BP Guide

Upstream Driving Safety Guidance

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Applicability:	Upstream
Issue Date:	26 June 2019
Issuing Authority:	VP Upstream HSE, Dave King
Content Owner:	Technical Authority Driving Safety, Group S+OR, Albert Ploeg
Unique Identifier:	100402
Revision Code:	B05

Document Information

Security Classification:	General (formally BP Internal)
Next Review Date:	June 2020

Revision History

Revision Date	Revision Number	Approver	Revision
26 June 2019	B05	D. King	Fifth Issue
31 December 2017	B04	D. King	Fourth issue
31 March 2017	B03	D. King	Third issue
11 April 2016	B02	D. King	Second issue
1 July 2015	B01	D. King	First issue

Operating Management System (OMS) – Sub Elements and Group Essentials

OMS Sub Element	OMS Sub Element Title	Group Essentials
3.7	Transportation	3.7.1, 3.7.2, 3.7.3, 3.7.4, 3.7.5, 3.7.6

Reviewers

Name	Role	Type of Review	Date Reviewed
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Foreword

This is the fifth issue of BP Guide Upstream Driving Safety Guidance (100402). It supports BP Practice Driving Safety in Upstream (100401).

This BP Guide also supports conformance with:

- OMS 3.7 Transportation (excluding 3.7.7 Aviation and 3.7.8 cost effective business travel), for Upstream Entities operating under OMS;
- BP Global Travel Policy requirements on driving safety.

The numbering of section 5 in this BP Guide Upstream Driving Safety Guidance (100402) is aligned with the numbering of section 5 in BP Practice Upstream Driving Safety (100401) (e.g. section 5.2.1 Seatbelts in this BP Guide provides guidance on section 5.2.1 Seatbelts of BP Practice Driving Safety in Upstream (100401)).

Blue italic text is used to denote commentary. Commentary is provided to aid the reader in understanding the context for the guidance provided.

Introduction

This BP Guide provides:

- the list of Higher Risk Driving Countries for BP
- guidance for drivers (section 5)
- guidance for Upstream Entities (section 6)
- a self-verification protocol for higher risk driving (section 6.3.3)

This BP Guide does not set requirements. Instead, it describes an effective way to manage the relevant driving safety risks in accordance with BP Practice Driving Safety in Upstream (100401). There could be other effective ways to manage those risks.

Some risks are best managed by drivers, so **section 5 of this BP Guide provides guidance to you, the driver**.

Other risks are best managed by the Upstream Entity, so if you are involved in managing driving safety risks for an Upstream Entity, section 6 provides guidance to you, in addition to section 5.

If you have further queries on driving safety in the Upstream, please contact the Content Owner or Issuing Authority for this BP Guide.

1 Scope and exclusions

This BP Guide has the same scope as BP Practice Driving Safety in Upstream (100401).

2 Terms and definitions

This BP Guide and BP Practice Driving Safety in Upstream (100401) refers to 'driving' a vehicle. This means the same as 'operating' a vehicle, the word used in BP's OMS, the Golden Rules of Driving Safety and the Life Saving Rules of Driving Safety.

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

BP Contractor

Refer to RCD 4.4-0001 Group HSE Definitions.

BP Operated Location

Refer to RCD 4.4-0001 Group HSE Definitions.

BP Workforce

Refer to RCD 4.4-0001 Group HSE Definitions.

Business Travel

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

Dangerous goods

Dangerous goods are 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 United States dangerous goods are more commonly known as hazardous materials (abbreviated as HAZMAT or HazMat).

Most countries regulate hazardous materials by law whereby the 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 may have other characteristics that render them hazardous in specific circumstances.

> *Typical examples of transported dangerous goods in 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

Refer to BP Practice Driving Safety in Upstream (100401).

Driving Safety Questionnaire (DSQ)

The Driving Safety Questionnaire (DSQ) is 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. By completing the Driving Safety Questionnaire, the individual will:

a) Learn about the requirements that apply to them, including which journeys are considered work related;

b) Self-verify their understanding and personal commitment to driving safely.

