

Vehicle and Driver Safety

1. Purpose

This policy provides a framework to control risks associated with the operation of vehicles, including trailers. All employees shall operate any vehicle used on USPL business in a law-abiding and safe manner. Failure to do so will subject the employee to commensurate legal and USPL actions.

2. Scope

The policy covers mandatory safety measures and precautions to be followed prior to and while operating any vehicle used for USPL business.

Additional regulatory requirements for vehicles and drivers that meet the criteria for commercial motor vehicle are contained in the USPL Vehicle and Driver Regulatory Compliance Procedure.

Other related policies include:

- Off Road Vehicles and Operators Policy
- USPL Vehicle and Driver Regulatory Compliance (USPL-OPS-752-001)
- USPL Vehicle Management (USPL-OPS-752-002)
- USPL Hazardous Materials Transportation Policy
- USPL Commercial Motor Vehicle Inspection and Preventive Maintenance Program (USPL-MAN-752-001)
- USPL Off Road Vehicle Management (USPL-SOP-752-003)

3. Minimum Requirements

Minimum Requirements		Supporting Documentation
Vehicle Requirements		
1.	The vehicle shall be fit for purpose, licensed and maintained in safe working order, with seat belts installed and functional. Seat belts shall be worn by all occupants at all times whenever a vehicle is in motion.	Section 6
2.	The number of passengers shall not exceed the manufacturer's specification for the vehicle (determined by the number of seat belts in the vehicle).	NA
3.	Vehicles on BP business shall be loaded within the manufacturer's specifications for the vehicle and relevant legal and regulatory limits.	Section 7
4.	Motorcycles are not permitted for use on USPL business.	NA
5.	All USPL owned or leased vehicles, including trailers, will be procured through the approved vendor selected by USPL.	NA
6.	Vehicle modifications or upfitting after purchase and during the life of the vehicle, e.g., trailer hitches, snowplows, special wheels/tires, toolboxes and other components shall be approved by the Fleet Advisor.	Section 6
Driver Requirements		

7.	Drivers shall comply with the Vehicle Backing Requirements (First Move Forward).	Section 13
8.	Employees shall follow USPL's defensive driving principles.	Section 9
9.	All personnel driving on USPL business shall have a current, valid driver's license for the type of vehicle operated along with any supporting documentation (e.g., DOT medical card). Drivers shall be appropriately assessed, trained, and medically fit to operate the vehicle.	Section 8
10.	Drivers shall be appropriately rested and alert and adhere to the work and rest requirements of this policy.	Section 10
11.	Drivers shall not use a mobile communication device while driving the vehicle; this includes, but is not limited to, mobile or smartphones, smartwatches (for voice, texting or email use), tablets, laptops, two-way radios, or pagers.	Section 12
12.	Drivers shall not be under the influence of alcohol, drugs, or any other substance or medication that could impair their ability to drive.	Section 6
13.	All employees shall perform a 360° vehicle walk-around inspection before driving any vehicle on USPL business, including rental vehicles, personal vehicles, and equipment and to ensure that the parking area is clear of obstructions and there is no obvious damage to the vehicle.	Section 6
14.	All drivers on USPL business shall drive with daytime running lights or headlights on.	NA

4. Definitions

USPL business—Any activity performed to meet USPL's business needs, as defined by the criteria for "work-relatedness" in the OSHA Recordkeeping Handbook. As such, it excludes all personal or optional activities (e.g., commuting to and from work from home or a personal lunch).

USPL vehicle—All USPL-owned, rented, or leased light and heavy vehicles at all times as well as personal vehicles used on USPL business.

Driving time—The time a driver spends driving a vehicle on USPL business, whether the vehicle is moving or not. This excludes any time spent operating other functions of the vehicle (e.g., loading and unloading, work breaks).

Heavy vehicle—For USPL, any motorized vehicle with a curb weight greater than 26,000 pounds e.g. a fixed chassis or articulated trailer or truck-trailer combination, excluding mobile equipment.

Higher Mileage Driver—Any light vehicle driver who drives 5,000 miles or more each year on USPL business, or any driver who operates a commercial motor vehicle over 26,000 pounds or a vehicle that requires hazardous materials placards.

Light vehicle—Any motorized vehicle with a curb weight equal to or less than 26,000 pounds excluding mobile plant.

Lower Mileage Driver—Any employee who drives less than 5,000 miles each year on USPL business including rental, pool vehicles, personal vehicle or a company owned or leased vehicle.

Mobile equipment—Any specialized motorized equipment or vehicle used exclusively within the confines of a controlled site or a vehicle used for lifting, material handling, construction, drilling, and excavation work. This excludes standard light vehicles used within a controlled site.

USPL Learning Management System (LMS) — The online system used for maintaining training records and supporting computer-based training.

Vehicle data recorder (VDR)—A mechanical and/or electronic recording system that records key driving performance information for individual drivers, including the driver's driving hours, speed, harsh acceleration, and harsh deceleration.

