



Driving Safety

GDP 3.7-0003

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Foreword

This is the first issue of GDP 3.7-0003.

This bp Practice is based on the Segment Defined Practices (D-P 3.7-0002 Driving Safety in downstream and OB&C and the bp Practice 100401 Driving Safety in upstream). These Segment Defined Practices will be retired following issue of 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. See Section 5.4 – self-verification – for bp oversight 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 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 the GG 3.7-0003 Driving Safety that provides additional information and guidance for managing the risks of driving. 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, bp directors and bp contractors (i.e., bp workforce) driving on business travel in any category of vehicle, excluding mobile equipment, where the kilometres (miles) driven are recordable for the purposes of bp's driving safety metrics (e.g., vehicle accident rate[s]).

This bp Practice supersedes D-P 3.7-0002 Driving Safety in Downstream and OB&C and 100401 Driving Safety in Upstream.

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 can be found in GDP 3.7-0002 Safe Movement of Mobile Equipment.

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

- GDP 0.0-0001 Implementation of Group Defined Practices and Group Procedures.

The following are references for definitions included in the Terms and Definitions.

- GDP 3.7-0002 Safe Movement of Mobile Equipment.
- GG 3.4-0004 Fatigue Management.
- RCD 0.0-0001 Requirements and Other Supporting Documents Glossary (formerly OMS Glossary).
- RCD 4.4-0001 Group HSE Definitions (HSE 'Definitions Dictionary').
- World Health Organisation's (WHO) "Global Status Report on Road Safety".

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 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](#).

bp director

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

bp employee

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

bp entity

Refer to [RCD 0.0-0001](#). (all OMS entities and non-OMS entities are included).

bp operated location

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

bp workforce

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

Business travel

Refer to [RCD 4.4-0001](#) - note there are two definitions business travel: bp contractor and business travel: bp employee.

Dangerous goods

Substances (e.g., solids, liquids, or gases) that pose a risk to people, property or the environment, due to their chemical or physical properties. They are usually classified with reference to their immediate risk. In the US, dangerous goods are more commonly known as hazardous materials, (abbreviated as HAZMAT or HazMat).

Most countries regulate hazardous materials by law whereby the United Nations (UN) recommendations on the transport of dangerous goods forms the basis for most regional, national, and international regulatory schemes. Refer to the dangerous goods transportation regulations of the country of interest.

Dangerous goods include materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, biohazardous, toxic, pathogenic, or allergenic. Also included are physical conditions such as compressed gases and liquids or hot materials, including all goods containing such materials or chemicals, or that might have other characteristics that render them hazardous in specific circumstances.

Typical examples of dangerous goods relevant for bp are acetic acid, acetic anhydride, gasoline, petrol, diesel fuel, aviation fuel, petroleum crude oil, petroleum distillates, kerosene, shale oil, natural gas, LPG and ethanol.

Driver

A member of the bp workforce driving a vehicle 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

A vehicle that is designated and authorized to respond to an emergency in a life-threatening situation. Typical examples include firefighting vehicle, ambulance, and hazardous material response vehicle. A security vehicle is normally not considered as an emergency response vehicle, unless it is a special designed or modified security vehicle (e.g. an armoured vehicle or vehicle modified to carry sniffer dogs).

Fatigue

Refer to [GG 3.4-0004](#).

Higher mileage driver

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

Higher risk driving activity

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 on public roads.
- d) Driving a vehicle off-road: including on purpose-built ice roads, desert and unpaved roads.

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](#)". Once a country's death rate is below 13.0 per 100,000 population for three consecutive reports, it is removed from the list.

Refer to the [GG 3.7-0003 Driving Safety](#) for the list of higher risk driving countries.

Mobile equipment

Refer to [GDP 3.7-0002](#).

Multi Passenger Transport Vehicle (MPTV)

A van, minibus, bus or coach that is owned, leased or contracted by a bp entity (not including a personal vehicle, rental vehicle or public transport vehicle (e.g., airport shuttle bus, hotel shuttle bus, taxi). These vehicles can also meet the definition of a Light Vehicle or Heavy Vehicle depending on the vehicle gross weight.

For the purposes of this bp Practice, all types of vehicles (e.g., van, minibus, bus or coach) with more than 7 seats are to be considered as MPTV.