DSQ link: http://dssquestionnaire.bpweb.bp.com/pls/dss/web_outlook.welcome

Higher Mileage Driver

Refer to BP Practice Driving Safety in Upstream (100401).

Higher Risk Driving Activity

Refer to BP Practice Driving Safety in Upstream (100401).

Higher Risk Driving Country

Refer to BP Practice Driving Safety in Upstream (100401).

Multi Passenger Transport Vehicle (MPTV)

Refer to BP Practice Driving Safety in Upstream (100401).

BP Practice Driving Safety in Upstream (100401)

Driving Safety in Upstream, 100401

Upstream Entity

Refer to BP Practice Upstream Driving Safety (100401).

Vehicle

Refer to BP Practice Upstream Driving Safety (100401).

3 Symbols and abbreviations

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

ABS	Anti-lock Braking System
ADC	Automatic Distance Control
AEB	Autonomous Emergency Braking
ATV	All-Terrain Vehicle
DDT	Defensive Driving Training
DRL	Daytime Running Lights
DSQ	Driving Safety Questionnaire
EBS	Electronic Braking System
ERP	Emergency Response Plan
ESC	Electronic Stability Control
FCW	Forward Collision Warning
HSE	Health, Safety and Environment
HV	Heavy Vehicle
IOGP	International Association of Oil & Gas Producers
IVMS	In Vehicle Monitoring System
JRM	Journey Risk Management
LDW	Lane Departure Warning
LOPC	Loss of Primary Containment
LV	Light Vehicle
MPTV	Multi Passenger Transport Vehicle
MyTL	My Talent and Learning
NCAP	New Car Assessment Program
OEM	Original Equipment Manufacturer
OMS	Operating Management System
ROPS	Roll-Over Protection Systems

TRSP	Trailer-roll Stability Programme
UN	United Nations
VDR	Vehicle Data Recorder
WHO	World Health Organisation

4 List of Higher Risk Driving Countries

Higher Risk Driving Countries are countries (including all of the countries in Table 1 below) 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'.

a. Table 1 lists the countries currently relevant to Upstream Entities which meet the definition of Higher Risk Driving Countries.

b. With each new available WHO report (usually published every two years), the road traffic death rate for countries could change. The principles used to define Higher Risk Driving Countries and what's needed to conform to BP Practice Driving Safety in Upstream (100401) are as follows:

   1. If a country is listed on Table 1, it will only be removed from Table 1 after three consecutive WHO Reports have shown the country road traffic death rate as below 13.0.

   2. If a country road traffic death rate becomes 13.0 or more, it will be added to Table 1. Conformance to the relevant parts of BP Practice Driving Safety in Upstream (100401) will be required 18 months after Table 1 is updated.

c. Table 1 does not include all of the Higher Risk Driving Countries. When an Upstream Entity starts conducting business in a country not listed in Table 1, the Upstream Entity needs to consult with the Content Owner to understand whether the country meets the definition of Higher Risk Driving Countries.

d. Where countries are reclassified out of the Higher Risk Driving Country list, Upstream Entities can decide to continue to apply the controls in place for a Higher Risk Driving Country, or to do so for a defined transition period. It is expected that this will be consistently applied by all the Upstream Entities within the same country. The Content Owner can be contacted for advice in such instances.