Vehicle in operation—A vehicle that is being driven or under the driver's control (e.g., when stopped in traffic). A vehicle is "out of operation" only when the engine is off or the vehicle is legally parked.

5. Roles and Responsibilities

5.1. Team Leaders

- A. Ensuring that an actual on-road driving assessment of a new Higher Mileage Drivers' driving skills and behaviors is completed by any supervisor or HSSE representative before the employee begins driving on USPL business.
- B. Ensuring that new hires are licensed for the vehicle type they may drive.
- C. Review monthly VDR data reports and coach employees as indicated.
- D. Document coaching with higher risk behavior drivers. Provide follow up response for the coaching that occurred with identified higher risk employee to the Fleet Advisor.

5.2. Any employee driving on USPL Business

- A. Adhering to all federal, state, and local regulations as well as the requirements of this policy.

5.3. Fleet Advisor

- A. Ensure conformance with Group Practice for all vehicle and driver related requirements in this policy.
- B. Manage the Vehicle Data Recorder (VDR) program.
- C. Provide new vehicle purchase specifications consistent with Group Driving Practice recommendations.

5.4. Administrative Assistant

- A. Maintain the integrity of the system and the DOT driver files.

6. General

6.1. General

- A. All employees shall perform a vehicle walk-around inspection before driving any vehicle on USPL business, including rental vehicles, personal vehicles, and equipment and to ensure that the parking area is clear of obstructions and there is no obvious damage to the vehicle.
- B. Seat belts shall be worn by all occupants at all times whenever a vehicle is in motion.
- C. Driver shall obey the posted speed limits, and make adjustments for any adverse road or traffic conditions.
- D. Drivers shall not be under the influence of alcohol, drugs, or any other substance or medication that could impair their ability to drive.
- E. Drivers of vehicles including mobile equipment are responsible for the movement of the vehicle at all times. It is the driver's responsibility to follow: federal, state, and local laws; BP Driver Training; the requirements of this policy and related policies including Cold Work-Movement of Heavy Equipment inside a Facility and Hot Work; and good judgment to avoid vehicle incidents.
- F. Employees assigned company vehicles shall discuss with their supervisor where the company vehicle will be parked during any absence exceeding 10 days.
 - 1. USPL's preference is for the vehicle to be parked at a USPL secured facility until the employee returns to work.
 - 2. In the event of an unexpected absence, the preferred recommendation is for the Supervisor to arrange to have the vehicle transported to a secured facility.
- G. Supervisors shall manage the use of rental cars and employee personal cars used on company business to manage direct cost and liabilities using the following guidance:

1. It is recommended that an employee not assigned a company vehicle utilize a rental car instead of their personal vehicle for any business trips exceeding 100 miles in one day or for trips exceeding two days in length.

Note: Rental car insurance is included in Hertz rental car contracts when made through Carlson. For all other rentals, the employee shall accept insurance coverage as part of the rental contract.

- H. Employees shall use the most cost effective method for transportation and parking on business trips, including to/from airports. If a more costly alternative is chosen, the employee shall obtain the supervisor's approval.

Note: Employees being driven to/from an airport in a private vehicle, e.g., by a friend or family member, will only be reimbursed mileage for one round trip to and from the airport.

- I. Use of radar detectors and all other types of speed detection surveillance devices is strictly prohibited in BP vehicles.
- J. A USPL vehicle may be operated by a non-USPL driver in these circumstances:
 1. Moving a vehicle for servicing (maintenance and repair)
 2. Emergencies
 3. Assessment of new hires
- K. All vehicles, including trailers, mobile equipment and utility vehicles shall be operated and maintained according to the manufacturer's operating instructions.
- L. Mobile equipment, e.g. forklifts, tractors, backhoes, golf carts, and utility carts, shall be fitted with seat belts or physically governed to less than 10 MPH and maintained according to the manufacturer's operating instructions.
- M. Employees shall not store or transport any weapons (including but not limited to firearms of any type, stun guns/Tasers, bows and arrows, and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force) or ammunition in any vehicle owned, rented, or leased by BP.
- N. When your vehicle is equipped with cruise control, use cruise control sensibly. Cruise control is primarily designed for driving in ideal road, weather and traffic conditions with long distance travel on predominantly highway roads; however, it is always to be used with caution. Do not use cruise control when driving at night, in mountains or hills, in high traffic, in urban areas with frequent intersections, during road construction, in adverse driving conditions such as rain, fog, snow, ice or other inclement weather conditions.

6.2. Vehicle Maintenance

- A. Employees driving USPL owned or leased vehicles are responsible for following the USPL-approved vehicle vendor maintenance program and fuel card program where applicable. See Appendix IV, Wheels Maintenance Instructions, for additional details.
- B. The USPL-approved vehicle vendors maintain maintenance and repair records for all USPL vehicles.
- C. Vehicle modifications or upfitting after purchase and during the life of the vehicle, e.g., trailer hitches, snowplows, special wheels/tires, toolboxes and other components shall be approved by the Fleet Advisor.
- D. The employee is responsible for ensuring that the license and all state documents (i.e., registrations, insurance, and inspections) are current and in the vehicle before operating a USPL vehicle.
- E. The employee is responsible for full compliance with all recall notices issued by the vehicle manufacturer and furnished to the employee for action.