New Car Assessment Program (NCAP)

A program developed to provide consumers with information about crash protection of light vehicles. A star ranking system of 0 to 5 is used, where the number of stars reflects how well the car performs in NCAP tests.



Rotation driver

Rotation driver, working at sites where a rotational work pattern is the norm for that driver (e.g., fixed number of days on, where accommodation is provided at the site, followed by a similar number of days off where the driver leaves the site to return home).

Vehicle

Any means of motorized 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, and coach.

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

Typical examples include car, SUV, 4x4, pickup truck, and van.

For the purposes of this bp Practice, all types of pickup truck (including those exceeding a gross vehicle weight of 3.5 tonnes) are to be considered as a Light Vehicle and all types of cargo trucks (including those with a gross vehicle weight less than 3.5 tonnes) are to be considered as a Heavy Vehicle.

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

A vehicle that is only used in an airport service area or on a bp operated location (e.g., a refinery, terminal, chemical plant) with no open access to members of the public (e.g., no public roads) and where the maximum posted speed limit does not exceed 30 km/hr (20 mi/hr), with the exception of incidental operational related travel on public roads.

The exception for incidental operational related travel on public roads is limited to travel for maintenance or movement between adjoining sites whereby the distance on public roads is less than 10 km (6 mi) or when the distance on public roads is greater than 10 km (6 mi) but with a maximum of four journeys a year.

Vehicles that are owned, leased or contracted

A vehicle that is owned, leased or contracted by a bp entity and in scope for this Practice. This excludes personal and short-term rental vehicles.

"Personal vehicles" in this context means that the vehicle is owned by the driver or that the vehicle is paid for by an employee through a car allowance scheme. For example, vehicles purchased through the UK employee car plan or the UK low emission car plan are personal vehicles.

"Short term rental vehicles" in this context means that the vehicle is rented for short periods of time, typically ranging from a few hours to a few weeks, with a maximum of 12 consecutive weeks. If the "rental" period exceeds 12 weeks, these vehicles are considered a leased vehicle.



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.
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.
IVMS	In Vehicle Monitoring System.
JMP	Journey Management Plan.
JV	Joint Venture.
LDW	Lane Departure Warning.
LOPC	Loss of Primary Containment.
MPTV	Multi Passenger Transport Vehicle.
MyTL	My Talent and Learning.
NCAP	New Car Assessment Program.
NOJV	Non-Operated Joint Ventures.
OB&C	Other Business & Corporate Functions.
OEM	Original Equipment Manufacturer.
OH	Occupational Health.
OMS	Operating Management System.
PPE	Personal Protective Equipment.
RAP	Risk Action Plan.
S&ORA	Safety & Operational Risk Assurance.
UN	United Nations.
VDR	Vehicle Data Recorder.
WHO	World Health Organization.



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 specifications

Vehicle to 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 recognized 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.

MPTVs that are converted from cargo duty to passenger duty are not designed and constructed for intended use in passenger transport and cannot be used for passenger transport.

- 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. Vehicles that are owned, leased or contracted by a bp entity shall be equipped with at least one high visibility reflective safety vest unless the driver is provided with Personal Protective Clothing (PPE) that features high visibility meeting ISO 20471, Class 2.

The intent of having the availability of a safety vest in the vehicle is that this is used by the driver in case of a vehicle breakdown or emergency situation. Note, this safety vest might not be suitable in process environments where anti-static clothing is needed.

- g. Vehicles, used in higher risk driving countries that are owned, leased or contracted by a bp entity, shall be installed with an In Vehicle Monitoring System (IVMS) (e.g., Vehicle Data Recorder [VDR] or vehicle camera) as set out in Annex C, Table C.1.

Note: Vehicles used for higher risk driving activities need to meet the more stringent requirement as set out in Section 5.1.1.h.

- h. Vehicles, used for higher risk driving activities (all countries) that are owned, leased or contracted by a bp entity, shall be installed with an IVMS and, before 31 December 2021, are to be installed with a vehicle camera system where specified in Annex C, Table C.2.
- i. For vehicles, installed with IVMS or a vehicle camera system, 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.

Emergency response vehicles are exempted from the requirements in Section 5.1.1. However, they are required to meet the relevant OMS GEs. It is expected that these vehicles are built, designed, constructed and maintained for their intended use.

