid for by the individual (including car allowance scheme). However, where individuals are required to have a vehicle as a condition of their work (such as sales manager, chauffeur, technician, pipeline inspection engineer, and typically drive more than 5,000 miles/8,000 km per year on company business), these privately owned vehicles are in-scope of, and meet the required safety features as set out for company owned vehicles.
2. 'Rental' in this context means that the vehicle is rented for short periods, typically ranging from a few hours to a few weeks, with a maximum of 12 consecutive weeks.
3. A vehicle with a seat without a three-point seatbelt or head restraint (for example, the middle seat in the back row of a car) can still be used for company travel if this seat is not used.
4. A head restraint which cannot be adjusted (such as an integrated head restraint or fixed head restraint) but designed by the OEM to prevent or mitigate whiplash injuries are also suitable.
5. Vehicles operating in an airport area or at a company owned and operated location, provided that the maximum speed limit does not exceed 20 miles/hr (30 km/hr) are exempt from these specifications.
6. 'Tyres manufactured to a recognized international tyre standard' in this context refers to UNECE R30 for Pneumatic Tyres (Passenger Vehicles) or Federal Motor Vehicles Safety Specifications (FMVSS) Standard No. 109 New Pneumatic Tyres for Passenger Cars or equivalent.
7. 'Appropriate for the conditions and operating environment' in this context means that the tyre is suitable for the road and weather conditions, or selection of all-season or winter tyres. A good practice is to measure the tyre tread depth in at least 3 equally spaced spots on the tyre and take the lowest reading.
8. Vehicles that are spot chartered, hired for individual movement(s) of people, product, goods, or materials, with a contract duration of less than 3 months are exempt from these specifications.
9. When daytime running lights are not commonly available, an acceptable alternative is using vehicle headlights during daytime to improve visibility to other road users, where permitted by local laws.
10. Vans (cargo or OEM designed van to transport people) are exempt from this requirement. Vehicles that have an NCAP safety rating of at least four stars (or equivalent) are exempt from this requirement until 31 December 2026.
11. Heater and/or air conditioner as appropriate for ambient climatic conditions.
12. In countries where a process is in place with OEM or tyre repair company to provide roadside assistance for tyre failure/support, these vehicles are exempted from this requirement (bp specific).
13. Applicable to countries where a regional NCAP programme is available. In countries/regions where 5-star NCAP vehicles are unavailable, refer to bp Guide 500200 Driving Safety GG 3.7-0003.
14. Modifications (such as roll over protection device) for vehicle driving off-road with an NCAP safety rating of 5-stars is likely not required, subject to consultation with the OEM.
15. Vehicles with a kerb weight of more than 3.5 tonnes but with a Gross Vehicle Weight (GVW) less than 7.5 tonnes are exempted from the NCAP rating as long as these vehicles meet the international UNECE standards for vehicle design standards.
16. Newly purchased, leased, or contracted vehicles after 1 January 2021. Note: first issue of this GDP stated 1 July 2021, however date is now aligned with the IOGP Report 365 – Land transportation safety recommended practice.
17. Unless the risk assessment determines otherwise and demonstrates that this safety feature is not competitively available or not providing the intended safety value for the type of operation.
18. Where commonly available (such as an optional stand-alone extra or safety package) from the OEM. 'Commonly available' in this context refers to 3 or more manufacturers in the country are able to supply (even if it means requiring equipment to be imported as additional features) and are capable of providing local, accredited maintenance of the equipment. If the safety feature is not commonly available in the market, this does not result in non-conformance with this Practice.
19. This feature is also referred to as an Advanced Vehicle Safety Technology/Feature.
20. Security vehicles and vehicles used where there is a high risk of an animal strike, and not impacting the NCAP 5-star rating, or deformable (non-metal) bull bars that meet pedestrian safety standards (Australian standard AS4876.1 / European Regulation 78/2009/EC or equivalent) are exempted from this requirement.
21. Vehicles allocated for agricultural operation (mainly used on unpaved roads, not for travel between production units or between units and corporate offices) are exempt from the NCAP 5-star requirement, if they have at least an NCAP 3-star safety rating.