6.3. In Case of a Vehicle Breakdown

It's impossible to provide guidance on every scenario of what to do if your vehicle breaks down, but here are some general guidelines to keep yourself safe.

- A. Never stand behind or directly in front of your vehicle, or between your vehicle and traffic. Others may have trouble seeing you, and you could be struck by another vehicle.
- B. Look for well-lighted areas. Notice landmarks such as service stations, restaurants, shopping centers and business complexes. If you are on an interstate highway, note the mile marker, last exit number or nearest emergency call box or rest area. You may need this information when summoning assistance.
- C. Pull off the road. On most roads, you should exit onto the far-right shoulder, as far off the road as possible while remaining on level ground. If you are driving on an interstate or multiple-lane highway with medians, you may consider the left shoulder, again pulling as far away from traffic as possible.
- D. If you choose to exit the vehicle, do so safely and well away from oncoming traffic and your vehicle. If possible, you should exit through the side of the vehicle facing away from the road. In most cases, the passenger side of the vehicle allows for greater distance from oncoming traffic.
- E. Make sure your vehicle is visible to other motorists. Turn on the emergency flashers. Remember they may be traveling at a high rate of speed and must be able to see your vehicle from a great distance to stop or move to another lane.
- F. If safe to do so, place warning triangles to direct oncoming traffic away from your vehicle.
- G. Wear the high visibility vest provided in USPL vehicles.

6.4. Business and Personal Use of Vehicles

- A. The employee shall enter business and personal use mileage for their assigned USPL vehicle into the Wheels database as prompted by the Wheels Mileage notification email. Failure to do so by the 14th of the month will result in the employee being charged 100% imputed income of the reporting month's mileage as personal use.
- B. Employees using personal vehicles for USPL business are responsible for ensuring that the vehicle is well maintained.
- C. Use of a USPL vehicle to transport family members is generally prohibited (e.g., a USPL driver may not drop off or pick up children at school while commuting to and from work). Any exceptions need USPL Leadership Team approval.
- D. Employees assigned a company vehicle may not use the company vehicle for personal use, other than commuting or "de minimis" personal use (e.g. a stop for a personal errand on the way between the work site and the employee's home). Employees in travel status may use a vehicle in a very limited manner for short personal errands.

6.5. Safe Zones and Spotters

- A. All vehicles should remain at least 10 feet from aboveground piping and process equipment (including overhead equipment), unless:
 - 1. The vehicle is traveling on an established roadway with clear boundaries.
 - 2. A risk assessment has been discussed with mitigations to prevent equipment damage documented on the ATW. Example mitigations include:
 - a) Spotters.
 - b) Markings, such as traffic cones and roadway markers, to make the equipment location more easily identified.
 - c) Get out and look.
- B. Spotters are recommended to be used when vehicle drivers determine they need additional help to assure safe movement of the vehicle. Typical duties of the spotter and driver for safe close clearance movement include:
 - 1. Decide how the driver is to make and keep contact with the spotter before the task begins, e.g. visually, radio.
 - 2. Both the spotter and the driver should determine what signals are going to be used.

3. Spotters should be visible to drivers maneuvering vehicles at all times and should stand in a safe position from which the reversing area can be seen clearly. If communication is lost between the two parties, the driver shall stop the vehicle immediately.
4. The spotter should ensure the intended path is clear.
5. The driver should maneuver slowly.
6. The driver should pay extra attention to blind spots.
7. Spotters should never position themselves between moving and fixed objects.
Note: Vehicles or equipment with extended overhang have a wide swing radius. Turning radius is a function of wheelbase, steering gear geometry, and placement of axles.
8. The spotter positioning is key for safe communications with the driver anytime the vehicle is in motion.
9. Discuss a risk assessment of the possible hazards (extended overhang, load securement, overhead hazards) before starting the maneuvering process.

7. Secure Loads

- A. Loads, equipment, and other items shall be tied down or secured before moving the vehicle; total weight shall never exceed the load limitations of the vehicle or mobile equipment.
- B. Loads, equipment, and other items transported on the exterior of the vehicle or mobile equipment (including trailers) shall be secured in an appropriate manner:
 1. To prevent loss of the load (such as leaking, spilling, blowing off the vehicle, falling from the vehicle)
 2. To prevent tipping (if top-heavy and capable of tipping)
 3. To prevent shifting
Note: If items are placed beside each other and secured by transverse tie-downs, they shall be either (a) placed in direct contact with each other or (b) otherwise prevented from shifting toward each other while in transit.
- C. Securing devices and systems shall be capable of withstanding predictable forces.
- D. Loads, equipment, and other items transported under a cover for pick-up beds shall be considered secured.
- E. Loads, equipment, and other items transported inside the driving compartment shall be positioned and/or secured to eliminate or minimize safety risks to the occupants. Items should be stowed in the trunk, under or behind a seat, in the glove box or console, or secured by netting or a seat belt.
- F. All storage and box containers on vehicles shall be anchored securely to the chassis.