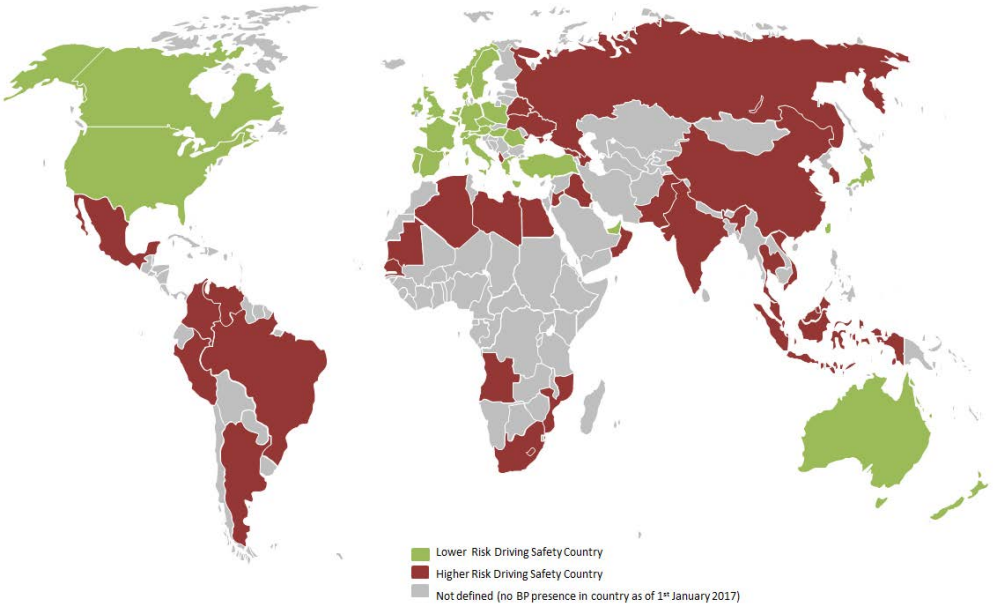

Figure 1 - Higher Risk Driving Countries - overview

Table 1 - Higher Risk Driving Countries - listing

World Health Organisation (WHO) Global Status Report on Road Safety				2013	2015	2018
Country	Presence in country by Segment (1)			Road Fatalities per 100,000 population		
	Downstream	OB&C	Upstream			
Albania	x			12.7	15.1	13.6
Algeria			x	13.2	23.8	No data
Angola			x	23.1	26.9	23.6
Argentina	x			12.6	13.6	14.0
Azerbaijan			x	13.1	10.0	8.7
Belarus	x			14.4	13.7	8.9
Brazil	x	x	x	22.5	23.4	19.7
China	x	x	x	20.5	18.8	18.2
Columbia	x	x		15.6	16.8	18.5
Egypt	x		x	13.2	12.8	9.7
Georgia			x	15.7	11.8	15.3
India	x		x	18.9	16.6	22.6
Indonesia	x	x	x	17.7	15.3	12.2
Iraq			x	31.5	20.2	20.7
Jamaica	x			11.6	11.5	13.6
Jordan			x	22.9	26.3	24.4
Libya			x	40.5	73.4	26.1
Malaysia	x		x	25.0	24.0	23.6
Mauritania			x	28.0	24.5	24.7
Mauritius			x	12.2	12.2	13.7
Mexico	x	x	x	14.7	12.3	13.1
Mozambique	x			18.5	31.6	30.1
Oman	x		x	30.4	25.4	16.1
Pakistan	x			17.4	14.2	14.3
Peru	x			15.9	13.9	13.5
Russia	x	x	x	18.6	18.9	18.0
Senegal			x	19.5	27.2	28.8
South Africa	x	x		31.9	25.1	25.9
South Korea	x		x	14.1	12.0	9.8
Thailand	x			38.1	36.2	32.7
Trinidad & Tobago			x	16.7	14.1	12.1
Turkey (2)	x		x	12.0	8.9	12.3
Ukraine	x			13.5	No data	13.7
United Arab Emirates (UAE)	x			12.7	10.9	18.1
Vietnam	x			24.7	24.5	26.4

1. Presence as of 1st January 2019
2. Not meeting the definition of Higher Risk Driving Countries, however to be treated as in scope.

Refer to the World Health Organisation for additional information. Besides the latest version of the Global status report on road safety, detailed country profiles and a data visualization of the Global status report on road safety 2018 are available as well. In addition an interactive map from WHO with the death rate by country (of the most recent report) is available, click here.

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5 Guidance for drivers

Some aspects of driving safety are best managed by you - the driver. This section of the Guide provides information and guidance for drivers, to help you manage the risks of driving. This guidance provides an effective way for drivers to manage those risks, but there could be other effective ways to manage those risks as well.