Table A.3 – Required safety features for Heavy Vehicles (goods/cargo transport)

Section	Requirements
All company owned, leased, or contracted vehicles to meet the following specification, or be installed with:	• Three-point seatbelts for all occupants [1] • Adjustable seat with (integrated) head restraint [2] • Anti-lock Braking System (ABS) on truck and trailer [3] • Braking system as per UNECE Regulation 13 or equivalent • Tyres manufactured to the recognized international tyre standard, [4] matching manufacturer load and speed rating, properly inflated (as per OEM specification), appropriate for the conditions and operating environment, [5] and having a minimum tread depth of 1.6 millimetres across 75% of the width of the tyre • Tyre brand, type, and dimensions on the same axle are identical • Tyres on the steer axles are not retread or regrooved tyres [6] • Cabin superstructure as per UNECE Regulation 29 or equivalent [3] [6] • Wide-angled, fully adjustable rear vision mirrors or equivalent technology (such as cameras) on both driver and passenger sides of the vehicle and convex mirrors fitted to ensure vision of blind spots, including passenger side and in front of cab, as per UNECE Regulation 46 or equivalent • Front and rear underrun protection, as per UNECE Regulation 93 and UNECE Regulation 58 or equivalent (for third party vehicles) [3] [6] • Side underrun protection, as per UNECE Regulation 73 or equivalent [3] [6] [12] • Conspicuous rear and side markings, as per UNECE Regulation 104 or equivalent [3] [6] • All prime mover, tractor units, and trailers to be fitted with road spray suppressors on all mudguards, as per EU Regulation 109/2011 or equivalent [3] • Audible reversing alarm • Two-wheel chocks (whose dimensions are appropriate for the vehicle's maximum admissible gross weight and the diameter of the wheels) [13] • Laminated (non-splintering) safety glass for windscreen [6] • Wheel nut position indicators [3] [6] [14] • Daytime running lights [3] [6] [7] • One high visibility vest and, where possible, one for each vehicle occupant [18] • IVMS meeting the criteria set out in Annex B, where legally allowed, when vehicle is used in higher risk driving country [3] [6] • Active Fatigue and Distraction Detection (AFDD) technology meeting criteria set out in Annex B, where legally allowed, before 31 December 2025, (16) when vehicle is operated by a rotational professional driver exceeding 60 working hours within a 7-day period [3] [6] [17]
Company owned, leased, or contracted vehicles [6] which are newly purchased, leased, or contracted after 1 January 2021[9] also to be installed with:	• Adjustable steering column • Electronic Stability Control (ESC), including electronic trailer stability control [3] • Climate control [8] • Seatbelt reminder for driver's seat [10] [11] • Autonomous Emergency Braking (AEB) or Forward Collision Warning (FCW) when AEB is not available [3] [10] [11] [17] • Lane Departure Warning (LDW) [3] [10] [11] [17] • Parking sensors or parking assist systems (for example, a backup camera) [17] • Blind spot monitors [and] indicators [10] [11] [17]