5.1.2 Vehicle carrying passengers

Number of passengers shall not exceed manufacturer's specification and legal limits for the vehicle.

5.1.3 Vehicle loads

Loads shall be secure and not exceed manufacturer's specification and legal limits for the vehicle.

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

5.1.4 Motorcycles

Motorcycles shall not be used.

This goes beyond OMS GE 3.7.4 that state that a documented risk assessment is to be completed before motorcycles are allowed.

5.2 Driver requirements

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

5.2.1 Seatbelts

Drivers and occupants shall wear seat belts whenever the vehicle is moving.

5.2.2 Driver competency

Drivers to 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. Also refer to applicable legal requirements for driving in the relevant country.

- a. Drivers shall check that the area around the vehicle about to be driven is free from people and obstacles in the direction of driving, before moving the vehicle.

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.

- b. Drivers shall follow the site-specific traffic management plan (where it exists).
- 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 (OH) anything that 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 (i.e., not exceeding 36 months) complete all of the following:
 - 1. Accredited on-the-road defensive driver training and assessment when driving on public roadways.
 - 2. [Managing driver fatigue training](#) (e.g., bp MyTL elearning course).
 - 3. [bp approved driver training](#) (e.g., bp MyTL elearning course).

It is intended that the above bp approved driver training 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).

- g. Other drivers (not covered by Section 5.2.2.f) shall once every three years (i.e., not exceeding 36 months) complete a [bp approved driver training](#) (e.g., bp MyTL elearning course).

Refer to [GG 3.7-0003](#) for further guidance on timing of training, including in relation to when first driving on bp business travel.

- h. Drivers shall secure loose objects that could cause a distraction or could create a hazard to occupants during harsh braking.

5.2.3 Driver fitness

Drivers to 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, other than rotation drivers, shall not work more than 60 hours over a continuous seven-day period when driving a vehicle.

*Rotation drivers are exempted from the requirements in Section 5.2.3.c.
Refer to the [bp Practice 100549 Fatigue Management and its applicability](#).*

- 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 Alcohol, drugs, other substance or medications

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



5.2.5 Distracted driving

Drivers do 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 (this includes using any such device in a hands-free mode).

Drivers operating an emergency response vehicle while responding to an emergency situation are exempted from this requirement. If an approved risk assessment or policy is in place, drivers using a two-way radio responding to a security situation or 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.

- b. Drivers shall only set and re-set satellite navigation devices when the vehicle is safely parked.

5.2.6 Journey management

The risks of the journey have been assessed and a journey management plan is in place when driving in higher risk driving countries.

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. bp 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 [GG 3.7-0003](#) 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 JMP for driving in higher risk driving countries, for driving a MPTV 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 are maintained.
 4. Verify that an appropriate Emergency Response Plan (ERP) is in place for higher risk driving activities.

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

5.4 Self-verification

- a. Drivers should demonstrate conformance to the bp Practice by completing the [Driving Safety Questionnaire](#) (DSQ).
- b. bp entities shall:
 1. For driving in higher risk driving countries and for higher risk driving activities, conduct self-verification against the requirements in this bp Practice.
 2. For all other driving (not covered in Section 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 this bp Practice.

A good practice is to make use of the available driving safety self-verification protocols. Refer to the [RCD 3.7-0002 Driving Safety Self-verification Protocols](#).

The frequency and extent of self-verification can be determined by the bp entity on a risk basis.

3. In relation to bp contractors in scope, check that the bp Practice requirements are met, and as necessary, communicate the bp Practice requirements to the bp contractor.

These checks could be included in the bp oversight plan, through the HSSE bridging process or similar for the bp contractor. A good practice is to check the requirements in this bp Practice are reflected in the contract with the bp contractor.

5.5 Conformance date, deviations and extensions

- a. Conformance date
 1. bp entities, with the exception of BPX Energy, shall be in conformance with the requirements set out in this bp Practice effective on date of issue.