8. Driver's License

- A. All drivers who operate a motor vehicle in conducting USPL business shall possess a valid driver's license from the state where they reside and for the class of vehicle to be operated.
Note: Drivers operating a commercial motor vehicle with a Gross Vehicle Weight Rating over 10,001 pounds or a truck and trailer in combination over 10,001, are only required to have a valid driver's license unless the criteria in paragraph D below is exceeded in which case a Commercial Driver's License (CDL) is required.
- B. DOT drivers shall report any vehicle infraction that results in license suspension or revocation. They shall inform their supervisor within one working day of the infraction and shall not drive any vehicle on USPL business until their license is reinstated. These infractions shall be reported regardless of whether or not the infraction occurred on USPL business. Lower Mileage drivers with suspended or revoked

licenses shall not drive for company USPL business until their license is reinstated. All drivers shall comply with any restriction imposed upon a license (e.g., corrective glasses, vehicle class).

- C. USPL will use a self-verification survey to determine that light vehicle drivers possess a valid driver's license and that their personal vehicles used for USPL business meet the requirements of the BP Driving Safety Standard.
- D. All drivers who operate a commercial motor vehicle meeting the conditions specified below shall possess a valid Commercial Driver's License (CDL). The DOT definition of a commercial motor vehicle that requires a CDL is as follows:
 - 1. A single or combination vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds.
 - 2. A vehicle designed to transport more than 16 persons (including the driver).
 - 3. A vehicle of any size that requires hazardous material placards. Any vehicle that transports more than 119 gallons or 1,000 pounds of non-bulk hazardous material or a Table 1 hazardous material (49 CFR 172.101-102) or a material in solid form that weighs more than 882 pounds in a container larger than 119 gallons. In addition, compliance with 49 CFR 172-HM232 Hazmat Security is required.

Note: State and local requirements regarding commercial vehicles may vary and shall be checked.

Note: Contact the Fleet Advisor if necessary to help determine if a Commercial Driver's License is needed. See also Appendix I, "How to Determine Applicability of DOT Federal Motor Carrier Regulations."

9. Driver Assessment, Training, and Medical Requirements

9.1. New Employees

- A. For Higher Mileage Drivers, the hiring supervisor shall ensure that an actual on-road driving assessment of the new employee's driving skills and behaviors is completed by any supervisor or HSE representative before the employee begins driving on USPL business if the employee will be driving a USPL-owned, leased, or rented vehicle.

Note: See Appendix III, "Driver Assessment," which includes a sample Light Vehicle Driver Assessment Checklist.

- B. All new employees shall complete the initial driver training requirements within the first 90 days of employment:

Note: See Appendix II, "Defensive Driving and Fatigue Training Protocol."

9.2. All Employees

- A. All USPL employees shall complete the driver training requirements as listed in Appendix II, "Defensive Driving and Fatigue Training Protocol."
- B. USPL employees who have been transferred from another Business Unit shall provide documentation from the previous Business Unit that they have completed the required Defensive Driving and Fatigue Management training, or they shall meet the training requirements for new USPL employees.
- C. Employees shall comply with USPL requirements for mandatory medical evaluations, and drug and alcohol testing as specified in USPL Health policies. Employees are responsible for notifying their supervisor if their license is suspended or revoked, or if they become medically unfit to operate a vehicle on USPL business. Otherwise, employees possessing a valid driver's license from the state in which they reside are considered medically fit to operate a light vehicle on USPL business.
- D. Any employee who cannot perform a job-related task because of medical restrictions shall notify his or her supervisor of these restrictions. The supervisor will work with HR and a USPL or USPL-selected licensed health care professional to determine whether USPL can address the employee's restrictions.

Note: The employee does not have to disclose to the supervisor the underlying medical condition. If additional medical information is needed, a USPL or USPL-selected licensed health care professional

will assist with the process to protect the employee’s privacy. Additional information will be required for any work-related injury or illness that results in restrictions.

- E. Any employee who is taking medicine (prescription or non-prescription) or any other substance that may impair his or her judgment or ability to operate machinery or vehicles safely shall notify his or her supervisor. The supervisor will work with HR and a USPL or USPL-selected licensed health care professional to determine whether USPL can address the employee’s restrictions.

Note: The employee does not have to disclose to the supervisor the underlying medical condition. If additional medical information is needed, a USPL or USPL-selected licensed health care professional will assist with the process to protect the employee’s privacy. Additional information will be required for any work-related injury or illness that results in restrictions.

- F. Employees driving on USPL business shall observe the USPL defensive driving principles. Contractors who have Master Service Agreements with BP Pipelines and US Fuels Marketing Terminals are required to implement a defensive driving safety-training program for their employees who drive on USPL business.
- G. All Employees shall complete the Driver Questionnaire to self-verify your understanding and commitment to driving safety when driving a (personal) vehicle on Business Travel as assigned through the Learning Management System. Frequency for the Driver’s Questionnaire is recommend every three years.