Table A.4 – Required safety features for Heavy Vehicles - dangerous goods

Section	Requirements
All vehicles [6] transporting dangerous bulk liquids to meet the following specification, or be installed with: ('dangerous bulk liquids' in this context means products such as: liquefied petroleum gas (LPG), liquified natural gas (LNG), compressed natural gas (CNG), hydrogen, acids, diesel, gasoline, jet A1, gasoil, crude oil and so on)	• All vehicle specifications and safety features as listed in Table A.3 • Electronic Braking System (EBS) and Electronic Stability Control (ESC) on the prime mover and straight truck (rigid) • Electronic Braking System (EBS) including trailer stability control system installed on the trailer and semi-trailer • Front axle tyres to have a minimum tread depth of 3.0 millimetres over the entire tread pattern and all other axle tyres (such as rear and trailer axle tyres) to have a minimum tread depth of 1.6 millimetres across 75% of the width of the tyre • Internal foot valves (with shear grooves) and secondary shut-off valves on each outlet when carrying flammable products [15] • Rollover protection device on the tanker in case top hatches are present, in the form of coaming, additional rails, or extrusion fitted to the tank shell (or as otherwise prescribed according to in-country requirements) with a minimum of 25mm above the highest protruding equipment protecting the product [15] • Static electricity discharge point, and the bonding system of the discharge point, to be compatible with facilities at the loading/unloading point [15] • A spill kit able to deal with small spills of up to 10 litres • Batteries that are securely mounted inside a battery box • Vapour-proof electrical systems which include all light housings[15] • Hot parts (such as engine, exhaust system, brakes, endurance braking, and heaters) to be protected from direct contact with fuel from overfilled tanks and leaks • Pressure/vacuum/emergency vents for each separate compartment (details as specified by country/regional legislation, based on compartment size); in case of flammable products transportation, vents to be equipped with flame/spark arrestors • Minimum three fire extinguishers: at least one of two kilograms (four pounds) in the cab, and at least two of six kilograms (thirteen pounds) on the trailer, or where otherwise prescribed by local regulation [15] • Approved master switch within 60 centimetres (two feet) of the batteries [15] • Exhaust for diesel engine that includes a muffler, silencer, or spark arrestor [15] • IVMS meeting the criteria set out in Annex B, where legally allowed. • Vehicle camera system and Active Fatigue and Distraction Detection (AFDD) technology meeting criteria set out in Annex B, where legally allowed, before 31 December 2025, when operating in a higher risk country and before 31 December 2026 for all other countries [16]
Company owned, leased, or contracted vehicles [3] [6], if required by the contracting company, also to be installed with:	• High visibility/pulse tail, brake, and indicator lights, mounted as high as practical on the rear bulkhead/end dish (duplicated and installed as wide as possible and above centre line of tank) [17] • Steering wheel airbag (where available from OEM) [11] [17] • Tyre pressure monitoring system [11] [17] • Speed limiter set at the maximum speed allowed in-country for dangerous goods [17] • System to prevent the vehicle from driving away whilst it is connected to either a loading rack or a discharge point (interlocks) such as a brake interlock connected to foot valve for tankers/trailers with bottom loading [11] [17] • Where drum brakes are present, automatic slack adjuster in place [11] [17] • Side collision avoidance support or proximity detection technology [11] [17]

Table A.5 – Notes for the Heavy Vehicles

Notes:

1. A vehicle with a seat without a three-point seatbelt or head restraint (for example, the middle seat in the back row of a car) can still be used for company travel if this seat is not used.
2. A head restraint which cannot be adjusted (such as an integrated head restraint or fixed head restraint) but designed by the OEM to prevent or mitigate whiplash injuries are suitable as well.
3. Vehicles operating in an airport service area or at a company owned and operated location, provided that the maximum speed limit does not exceed 20 miles/hr (30 km/hr) are exempt from these specifications.
4. 'Tyres manufactured to a recognized international tyre standard' in this context refers to UNECE R30 for Pneumatic Tyres (Passenger Vehicles) or Federal Motor Vehicles Safety Specifications (FMVSS) Standard No. 109 New Pneumatic Tyres for Passenger Cars or equivalent.
5. 'Appropriate for the conditions and operating environment' in this context might require a tyre tread depth of more than 1.6 millimetres, depending on road and/or weather conditions. A good practice is to measure the tyre tread depth in at least 3 equally spaced spots on the tyre and take the lowest reading.
6. Vehicles that are spot chartered, such as hired for individual movement(s) of people, product, goods, or materials, with a contract duration of less than 3 months are exempt from these specifications. Also, vehicles operating under IOGP definition of Mode 3 (that is, outside of bp's Operational boundary or non-dedicated) may be exempt from these specifications, subject to a risk assessment.
7. When daytime running lights are not commonly available, an acceptable alternative is using vehicle headlights during daytime to improve visibility for other road users, where permitted by local laws and regulations.
8. Heater and/or air conditioner, as appropriate, for ambient climatic conditions.
9. Newly purchased, leased, or contracted vehicles after 1 January 2021. Note: first issue of this GDP stated 1 July 2021, however date is now aligned with the IOGP Report 365 – Land transportation safety recommended practice.
10. Unless the risk assessment determines otherwise and demonstrates that this safety feature is not competitively available or not providing the intended safety value for the type of operation.
11. Where the safety feature is commonly available in the market (such as an optional stand-alone extra or safety package) from the OEM. 'Commonly available' in this context refers to 3 or more manufacturers in the country that can supply (even if it means requiring equipment to be imported as additional features) and OEMs are able to provide local, accredited maintenance of the equipment. If the safety feature is not commonly available, this does not result in non-conformance with this Practice.
12. Companies operating in North America are exempt from the side underrun protection until 31 December 2028. Protection bars to be installed on side sections that are not protected by a piece of equipment (fuel tank, spare wheel, and so on) of the tractor/straight truck and of the trailer.
13. If a failsafe brake interlock system is installed, then wheel chocks may be excluded, unless legislated.
14. Wheel nut position indicators that identify when wheel nuts have loosened. This could be a device, process or tool (for example using paint markings), with aligned marks on the rim and bolts.
15. Applicable to vehicles transporting dangerous bulk liquids with a flash point of less than 61°C (142°F).
16. Unless an earlier implementation date is specified/agreed by the bp entity.
17. This feature is also referred to as an Advanced Vehicle Safety Technology/Feature.
18. If a driver is provided with Personal Protective Clothing (PPE) that meets ISO 20471:2013 Class 2, this also meets the high visibility specifications.