As this bp Practice is created based on the existing Segment Practices (i.e., the D-P 3.7-0002 Driving Safety in Downstream and OB&C and the bp Practice 100401 Driving Safety in Upstream), it is expected that bp entities in scope of these Segment Practices are already in conformance. A good practice is to make use of the available bp Practice gap assessment tool to (re-) assess conformance. Refer to the [RCD 3.7-0001 Gap Assessment Tool](#).
 2. BPX Energy shall be in conformance with the requirements set out in this bp Practice before 1 July 2022.
 3. When a country becomes a higher risk driving country, it is added to Annex A, Table A1 of the GG 3.7-0003 and conformance to the relevant parts of this bp Practice shall be required 18 months after the list is updated.

It is anticipated that updates to Annex A, Table A1 of the [GG 3.7-0003](#) will be communicated to impacted countries by the content owner of this bp Practice.

- b. Deviations and extensions



The default deviation and extensions requirements in Section 7 of GDP 0.0-0001 Implementation of Group Defined Practices and Group Procedures shall be followed.



Annex A

Normative

Light Vehicle safety features

Table A.1 – Required safety features for all (in scope) Light Vehicles

Section	Requirements
<p>Required safety features for all Light Vehicles in scope of this bp Practice:</p> <p><i>This includes personal ⁽¹⁾ and short-term rental ⁽²⁾ vehicles used for driving on business travel ⁽³⁾.</i></p>	<ul style="list-style-type: none"> • Three-point seatbelts for all occupants ⁽⁴⁾. • Seats with head restraints (adjusted appropriately ⁽⁵⁾) for all occupants ⁽⁶⁾. • Fully functioning brake system equipped with Anti-lock Braking System (ABS) ⁽⁶⁾. • Tyres that are properly inflated, appropriate for the conditions, speed and load, and have a minimum tread depth of 1.6 mm (0.06 in) across 75% of the width of the tyre. • Airbags (front) for driver and front seat passenger ⁽⁷⁾. • Vehicle side impact protection ⁽⁶⁾ ⁽⁸⁾.
<p>Notes:</p> <ol style="list-style-type: none"> 1. "Personal vehicles" in this context means that the vehicle is owned by the driver or that the vehicle is paid for by an employee through a car allowance scheme. For example, vehicles purchased through the UK employee car plan or the UK low emission car plan are personal vehicles. 2. "Short term rental vehicles" in this context means that the vehicle is rented for short periods of time, typically ranging from a few hours to a few weeks, with a maximum of 12 consecutive weeks. If the "rental" period exceeds 12 weeks, these vehicles are considered a leased vehicle. 3. Where drivers are required to have a vehicle as a condition of their work (e.g., sales manager, chauffeur, pipeline inspection engineer), but are permitted to choose it through a car allowance scheme, these vehicles are also in scope of the required safety features as set out in Table A2 for bp owned, leased or contracted light vehicles. 4. In case the vehicle has a seat without a three-point seatbelt (e.g., the middle seat in the backrow), the vehicle can still be used on business travel as long as this seat is not used by a vehicle occupant. 5. A head restraint which cannot be adjusted (e.g. an integrated head restraint or fixed head restraint) but designed by the OEM to prevent or mitigate whiplash injuries for occupants are suitable as well. 6. Vehicles operating in an airport service area or at a bp operated location are exempted from this requirement until replacement of the vehicle. 7. An airbag (front) signage is typically present on the steering wheel and passenger dashboard when present in the vehicle. 8. A Light Vehicle is considered to have adequate side impact protection when it is installed with side (curtain) airbags for driver and front seat passenger or when the vehicle has a rating of at least four stars on the New Car Assessment Program (NCAP) rating scheme or when the vehicle is installed with adequate body, side pillar strengthening (refer to the vehicle manual). <p><i>For more information, refer to GG 3.7-0003.</i></p>	

Table A.2 – Required safety features for bp owned, leased or contracted Light Vehicles