10. Driving and Rest Requirements for Drivers

- A. Reward mechanisms shall not act as incentives for drivers to operate a vehicle on USPL business for excessive hours that could lead to driving while fatigued.
- B. Any USPL employee who feels fatigued behind the wheel shall stop driving and either make alternative travel arrangements or rest an appropriate period before driving.
 - Note:* Moderate fatigue is normal in certain circumstances (e.g., near the end of a workday or shift). Employees who feel overly tired or drowsy on the road should use good judgment and take the necessary steps to restore their alertness.
- C. The following minimum requirements for driving hours apply to all employees and contractors, except for any DOT drivers utilizing a log book outside the 150 air-mile radius who must follow the Federal Motor Carrier Safety Administration hours of service regulations (49 CFR Part 395).

- 1. Workers driving on USPL business (except DOT Drivers) per D-P 3.7-0002, *Driving Safety in Downstream*

Working Hours	Do not work more than 14 hours within a rolling 24 hour period and do not work more than 60 hours over a continuous 7 day period when driving a vehicle.
Driving hours	Do not drive more than 10 hours within that rolling 24 hour period
Breaks during driving	Maximum driving time at work between breaks is 4.5 hours. Plan to take 15 minute breaks every 2 hours, or at least a 30 minute break every 4.5 hours.

- 2. DOT Drivers (per 49 CFR Part 395)

Driving Hours	11-Hour Driving Limit
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	May drive a maximum of 11 hours after 10 consecutive hours off duty.
14-Hour Limit	14-Hour Limit May not drive beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty. Off-duty time does not extend the 14-hour period.
Rest Break	Rest Breaks May drive only if 8 hours or less have passed since end of driver's last off-duty or sleeper berth period of at least 30 minutes. Does not apply to drivers using either of the short-haul exceptions in 395.1(e). [49 CFR 397.5 mandatory "in attendance" time may be included in break if no other duties performed]
60/70-Hour Limit	60/70-Hour Limit May not drive after 60/70 hours on duty in 7/8 consecutive days. A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty.

Note: Personal commutes are not included in on-duty or driving hour calculations.

Note: There may be occasions where the USPL Workforce rule may not be met, but this should be a rare exception and only with the approval of the District Operations Manager or the Construction Manager.

Note: There are no exceptions for DOT Driver rules.

Note: Union contract conditions may supersede these USPL Workforce requirements.

Note: Emergency break in work, spill response and similar work is included in these on-duty/off-duty requirements.

- D. If applicable local or federal legislation is more stringent than the above work and rest requirements, it will be followed.
- E. Adherence to the maximum driving hours will be monitored through information downloaded from a vehicle data recorder (VDR). Any tampering or disabling of the VDR is subject to disciplinary action.

11. Vehicle Data Recorder (VDR) Monitoring

- A. USPL vehicles shall be fitted with a Vehicle Data Recorder. VDRs are used to provide feedback on drivers' behaviors.
- B. Supervisors shall review the VDR monthly data received by email at the beginning of each month.
 - 1. Supervisors should determine which employees should be recognized for positive driving behaviors and which employees, if any, should be coached regarding the results of the monthly report.
- C. The Fleet Advisor shall monitor the monthly VDR report and identify drivers with "higher risk" behaviors, which include:
 - 1. Speeding.

2. Failure to secure the seatbelt while in motion.
 3. Harsh Acceleration/Deceleration events.
- D. Coaching shall be provided to higher risk drivers as follows:
1. The Fleet Advisor shall notify the Supervisor of all identified higher risk drivers.
 2. The Supervisor shall coach all identified higher risk drivers to promote a safer driving behavior.
 3. The Supervisor shall notify the Fleet Advisor that the coaching has been completed.
 4. Repeated occurrences by individuals may escalate to additional coaching and training to improve driving behaviors and prevent accidents.
- E. The Fleet Advisor is responsible for securely maintaining all VDR data.
1. What we will use VDR data for:
 - a) Monthly data analyzed by Fleet Advisor that leads to Team Leader coaching
 - b) Investigation support any time a vehicle is involved in an accident or damage claim
 - c) Root cause investigations
 - d) HR investigations when requested by HR
 - e) Routine driving behavior analysis beyond an incident timeframe for any driver involved in 2 vehicle accidents in an 18 month window
 - f) Repeated requests for coaching that don't result in behavior change leads to HR investigation and possible
 - g) Fleet Advisor to identify individuals for HR.
 - h) HR to work with Team Leader on discipline
 2. What we won't use VDR data for:
 - a) Routine Team Leader monitoring of employee's location or work habits
- F. Any tampering or disabling of the VDR is subject to disciplinary action.

12. Cell Phone and Two-Way Communication Device Requirements

- A. When operating a vehicle in the conduct of USPL business, drivers shall not use a mobile communication device while driving the vehicle; this includes, but is not limited to, mobile or smartphones, smartwatches (for voice, texting or email use), tablets, laptops, two-way radios, or pagers.
- B. When operating a vehicle on *personal* business, no USPL employee shall use any *USPL provided* mobile phone, other two-way communication device, or computer while the vehicle is in operation. This includes hands-free communication devices.
- C. Drivers shall only set and re-set satellite navigation devices when the vehicle is safely parked.