Table A.6 – Required safety features for Bus or Coach (people transport) vehicles

Section	Requirements
All vehicles to be designed and built for the intended use and to meet the following specification, or be installed with:	• Three-point seatbelts for all occupants (1) (10) (16) • Seats with (integrated or adjusted) head restraint for all occupants (2) (10) • Anti-lock braking system (ABS) (3) (4) • Braking system as per UNECE Regulation 13 or equivalent. • Tyres manufactured to recognized international tyre standard (5), matching manufacturer loads and speed rating, properly inflated (as per OEM specification) appropriate for the conditions and operating environment (6) and having a minimum tread depth of 1.6 millimetres across 75% of the width of the tyre • Brand, type, and dimensions of tyres on same axle are identical (4) • Not use retread or regrooved tyres on steer axles (4) • Electronic Stability Control (ESC) (3) (4)) • Daytime running lights (4) (7) • Seatbelt anchorages as per UNECE Regulation 14 or equivalent • Safety belts and restraints as per UNECE Regulation 16 or equivalent • Seat anchorage as per UNECE Regulation 17 or equivalent • Audible reversing alarm • Climate control • One high visibility vest and, where possible, one for each occupant • IVMS, a vehicle camera system, and Active Fatigue and Distraction Detection (AFDD) technology, as set out in Annex B, where legally allowed, before 31 December 2025 (3) (4) (9)
Vehicle designed to transport 15 or fewer passengers (such as passenger van) also to be installed with:	• Airbags (front) for driver and front seat passenger and, wherever possible, extended with side (curtain) airbags for passenger seats • Driver and passenger-side mirrors • High-mounted (3rd) brake light • NCAP safety rating of 5 stars or at least Gold award (applicable for Euro NCAP), in the region where the vehicle is purchased, before 31 December 2026
Vehicle designed to transport 16 or more passengers (such as mini-bus, bus, or coach, typically M3 type vehicles) also to be installed with:	• Wide-angled, fully adjustable rear vision mirrors or equivalent technology (such as cameras) on both driver and passenger sides of the vehicle and convex mirrors fitted to ensure vision of blind spots, including passenger side and in front of cab, as per UNECE Regulation 46 or equivalent • Front and rear underrun protection (for third party vehicles) (4) • Spray-suppression flaps (“mud flaps”) (4) • Wheel nut position indicators (3) (4) (8) • Rollover protection as per UNECE Regulation 66 or equivalent. • Rollover Control System (RCS) (4). • Passenger doors are located on the side of the vehicle and opposite the driver's seat; there are at least two passenger doors (two service doors or one service door and one emergency door/exit) • Emergency exit door signs/indication (4) (12) • Emergency exit side windows, with hammers for smashing windows in case of an emergency fitted at or near the windows (4) (11) • Passenger emergency exits (door or window) are clearly indicated • Roof fitted with escape hatches (in addition to the emergency exits) (4) (12) • Segregated luggage space for all occupants (4) • Jump (foldable) seats are not allowed
Vehicles which are newly purchased, leased, or contracted after 1 January 2021 (13) also to be installed with:	• Autonomous Emergency Braking (AEB) or Forward Collision Warning (FCW) when AEB is unavailable (3) (4) (14)) • Lane Departure Warning (LDW) (3) (4) (14) • parking sensors or parking assist systems (e.g. backup camera) (14) (15) • blind spot detection/indicators (3) (4) (14) (15) • side collision avoidance support or proximity detection technology (14) (15) • adjustable steering column for M3 type bus/coach (14) (15)

Table A.7 – Notes for the Bus or Coach

Notes:

1. A vehicle with a seat without a three-point seatbelt or head restraint (for example, the middle seat in the back row of a car) can still be used for company travel if this seat is not used.
2. A head restraint which cannot be adjusted (such as an integrated head restraint or fixed head restraint) but designed by the OEM to prevent or mitigate whiplash injuries, is suitable as well.
3. Vehicles operating in an airport service area or at a Company owned and operated location, provided that the maximum speed limit does not exceed 20 miles/hr (30 km/hr) and supported by an approved risk assessment, are exempt from these specifications.
4. Vehicles that are spot chartered, such as hired for individual movement(s) of people, product, goods, or materials with a contract duration of less than 3 months are exempt from these specifications.
5. 'Tyres manufactured to a recognized international tyre standard' in this context refers to UNECE R30 for Pneumatic Tyres (Passenger Vehicles) or Federal Motor Vehicles Safety Specifications (FMVSS) Standard No. 109 New Pneumatic Tyres for Passenger Cars or equivalent.
6. 'Appropriate for the conditions and operating environment' in this context might require a tyre tread depth of more than 1.6 millimetres, depending on road and/or weather conditions. A good practice is to measure the tyre tread depth in at least 3 equally spaced spots on the tyre and take the lowest reading.
7. When daytime running lights are not commonly available in the market, an acceptable alternative is using vehicle headlights during daytime to improve visibility for other road users, where permitted by local laws and regulations.
8. Wheel nut position indicators that identify when wheel nuts have loosened. This could be a device, process or tool (for example using paint markings), with aligned marks on the rim and bolts.
9. Unless an earlier implementation date is specified/agreed by the bp entity.
10. For short term contracted busses/coaches in-scope for a turnaround, operating at a bp owned and operated location, lap seatbelts and seats without head restraints are acceptable.
11. There are at least three passenger emergency exits for a 15-seater vehicle and there is at least one additional exit for every 15 additional seats. They are on both sides of the vehicle and distributed over its length. The size of the emergency windows is at least 500 x 700 mm.
12. A vehicle that does not carry more than 20 passengers, does not require an escape hatch. A vehicle that does not carry more than 30 passengers has one escape hatch; all other vehicles have two escape hatches. These escape hatches are installed in parts of the roof that do not represent a hazard when they are used. The escape hatches are at least 600 x 700 mm.
13. Newly purchased, leased, or contracted vehicles after 1 January 2021, unless otherwise specified by the content owner of this Practice.
14. This feature is also referred to as an Advanced Vehicle Safety Technology/Feature.
15. Where the safety feature is commonly available in the market (such as an optional stand-alone extra or safety package) from the OEM. 'Commonly available' in this context refers to 3 or more manufacturers in the country that can supply (even if it means requiring equipment to be imported as additional features) and OEMs are able to provide local, accredited maintenance of the equipment. If the safety feature is not commonly available, this does not result in non-conformance with this Report, however, agreement by the contracting company is required.
16. Passengers travelling on a long trip in a bus or coach where toilet facilities are available, subject to risk assessment, may use the bus toilet for emergencies while the bus is in motion. The passenger in question will not be wearing their seatbelt for that period. A documented risk assessment is in place with actions implemented Refer to IOGP RP 365, Section 1.3, Element 4 Seatbelts, note 4.

Note: tables listed in this Annex are directly taken from IOGP Report 365 (version 6.0, March 2025).

Annex B

(Normative)

IVMS, vehicle camera and AFDD system

Note: tables listed in this Annex are directly taken from IOGP Report 365 (version 6.0, March 2025)