Section	Requirements
Required safety features for Light Vehicles that are owned, leased or contracted by a bp entity:	<ul style="list-style-type: none"> All vehicle safety features as listed in Table A1. No metal bull bars ⁽¹⁾. Electronic Stability Control (ESC) before 1st July 2022⁽²⁾. Side (curtain) airbags for driver and front seat passenger before 1st July 2022⁽²⁾ ⁽³⁾.
Required additional safety features for Light Vehicles that are newly purchased, leased or contracted (after 01 July 2018) by a bp entity:	<ul style="list-style-type: none"> High level third brake light – third separated brake light mounted centrally ⁽⁴⁾. Daytime running lights ⁽⁴⁾ ⁽⁵⁾. New Car Assessment Program (NCAP) safety rating of at least four stars, and with five stars from 1st July 2019 in the region where the vehicle is purchased ⁽⁶⁾ ⁽⁷⁾ ⁽⁸⁾.
Required additional advanced safety features for Light Vehicles that are newly purchased, leased or contracted (after 01 July 2021) by a bp entity, subject to availability ⁽⁹⁾ or a risk assessment ⁽¹⁰⁾ :	<ul style="list-style-type: none"> Autonomous Emergency Braking (AEB) or Forward Collision Warning (FCW) when AEB is not available ⁽⁴⁾ ⁽¹¹⁾. Lane Departure Warning (LDW)⁽⁴⁾ ⁽¹¹⁾. Parking sensors or parking assistance systems (e.g., backup camera) ⁽⁴⁾ ⁽¹¹⁾. Blind spot monitors or blind spot indicators ⁽⁴⁾. Air conditioning or climate control. Seatbelt reminder.
<p>Notes:</p> <ol style="list-style-type: none"> Light Vehicles that are mainly used in “off-road” and/or rural areas where there is a high risk of an animal strike and security vehicles where the bull bar is needed for the installation of additional equipment are exempted from this requirement. Deformable (non-metal) bull bars that meet pedestrian safety standards (Australian standard AS4876.1 / European Regulation 78/2009/EC or equivalent) are acceptable. Light Vehicles operating in an airport service area or at a bp operated location are exempted from this requirement until replacement of the vehicle. Light Vehicles that have an NCAP safety rating of at least four stars (or equivalent) and MPTVs with a gross vehicle weight less than 3.5 tonnes (e.g., van or minibus) are exempted from the side (curtain) airbags for driver and front seat passenger requirement until 31 December 2024. 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. For Light Vehicles driving off-road, an NCAP safety rating of five stars is expected to give sufficient rollover protection. Light Vehicles operating in an airport service area or at a bp operated location and vans exclusively used for transporting of goods are exempted from the revised five star NCAP requirement in case the specified vehicle model is not available in the region with an NCAP safety rating of five stars. In this case, a vehicle with a NCAP safety rating of four stars is acceptable. It is good practice that all Light Vehicles in scope meet the NCAP safety rating of five stars (or equivalent) before 31 December 2024. Where commonly available in the market and if the safety feature is competitively available (e.g., as an optional extra) from the Original Equipment Manufacturer (OEM). <p><i>“Commonly available” in this context means that the safety feature(s) are OEM supplied and offered by several vehicle manufacturers in the country of operation of the vehicle. In case one or more of the advanced safety features is not commonly available in the market or not available as optional extra for the specified vehicle model, this does not result in non-conformance with this bp Practice. For more information, refer to GG 3.7-0003.</i></p> <ol style="list-style-type: none"> Some of the advanced safety features could be exempted when a risk assessment is executed and demonstrates that this safety feature is not providing the intended safety value for the type of operation. In 40 countries, including many European countries, these safety features are mandatory on all new Light Vehicles from 2021. In United States, 20 OEMs agreed to make these safety features standard on new Light Vehicles from September 2022. 	



Annex B

Normative

Heavy Vehicle safety features

Table B.1 – Required safety features for all (in-scope) Heavy Vehicles

Section	Requirements
Required safety features for Heavy Vehicles that are owned, leased or contracted by a bp entity:	<ul style="list-style-type: none"> • Three-point seatbelts for all occupants ⁽¹⁾ ⁽²⁾ ⁽³⁾. • Fully functioning brake system equipped with Anti-lock Braking System (ABS)⁽⁴⁾ ⁽⁵⁾. • Tyres that are properly inflated, appropriate for the conditions, speed and load, and have a minimum tread depth of 1.6 mm (0.06 inch) 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, where applicable, 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.
<p>Notes:</p> <ol style="list-style-type: none"> 1. For existing MPTVs in scope (with a gross vehicle weight of 3.5 tonnes and heavier (e.g., bus or coach), operating on public roads, lap seatbelts were acceptable until 31 December 2019. 2. For existing MPTVs in scope, operating in an airport service area or at a bp operated location, lap seatbelts are acceptable until replacement of the vehicle. 3. For short term contracted MPTVs in scope for a turnaround, operating in an airport service area or at a bp operated location, lap seatbelts are acceptable. 4. Heavy Vehicles that are manufactured before 01 January 2010 are exempted from the ABS requirement until 31 December 2024. 5. Heavy Vehicles operating in an airport service area or at a bp operated location are exempted from the ABS requirement. <p><i>For more information, refer to GG 3.7-0003.</i></p>	