As a driver, you can demonstrate conformance to BP Practice Driving Safety in Upstream (100401) by completing the Driving Safety Questionnaire (DSQ) to self-verify your understanding and commitment to driving safety when driving a (personal) vehicle on Business Travel. The DSQ is available in several different languages.

5.1 Vehicle requirements - supporting guidance

5.1.1 Vehicle specification

BP Practice Driving Safety in Upstream (100401) (section 5.1.1) requires a vehicle to be equipped with the required safety features and to be maintained in safe working order. This includes personal vehicles used for driving on Business Travel.

a. If your vehicle does not meet BP Practice Driving Safety in Upstream (100401) requirements, you can't use it for Business Travel. If your journey is necessary, you will need to make other travel arrangements (e.g. rental car, public transportation, chauffeur car or taxi).

b. Refer to the BP Global Travel Policy when you want to book a car rental.

c. BP Practice Driving Safety in Upstream (100401) requires the vehicle to be equipped with the required safety features as set out in Annex A for Light Vehicles and Annex B for Heavy Vehicles. Use the safety features accordingly.

d. BP Practice Driving Safety in Upstream (100401) requires tyres which are properly inflated, appropriate for the conditions, speed and load, and have the required minimum tread depth.

   1. An effective way for you to verify tyres are properly inflated is to check the recommended tyre pressure from the vehicle manufacturer for your vehicle tyres. In most cases you can find the recommended tyre pressure printed either in the still of the driver's door or on the inside of the fuel tank flap or in your vehicle handbook. If you are using your vehicle to carry additional load or weight, always consult your vehicle handbook for the correct loaded tyre pressure.

   2. It is good practice to check the tyre pressure when your tyres are cold and at least once a month.

   3. It is good practice to check the tyre tread depth at least once a month by using a dedicated tread gauge and to replace your tyres before they reach the minimum tread depth. Be aware that in several countries with winter conditions, for certain winter tyre models the minimum legal required tread depth can be greater than the 1.6mm required by BP Practice Driving Safety in Upstream (100401), up to a minimum of 4mm.

4. In case your vehicle is equipped with a Tyre-Pressure Monitoring System (TPMS), it is good practice to set and re-set the tyre pressure after each tyre change and to verify it is re-set against the right pressure.

   TMPS is mandatory in US for vehicles manufactured after September 2007. TPMS is mandatory in Europe as per EU regulation for vehicles manufactured after November 2014.

5. 'Appropriate for the conditions' in this context means that the tyre is suitable for the road and weather conditions, for example off-road driving or driving in winter/snow conditions.

6. 'Appropriate for the speed' in this context means that the tyre is suitable for the vehicle speed at full load. An effective way for you to verify whether the tyre is appropriate for the speed is to check the tyre speed symbol which is indicated on the tyre, refer to Figure 2 below. The speed symbol is a letter which indicates the maximum speed for the tyre at full load. Refer to Annex A, Table A.2 for the Tyre speed index.

7. 'Appropriate for the load' in this context means that the tyres can safely support the weight of the vehicle (or trailer). A load index symbol is indicated on the tyre, refer to Figure 2 below. The load symbol is a number which indicates the maximum weight that the tyre can safely support. If you are replacing your tyre or considering changing your tyre size the load rating should be the same or higher than the original fitment.