Table B.1 – In Vehicle Monitoring System (IVMS) functional specifications

Requirement	Functional description
Speed [1]	• recording speed data per second driven • recording excess speed when higher than posted limit, set (fleet) limit, or limit as per digital mapping system (geo mapping) containing local speed limits [3] • excess speed allowing up to 16 km/h or 10 miles/h or a small percentage (such as up to 10%) above the speed limit for up to 20 seconds before an event is recorded [1] [3].
GPS (Global Positioning System)	• recording of GPS position for tracked events such as speeding, and harsh braking, acceleration, and cornering [3] [4] • Recording of GPS coordinates[3] [4]
Harsh acceleration	• measuring acceleration data per second driven • recording events when accelerations exceed user defined thresholds • defined threshold to be within the following range: 6 to 16 km/h or 4 to 10 miles/h per second driven
Harsh braking	• measuring deceleration data per second driven • recording events when decelerations exceed user defined thresholds • defined threshold to be within the following range: 10 to 16 km/h or 6 to 10 miles/h per second driven
Harsh cornering	• measuring rate of turn data per side-to-side values (G-force) [3] • recording events when rate of turn exceeds user defined thresholds [3] • defined threshold to be within the following range: 0.2 - 0.4 G [3]
Driving and rest hours	• recording driving timings in minutes per 24 hours • recording events when driving timings exceed user defined maximum driving hours and recording events when driving times exceed user defined minimum resting hours [3]
Driver identification	• driver identification, via a tag, smart card, login credential, or other equivalent tamper-proof device [3]
Seatbelt detection [2]	• recording seatbelt use (such as connection to seatbelt sensors) and report exemptions based on user defined thresholds when the seatbelt is not engaged whilst the vehicle is moving [3].

Table B.2 – Vehicle camera system functional specifications

Requirement	Functional description
Event driven technology	• event driven video recording technology combined, wherever legally allowed, with constant recording.
Duration of recording	• minimum of 5 seconds before and 5 seconds after the event [3] [4] • record and store a minimum of 24 hours of footage.
Camera view [5]	• a forward-facing camera combined, wherever legally allowed, with a driver facing camera able to record external driving conditions with a preferred viewing angle of 170 degrees.
Video resolution	• record video at a resolution of no less than 720p, higher resolutions are preferred if local mobile streaming network has the capacity [3] [4] • record images at a frame rate of at least 15 frames per second (fps) [3] [4]
Recording storage	• inform user if card is not inserted or card reading failure [3] • record and overwrite storage once recording is full; first data in to be the first overwritten
Position of camera/cable	• camera position and cables not to obstruct the driver's line of sight through the windscreen. Wireless or WIFI enabled camera system is preferred [3] • forward-facing camera to be positioned with full view in front of the vehicle through the windscreen wherever practical [3]. • driver facing camera to be positioned allowing view of the driver, preferably showing full view of the cabin including passenger [3] [4] [5]. • camera(s) are securely mounted and remain fixed in a crash [3]
Night vision	• record clearly in low light. A 0.1 Lux or lower and ability to record in colour at night is preferred [3].
Time stamp	• display time and date stamp of video recording [3].
GPS functionality	• track vehicle GPS location for video recordings, either through the vehicle camera system or through interface with other systems (such as IVMS) [3] [4] .
Manual activation	• able to manually activate vehicle camera system for an event, to be recorded by the driver either through video event recording or still image (photo) (also called panic button functionality).

Table B.3 – Active Fatigue and Distraction Detection functional specifications

Requirement	Functional description
Fatigue event	monitor driver's eye movements to identify fatigue (detection of a high-risk fatigue/drowsiness or microsleep event). *Examples include high-risk fatigue events equivalent to a Karolinska Sleepiness Scale (KSS) score of greater than 7 or microsleeps defined by, for example, eye closure duration greater than 1.5 seconds.*
Distraction event	monitor driver's eye or head movements to identify distraction (detection of a high-risk distraction event). *Examples of a high-risk distraction event include, eyes off the road for more than 4 seconds.*
Real-time warning alerts	a real-time, in-vehicle driver alert, at a minimum, for fatigue and distraction events (such as audio, seat vibration, haptic or supplementary visual mechanisms). alarms do not interfere with other alarms and the driver is able to differentiate between them and act accordingly.
Automated event recording [4] [5]	event driven recording of fatigue and distraction events, at least 5 seconds before and 5 seconds after the event. *It is good practice to record 10 seconds before the event. It is also important to have an event verification process in place either as part of the AFDD vendor capabilities or through Company asset employees.* vehicle speed threshold to activate the AFDD device. *The current threshold recommendation to activate event recording is 10 km/h or 6 mph.* record and store a minimum of 24 hours of recording, to access specific time-based video recordings in the event of a crash that was not caused by a fatigue or distraction event. ability to store and process data locally until an internet connection can be made to upload performance data to the server.
Driver Identification	either directly through the system or by a defined secondary means (such as through pre-existing IVMS technology). System not able to be deactivated by the driver, tamper-proof device and reporting tampering, obstruction field of vision or malfunctioning.
GPS functionality, recording Storage[4]	refer to vehicle camera functional specifications.