13. Vehicle Backing Requirements (First Move Forward)

13.1. All Vehicles

- A. The driver shall perform a 360° vehicle walk-around inspection before driving any vehicle on USPL business, including rental vehicles, and personal vehicles to ensure that the parking area is clear of obstructions and there is no obvious damage to the vehicle.

13.2. Automobiles and Light Trucks

- A. Drivers of automobiles and light trucks shall park, when possible, in a way that allows them to move forward when exiting the parking space:
 - 1. First and foremost, try to find a parking space that does not require backing into or out of the space. This can be accomplished by pulling through the space. If necessary, park farther away from your destination.
 - 2. Where legal, back into parking spaces. By backing in, you will drive past the intended parking space to look for hazards prior to backing. This maneuver will also give you a better view of cross traffic and changing conditions when exiting the space.
 - Note:* Pull-through or back-in parking is impractical or unsafe in some instances, such as angled parking spaces.
- B. When pull-through or back-in parking is not advisable, the driver shall follow these precautions:
 - 1. Park away from the other vehicles in the lot where possible, avoiding busy traffic areas.
 - 2. Before backing out, walk completely around the vehicle to ensure that there are no obstructions.
 - 3. Notice the other vehicles in the area that may be entering and exiting and make sure their drivers see you and know you are moving.
 - 4. If another person is with you in the vehicle, have that person guide you out of the space.
 - 5. Back out cautiously.

13.3. Large Vehicles

- A. Large vehicles and vehicles with trailers may need to back in some locations where there is no other alternative.

14. Guidance in Journey Risk Management

The following information is offered as guidance and is considered best practice.

- A. Avoid leaving a vehicle unattended while the engine is running. In some instances, leaving a vehicle running while unoccupied may make business sense, but this practice introduces a higher level of risk. Precautions should be taken to mitigate the risks accordingly.
- B. Consider the time of day when you need to travel as well as the route to be driven (traffic congestion, avoidance of school zones, and known construction areas). Alternative modes of transportation for long trips (a drive of more than six hours) should be considered.
- C. Evaluate weather conditions and prepare accordingly, even considering if the trip should be delayed or canceled.
- D. Know where you are going and how to get there. Print maps and directions beforehand and highlight key roads and exits.
- E. When returning a rental vehicle, consider whether it makes more sense to have the rental car company refuel the vehicle upon its return to avoid congested gas stations near the airport.
- F. Stow valuables (e.g. computers, luggage.) out of sight in the vehicle to help prevent theft. In addition, when deciding when and where to stow valuables, consider the location of the vehicle and not simply the storage location in the vehicle. For example, concealing items in a vehicle parked in an open, unattended area (i.e., parking lot) increases the risk that someone watching you may decide to steal what you are attempting to conceal. Exercise vigilance when stowing valuables.
- G. Whenever possible, consider worker security when determining time of day to travel, routes, and parking areas.
- H. Journey risk management should be considered anytime when traveling. Elements of journey risk management include inclement weather, driver fatigue, and other factors that could make the trip

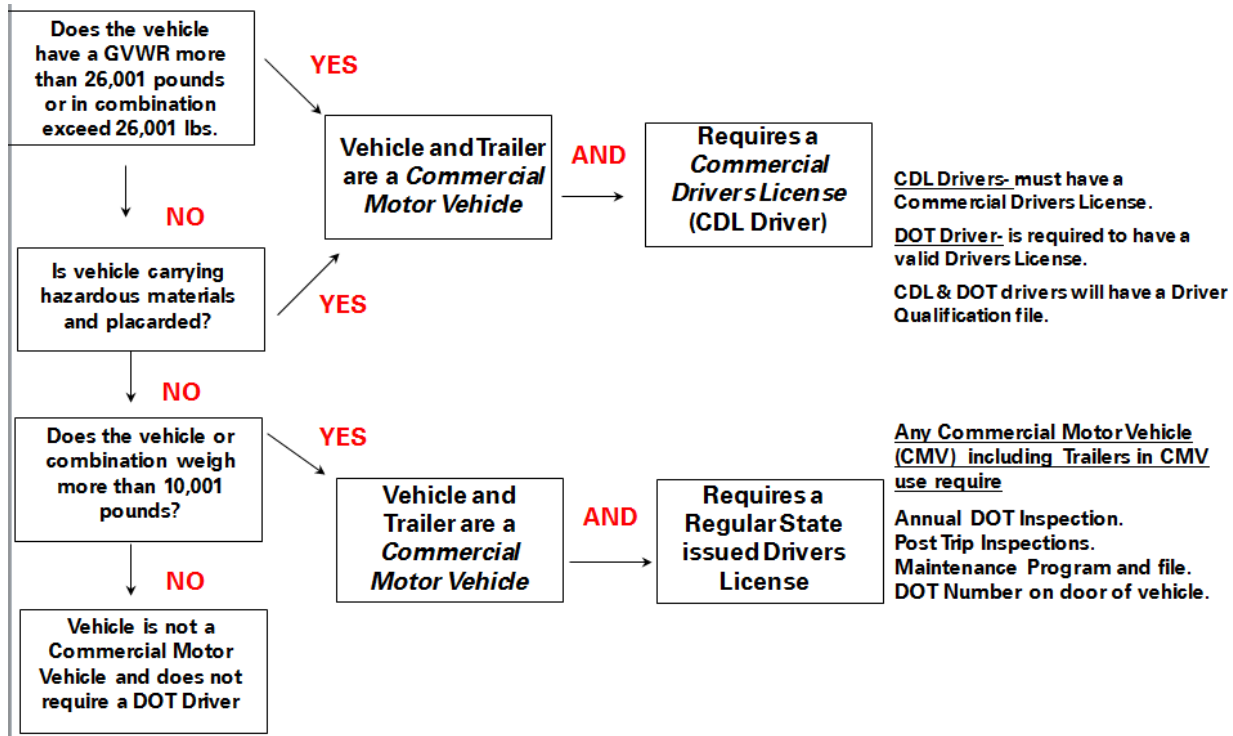
unsafe. If the employee believes any of these elements present an undue risk, their supervisor should be consulted for advice.