Table B.2 – Required safety features for Heavy Vehicles to transport dangerous goods

Section	Requirements
<p>Required safety features for Heavy Vehicles used to transport dangerous goods ⁽¹⁾ ⁽²⁾.</p> <p>Required safety features for any other Heavy Vehicles used for higher risk driving activities or Heavy Vehicles used in higher risk driving countries ⁽¹⁾ ⁽²⁾ if this is an outcome of the risk assessment requirements in 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"> • All vehicle safety features as listed in Table B1. • Side and rear under-run protection. • Anti-rollover equipment for articulated vehicles transporting bulk liquids: Electronic Braking System (EBS) and Electronic Stability Control (ESC) on the truck and Active Rollover Protection (ARP) installed on the trailer. • All front axle tyres to have a minimum tread depth of 3.0 mm (0.12 in) over entire tread pattern and all other axle tyres (like rear and trailer axle tyres) to have a minimum tread depth of 1.6 mm (0.06 in) 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 [0.16 to 0.33 ft wide]) unless advised otherwise by bp security. • Tail and brake lights including turn indicators installed to the rear of the vehicle at a minimum height of 1.70 m (5.58 ft) from ground. • Laminated (non-splintering) safety glass for windscreen. • Mudguards and mud flaps with spray suppression to the rear most axle(s). • Pedals fitted with non-slip type material (e.g., 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 do not leak if the vehicle rolls over ⁽³⁾. • 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 or at least one (small) foam spray in the cab and two six kilograms (twelve pounds) on both sides of the trailer ⁽³⁾. • An approved master switch within 60 cm (2 ft) of the batteries ⁽³⁾. • An exhaust that includes a muffler, silencer or spark arrestor ⁽³⁾.
<p>Required additional safety features for Heavy Vehicles used to transport dangerous goods ⁽¹⁾ that are newly owned, leased or contracted (after 01 July 2018) by a bp entity ⁽²⁾:</p>	<ul style="list-style-type: none"> • Autonomous Emergency Braking (AEB) ⁽⁴⁾. • Automatic distance control ⁽⁴⁾. • Alternating brake lights ⁽⁴⁾. • Daytime running lights ⁽⁴⁾.
<p>Required additional advanced safety features for Heavy Vehicles used to transport dangerous goods ⁽¹⁾ that are newly purchased, leased or contracted (after 01 July 2021) by a bp entity ⁽²⁾, subject to availability ⁽⁴⁾ or a risk assessment ⁽⁵⁾:</p>	<ul style="list-style-type: none"> • Lane Departure Warning (LDW). • Forward Collision Warning (FCW) (when AEB is not available). • Energy absorbing rear underrun. • Rear camera or park assistance. • Blind spot detection device (turn-off assistant). • Air conditioning or climate control. • Seatbelt reminder.
<p>Notes:</p> <ol style="list-style-type: none"> 1. Heavy Vehicles, operating in an airport service area or at bp operated location, are exempted from these safety features. 2. Where permitted by local laws and regulations. 3. Applicable to Heavy Vehicles transporting dangerous goods with a flash point of less than 61 °C (142 °F). 4. Where commonly available in the market and if the safety feature is competitively available (e.g., as an optional extra) from the Original Equipment Manufacturer (OEM). 5. Some of the advanced safety features could be exempted when a risk assessment is executed and demonstrates that this safety feature is not providing the intended safety value for the type of operation. <p><i>For more information, refer to GG 3.7-0003.</i></p>	

Annex C

Normative

In Vehicle Monitoring System (IVMS) and vehicle camera system

Table C.1 – In Vehicle Monitoring System (IVMS)