1. bp entities to ensure legal compliance in the countries they operate in, as part of the decision-making process around speed settings. Consult with the appropriate legal and land transportation safety advisor/authority to agree on any over-speeding settings, including consideration of the local risk context of your operations. For more specific details on determining speed settings, see section 1.4.2, "Threshold Settings" in IOGP Report 365-12 – Implementing an in-vehicle monitoring program.
2. Where available, as this functionality may not exist with the IVMS mobile app functionality.
3. Vehicles with an existing IVMS or camera system installed are exempted from these functional specifications until 31 December 2028 or any time sooner when replacing these systems.
4. Where permitted by local laws and regulations or subject to a risk assessment. The risk assessment to determine otherwise and to justify that identified vehicles, or groups of vehicles, are exempt from the requirement of automated event recording or GPS tracking. When an approved risk assessment is executed, this does not result in non-conformance with this bp Practice.
   A good practice in case event recording is switched off, or not visible for line manager, is to make event recording still available (or extracted from the device) in case of vehicle accident.
5. For vehicles installed with a camera system, it is good practice advising driver and vehicle occupants that video (and audio if activated) recording might occur (for example through the means of a sticker with the message: CCTV recording in progress).

For an overview of the optional features, please refer to Refer to IOGP Report 365: Land transportation safety practice – Section 2.6, Table 11 and Table 13.

Annex C
(Normative)
Driving and working hours

Note: table listed in this Annex is directly taken from IOGP Report 365 (version 6.0, March 2025)

Table C.1 – Driving and working hours

Requirement	Driving and working hours [1].
Maximum driving time and minimum break time	4.5 hours followed by at least a 30-minute break However, it is strongly advised to have 15-minute breaks every two hours, and more frequent breaks during periods of circadian lows (such as early morning/later evening/after lunch). When taking a quick (20 minute) nap during your break, consider extending the break to 40 minutes to recover from napping. *Circadian low are periods through the day, in particular from 3:00 to 5:00 and 15:00 to 17:00, during which the urge to sleep is stronger.*
Maximum working hours within a rolling 24-hour period	14 hours (that is, employees cannot drive after 14 working hours). Standard working hours for shift workers is 12 hours within a rolling 24-hour period. To cope with unforeseen circumstances (such as heavy traffic), an additional two hours beyond a 12-hour shift is allowed. Working hours include: driving, loading, unloading, waiting, rest breaks, and any other work, including air travel, on company business. Working hours are also referred to as duty hours. Waiting time includes any waiting time whilst on duty including but not limited to waiting in vehicle, office, rest room/facilities at (un-)loading area, etc. For long journeys where 2 drivers are assigned to the vehicle, the maximum working hours could be extended by 2 hours, up to a maximum of 16 working hours.
Maximum driving hours within a rolling 24-hour period	10 hours maximum, excluding commuting time If commute driving to and from work is long (such as exceeding one hour in total in a day), consider the impact of this from a driving safety perspective.
Maximum working hours in a rolling 7-day and 14-day period	120 hours maximum in a 14-day period [2]. Subject to a maximum of 72 hours in a rolling 7-day period and an average of 60 hours per 7 days over an extended 14-day period.
Off working period in a rolling 7-day period	Minimum of a continuous 24-hour break before driving again after a continuous 6-day on-working period [2]. The maximum working week cannot exceed 6 consecutive days. A 36-hour break is further advised wherever practical.

1. In the event of a conflict between this Report and law or regulation, the law or regulation must be followed. If this Report creates greater obligation, it should be followed as long as there is also full compliance with law or regulation. If the law or regulation creates greater obligation, this should be followed instead of this Report.
2. Rotational (professional) drivers could be exempted from the 120 working hours maximum in a 14-day period and the minimum of a continuous 24-hour break before driving again after a continuous 6-day on-working period, subject to a fatigue risk assessment and approval from the contracting company.

Supporting References

bp

[6] Driving Safety Questionnaire (DSQ).

[7] MyTL "bp approved driver Training".

[8] MyTL "Managing Driver Fatigue".

[9]

Other

[10] IOGP Report 365: Land transportation safety practice

[11] New Car Assessment Programme (NCAP)

[12] United Nations Economic Commission for Europe (UNECE) - Vehicle regulations

[13] World Health Organization (WHO): "estimated road traffic death rate".

[14]