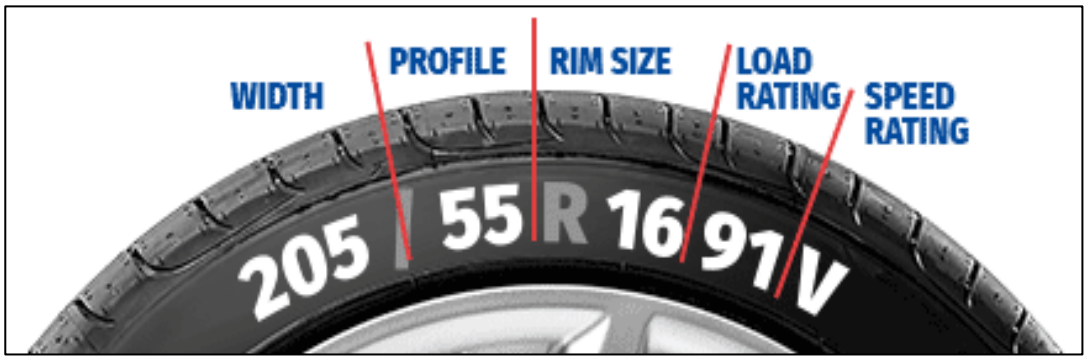

Figure 2 - Tyre markings explained

e. BP Practice Driving Safety in Upstream (100401) requires vehicles to be visually inspected for roadworthiness on a regular basis (e.g. tyres). A good practice is to perform a 360° degree walk around of the vehicle and to visually inspect tyres for any signs of irregular wear, any sharp objects lodged in the tread and any cuts, tears, cracks or bulges. If in doubt, ask a specialist. Good practice for the visual inspection for roadworthiness also includes verifying whether all wheel nut indicators (if installed) are present and in the proper position.

f. To improve visibility to other road users, use your headlights (or daytime running lights if installed) during daytime. However, in some countries this is prohibited by law: contact your local HSE manager for further information.

g. BP Practice Driving Safety in Upstream (100401) requires seats with head restraints (adjusted appropriately) for all occupants. An effective way for you to verify whether your head restraint is properly adjusted is to check that it is adjusted so that it is as high up to the back of your head as possible, and as far forward as possible so as to reduce the gap between the back of your head and the headrest itself.

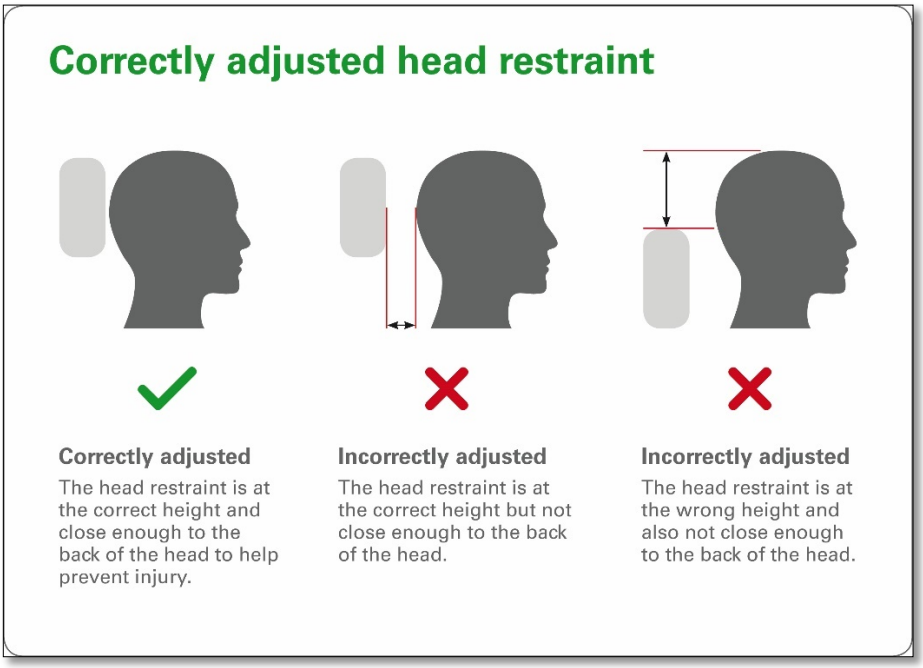

Figure 3 - Correctly adjusted head restraint

h. 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.

i. BP Practice Driving Safety in Upstream (100401) requires three-point seatbelts for all occupants. If your vehicle has a seat without a three-point seatbelt (for example the middle seat in the backrow), you can still use your vehicle for Business Travel as long as this seat is not used.