15. References

1. BP Practice D-P 3.7-0002, Driving Safety in Downstream
2. DOT 49 CFR, Federal Motor Carrier Safety Regulations.

Appendix I

How to Determine Applicability of DOT Federal Motor Carrier Regulations



Appendix II Defensive Driving and Fatigue Training Protocol

Training and Assessment Format				
Type of Driver	Instruction	Commentary / Ride Along	On-Road Assessment	Driver Fatigue Awareness
All Employees Within 90 days of hire	USPL-specified defensive driver, computer-based training			
Lower Mileage Driver (Driving less than 5,000 miles per year on USPL business)	USPL-specified defensive driver computer-based training every three years	Not required unless requested by supervisor.	Not Required	Computer Based Training (CBT) Every Three Years
Higher Mileage Drivers (Drives over 5,000 miles per year, or operates a CMV over 26,000 lbs., or transports hazmat)	USPL-specified Classroom defensive driver training. Within 90 days of hire, every three years thereafter. Additionally, CBT Refresher training 18 months after classroom training.	Within 90 days of hire, every three years thereafter (Minimum of one instructor for every five students).	New hires shall receive an on road assessment in accordance with the Vehicle and Driver Safety Policy	Computer Based Training (CBT) Every Three Years

Appendix III Driver Assessment

Assessment Overview

The assessment should be conducted over roads and highways of sufficient variation to allow the employee adequate opportunity to demonstrate his or her skills. The route should be pre-planned. This allows the assessor to be able to anticipate which skills should be demonstrated based on a particular road or traffic configuration. This also ensures consistency in evaluating employees.

The assessor should give the employee a brief overview of the assessment checklist so that he or she will understand which behaviors and skills will be evaluated. The assessor should avoid making notes during the drive, if possible. This can be distracting for the driver.

Assessment Specifics

Employee Information

The driver shall produce a license, and the assessor shall confirm that it is valid. Employees who cannot produce the license shall not receive an evaluation.

Pre-Drive Preparation

The employee should perform a basic walk-around inspection of the vehicle. This should include a check of the area and general vehicle condition.

Once the employee is satisfied that the vehicle is safe to operate and enters the vehicle, he or she should take time to adjust the seat and mirrors to a comfortable position and get familiar with the vehicle's controls.

Finally, in preparation for the drive, the employee shall fasten the seat belt. The evaluation shall not continue until the seat belt has been fastened, even if the driver has to be prompted by the assessor.

Driving Activities

Since the driver may be somewhat nervous, the assessor should be especially vigilant. While the employee should be allowed to demonstrate his or her abilities, the assessor should not allow the employee to perform in an unsafe manner. The assessors shall never allow the poor performance of the driver to create a threat and shall be prepared to terminate the assessment if he or she believes the driver to be unsafe.

The driver's vehicle control skills should be assessed for smoothness of operation once the driver is familiar with the vehicle. The employee should be aware of and observe the posted speed limits. He or she should also make adjustments for any adverse road or traffic conditions.

The route should include sufficient left and right turns as well as merging opportunities to fairly evaluate the employee's skills in these situations. This is one of the reasons to pre-plan the route. The assessor can plan to evaluate certain skills based on knowledge of the approaching situation.

The employee should demonstrate some basic knowledge of proper defensive driving techniques. This would include identification of and allowance for the inappropriate actions of others. It should also include a basic knowledge of the rules of the road. The employee should not drive in an aggressive manner.

If there are other local requirements that the assessor feels should be demonstrated, they should be noted on the checklist.

The assessor has the discretion to provide feedback at the end of the drive. Since this evaluation is part of the pre-hiring process, it is probably best not to provide feedback but make notations of performance on the checklist for use in the overall evaluation of the employee later.