Section	Requirements
Vehicles in higher risk driving countries and vehicles used for higher risk driving activities until a vehicle camera system is installed that are owned, leased or contracted by a bp entity to be installed with an In Vehicle Monitoring System (IVMS) ^{(1) (2)} that is able to record at least the following parameters ^{(3) (4)} :	<ul style="list-style-type: none"> • Speed. • Harsh acceleration (i.e., more than 14 kmph/second or 9 mph/sec). • Harsh deceleration (i.e., more than 14 kmph/second or 9 mph/sec). • Number of hours the vehicle was driven.
<p>Notes:</p> <ol style="list-style-type: none"> 1. IVMS could be in the form of a Vehicle Data Recorder (VDR) or an in-vehicle camera system. IVMS consists of an electronic device or number of devices installed in the vehicle to monitor driver activities and help identify behaviours such as excessive speed, harsh braking and rapid acceleration. 2. Vehicles operating in an airport service area or at a bp operated location or MPTVs that are not dedicated to bp Business use are exempted from this requirement. 3. A good practice is to enable the functionality of Global Positioning System (GPS) monitoring where it exists. 4. A good practice is the use of sensors to detect whether seatbelts are in use. 	

Table C.2 – Vehicle camera system

Section	Requirements
Vehicles used for higher risk driving activities ⁽¹⁾ that are owned, leased or contracted by a bp entity ⁽²⁾ to be installed with a vehicle camera system before 31 December 2021 that consist of the following ⁽⁶⁾ :	<ul style="list-style-type: none"> • Event ⁽³⁾ driven video recording technology combined, wherever legally allowed ⁽⁴⁾, with the capability for constant recording ⁽⁵⁾ to store a rolling minimum 24 hours of footage. • A forward-facing camera combined, wherever legally allowed ⁽⁴⁾, with a driver facing camera. • The capability for driver to manually activate a recording (in addition to recorded events). • Recorded events to be accessed remotely and transferred through wireless data service (e.g., 3G-5G or the cloud). For constant recording, as minimum the rolling footage to be stored on the SD card or hard drive where access remotely is preferred.
<p>Note:</p> <ol style="list-style-type: none"> 1. Scope of vehicles used for higher risk driving activities includes MPTVs and vehicles to transport dangerous goods (e.g., fuel tanker) in all countries. Other vehicles used for higher risk driving activities, if this is an outcome of the risk assessment required by Section 5.3 as per the bp Practice. 2. Vehicles operating in an airport service area or at a bp operated location or MPTVs that are not dedicated to bp Business use are exempted from this requirement. 3. Event driven based on defined parameters such as speed, harsh acceleration, harsh deceleration (e.g., braking) refer to Table C1 and harsh cornering (e.g., G-force triggered settings). 4. Where applicable legal requirements allow, including data privacy laws and consultation with works councils or driver unions. 5. A constant recording camera that is integrated or linked to a vehicle telematics and/or Vehicle Data Recorder (VDR) system is an acceptable solution if the events from the VDR system are used to collect and review the footage for that event. 6. A good practice is the installation of an additional “passenger facing” camera when using a coach or bus (specific type of MPTV). 	



Supporting References

bp

- [1] bp MyTL elearning course.
- [2] [bp Practice 100549 Fatigue Management in Upstream Operating functions.](#)
- [3] [Driving Safety Questionnaire](#) (DSQ).
- [4] [GDP 0.0-0001 Implementation of Group Defined Practices and Group Procedures.](#)
- [5] [GDP 3.7-0002 Safe Movement of Mobile Equipment.](#)
- [6] [GG 2.5-0002 Working with Road Transport Contractors.](#)
- [7] [GG 3.4-0004 Fatigue Management.](#)
- [8] [GG 3.7-0003 Driving Safety.](#)
- [9] [MyTL "bp approved driver Training".](#)
- [10] [MyTL "Managing Driver Fatigue".](#)
- [11] [RCD 0.0-0001 Requirements and Other Supporting Documents Glossary.](#)
- [12] [RCD 3.7-0001 Gap Assessment Tool.](#)
- [13] [RCD 3.7-0002 Driving Safety Self-verification Protocols.](#)
- [14] [RCD 4.4-0001 Group HSE Definitions \(HSE 'Definitions Dictionary'\).](#)

Other

- [15] Australian standard AS4876.1 / European Regulation 78/2009/EC or equivalent).
- [16] ISO 20471.
- [17] World Health Organization's (WHO) "[Global Status Report on Road Safety](#)".