j. An effective way for you to verify whether your three-point seatbelt is of the right configuration is to check whether it has automatic retraction and a deceleration activated emergency locking mechanism (also referred to as an 'inertia reel' (e.g. a reel device which allows the seat belt to unwind freely but which locks under force of impact or rapid deceleration)).

k. BP Practice Driving Safety in Upstream (100401) requires vehicles which are owned, leased or contracted by Upstream Entities to be equipped with at least one high visibility reflective safety vest. It is highly recommended to equip your personal vehicle with high visibility reflective safety vest(s) as well. Always wear a high visibility reflective safety vest exiting your vehicle when involved in a vehicle

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breakdown or other road emergency. It is also good practice to have a safety triangle and torch in your vehicle along with the safety vest.

Refer to the Vehicle accident General Guidance and Report Form template for more information.

5.1.1.1 Light Vehicles

a. BP Practice Driving Safety in Upstream (100401)) requires Light Vehicles to be equipped with vehicle side impact protection. You can verify whether your Light Vehicle (LV) has adequate side impact protection by checking your vehicle manual on body/side pillar strengthening, by checking whether your vehicle has a rating of at least 4 stars on the New Car Assessment Program (NCAP) rating scheme, or by checking whether your vehicle is installed with side (curtain) airbags for driver and front seat passenger.

b. It is recommended not to have metal bull bars fitted to your personal vehicle, where BP Practice Driving Safety in Upstream (100401) requires Light Vehicles which are owned, leased or contracted by Upstream Entities not to be installed with metal bull bars.

c. It is recommended when you are buying (or private leasing) a new personal Light Vehicle which might be used on Business Travel, to select a vehicle which has a NCAP safety rating of 5 stars in the region where the vehicle is purchased.

   Note: this only applies to your personal owned vehicle as it is a requirement as per BP Practice Driving Safety in Upstream (100401) for Light Vehicles which are owned, leased or contracted by Upstream Entities.

   Refer to the Global New Car Assessment Program (NCAP). Global NCAP is the umbrella organisation for regional NCAPs across the world: Australian, China, European, Japan, Korean, Latin America, Southeast Asia and United States NCAP.

   The number of stars (0 -5) reflects how well the car performs in NCAP tests. A 5 star safety rating would indicate an overall good performance in crash protection and additional crash avoidance technology might be present.

d. When you are buying or (private leasing) a new personal Light Vehicle which might be used on Business Travel, consider the enhanced safety features (where permitted by local laws and regulations and if commonly available in the market) in addition to the safety features required by BP Practice Driving Safety in Upstream (100401) (section 5.1.1.a – Annex A) such as:

   1. Electronic Stability Control (ESC)
   2. Side (curtain) airbags for driver and front seat passenger
   3. High level third brake light – a third separated brake light mounted centrally
   4. Daytime Running Lights (DRL)

      The safety features listed above (1-4) are required for new purchased Light Vehicles which are owned, leased or contracted by Upstream Entities.

   5. Autonomous Emergency Braking (AEB) or Forward Collision Warning (FCW) when AEB is not available
   6. Lane Departure Warning (LDW)
   7. Parking sensors or parking assistance systems
   8. Blind spot monitors / indicators

9. Air conditioning / Climate control
10. Seatbelt reminder.

The advanced safety features listed above (5-10) are recommended for newly purchased Light Vehicles which are owned, leased or contracted by Upstream Entities. Contact your local HSE Manager when you want to know which of the above listed safety features have been selected in your country.

Refer to Annex A for more information on the above safety features and to safercar.gov for more details on the above, including an enhanced safety features technology factsheet.

5.1.1.2 Heavy Vehicles

If you drive a Heavy Vehicle, and this Heavy Vehicle is owned, leased or contracted by BP, it is expected that this vehicle will meet the recognised specifications for the country of operation and be equipped with the required safety features required by BP Practice Driving Safety in Upstream (100401), (section 5.1.1.b – Annex B). Consult with your local HSE manager or fleet manager if you have any questions.