LIGHT VEHICLE DRIVER ASSESSMENT CHECKLIST

Employee name: _____ Date of Assessment: _____
 License/permit number: _____ Length of Assessment: _____
 Expiration date: _____ Assessor: _____

Meets qualifications: Yes No

Comments:

Pre-Drive Preparation

	Yes	No	Comments
Checks vehicle exterior	<input type="checkbox"/>	<input type="checkbox"/>	
Adjusts seat, mirrors	<input type="checkbox"/>	<input type="checkbox"/>	
Fastens seat belt	<input type="checkbox"/>	<input type="checkbox"/>	
Familiarizes self with vehicle controls	<input type="checkbox"/>	<input type="checkbox"/>	

Driving Activities

Scans area before moving vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates adequate mirror use/visual habits	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates adequate vehicle control techniques	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates adequate control of vehicle speed	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates adequate caution while merging/turning	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates knowledge of defensive driving	<input type="checkbox"/>	<input type="checkbox"/>	
Executes vehicle maneuvers safely	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates adequate knowledge of parking and backing procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates tolerance for other road users	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates other local requirements (e.g. off-road driving, towing a trailer, use of manual transmission.)	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix IV

Wheels Maintenance Instructions

Driver Instructions

Scheduled Maintenance:

1. See **Maintenance Service Chart** for specific service work required at designated mileage intervals.
2. Select from the **national service suppliers** listed in this guide and schedule an appointment. **If you do not** use a national service supplier, you must call MAP for authorization.
3. Present this Driver Passport guide to the national service representative and **use your vehicle number and the Scheduled Maintenance Authorization Number**, found on the back of this guide, to complete the maintenance service required.
4. Ensure the representative refers to the **Maintenance Service Chart** for the work to be performed.
5. Review the **service invoice** before signing it. Your signature confirms that all work performed was authorized and completed to your satisfaction.

Unscheduled Maintenance:

- Determine if the amount for the service needed falls within your driver limit.
1. If it does, and you are using one of the **national service suppliers** listed in this guide, use the **Unscheduled Maintenance / Repair Authorization Number**, also found on the back of this guide, to receive service.
 2. If it does not or you are *not* using one of the **national service suppliers** listed in this guide, call MAP and provide the following information:
 - Vehicle number or last eight digits of your Vehicle ID Number (VIN)
 - Current mileage
 - Brief description of the problem
 - Your location
- The advisor will review your specific situation and give you the following:
- A general idea of what we perceive is wrong with your vehicle
 - What plan of action we feel is appropriate
 - Which repair facilities in your area are qualified to handle your problem

Shop Instructions

Service Steps:

1. Obtain specific information for work to be done from driver.
2. If work required is **Scheduled Maintenance**, refer to the Maintenance Service Chart for work required at designated mileage intervals. This **Scheduled Maintenance is independent of the driver's authorization limit**, listed on the back of this guide.

Billing Instructions for National Service Accounts:

1. Follow your billing instructions found in your national account policy manual. For questions about billing, contact your corporate headquarters.
2. If work required is not scheduled and the charges for the work fall within the driver's authorization limit, use the **Unscheduled Authorization Number** on the back of this guide. (WO77)
3. If work required is not scheduled and the charges exceed the driver's authorization limit, call **MAP at 1-800-477-2211**.

Wheels Inc
MAP – an affiliated Wheels Company

Billing Instructions for All Other Providers:

- Car dealers, Independent facilities and Specialty shops.
1. You must obtain authorization for all repairs. **Call MAP at 1-800-477-2211** and a representative will provide you with an authorization number/purchase order number. **The authorization numbers on the back of this guide are to be used by National Service Suppliers only.**
 2. Once the maintenance is completed, you are able to obtain payment in **one of two ways:**
 - **Call 1-800-477-2211** and select the prompt for **MAP automated payment system**. Upon entering the purchase order number, you will be given a credit card number for you to use as immediate payment.
- OR**
- **Send Invoices** including the purchase order number, vehicle number, vehicle ID number (VIN), mileage, and vehicle year, make and model to:
MAP, Inc., P.O. Box 2897, Des Plaines, IL 60017-2897.

**If repairs are not covered by this guide,
Call MAP at 1-800-477-2211**

Maintenance Service Chart

Ford Maintenance Schedule		22563																			
Mileage Interval (thousands)	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	
Change Oil/No Synthetic Oil Approved	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Change Oil Filter and Lube	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect tires for wear/damage, inflate to proper pressure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Check all lighting for proper operation, replace bulbs if necessary	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect Air Filter, replace if needed and driver approves	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect Wiper Blades, replace if needed and driver approves	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rotate tires with courtesy brake inspection	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Transmission Service- All Ford except Escape & Explorer						X						X									X
Replace fuel filter						X						X									X
Replace GREEN engine coolant, if equipped									X												X
Replace YELLOW engine coolant, if equipped																					X
Transmission Service- Escape and Explorer ONLY																					X

NOTE: If you need spark plug replacement call MAP, unless recommended above.