5.1.2 Passengers

BP Practice Driving Safety in Upstream (100401) (section 5.1.2) requires the number of passengers not to exceed manufacturer's specification and legal limits for the vehicle. BP Practice Driving Safety in Upstream (100401) (section 5.1.1.d) also requires all vehicles to be used in accordance with the manufacturer's specification, this includes all seats being fitted and anchored securely to vehicle chassis in line with those specifications.

5.1.3 Load securement

BP Practice Driving Safety in Upstream (100401) (section 5.1.3) requires loads to be secure and not exceed manufacturer's specification and legal limits for the vehicle.

a. Only operate vehicles with loads properly secured to prevent damage, movement or loss during and after transit.

b. Keep the vehicle (cabin) free from all loose objects as required by BP Practice Driving Safety in Upstream (100401) (section 5.2.2.h). Store (personal) items such as: mobile phone charger, (food) bags, clothing (PPE), coolers and (safety) equipment in the locker, trunk or compartment store of the vehicle. If your vehicle does not have enough storage for these things, make sure that loose objects are secured.

c. For Heavy Vehicles, take into account the loading limits, including the axle loading.

d. For Heavy Vehicles involving a trailer being pulled, make sure the trailer is securely connected to the towing Truck (or pulling- drawing unit).

    1. If the trailer is connected to the towing truck by a 'fifth wheel' connection (e.g. 'king-pin'), check that the fifth wheel release arm is in the engaged position with the safety latch in place. Visually check fifth wheel bolts to chassis secured, and any obvious cracks.

    2. If the trailer is connected to the towing truck by a tow eye bolt, connected to an auto-tow coupler on the truck, check the integrity of this connection in specific the tow eye fitment. Visually check that the hitch coupling is correctly

closed and locked and perform a 'Tug Test' (e.g. test by applying the trailer brakes and gently driving forward to confirm the trailer is correctly connected).

5.1.4 Motorcycles

BP Practice Driving Safety in Upstream (100401) (section 5.1.4) does not allow the use of motorcycles on Business Travel.

Do not use motorcycles on Business Travel. If your journey is necessary, you will need to make other travel arrangements (e.g. rental car, public transportation, chauffeur car or taxi).

5.2 Driver requirements - supporting guidance

If your vehicle does not meet BP Practice Driving Safety in Upstream (100401) requirements, do not use it for Business Travel. This includes personal vehicles used for driving on Business Travel. For guidance on the vehicle, refer to section 5.1 above.

As a driver, you can demonstrate conformance to BP Practice Driving Safety in Upstream (100401) by completing the Driving Safety Questionnaire (DSQ) to self-verify your understanding and commitment to driving safety when driving a vehicle on Business Travel.

5.2.1 Seatbelts

BP Practice Driving Safety in Upstream (100401) requires all vehicles (operated by a member of the BP Workforce) to have three-point seatbelts for all occupants (section 5.1.1a – Annex A and section 5.1.1.b - Annex B) and requires drivers and all occupants to wear seatbelts whenever the vehicle is moving (section 5.2.1).

a. As a driver, where practical, check that all occupants are wearing their seatbelt before moving the vehicle.

b. You and all other occupants to stay seated throughout the journey and wear a seat belt at all times whilst the vehicle is in motion.

When using public transport, wear seatbelts where fitted. If seatbelts aren't fitted (for example a shuttle bus at the airport), try to avoid seats with a risk of being thrown forward into things/into the aisle in the event of a sudden stop. For additional information, please refer to the 'TravelSafe Non BP Ground Transportation Guidance'.

c. In order to wear a seat belt safely, the following points need to be taken into account:

1. Wear the belt as tight as possible, with no slack.
2. Have the lap belt positioned over the pelvic region, not the stomach.
3. Have the diagonal strap positioned with rest over the shoulder, not the neck, and never place the strap behind your back or under your arm.
4. Make sure nothing obstructs the smooth movement of the belt by trapping it.

In most vehicles, the height of the top of the seat belt can be adjusted on the B-pillar. If you cannot get the seat belt to fit over you correctly, as described above, try adjusting the height.

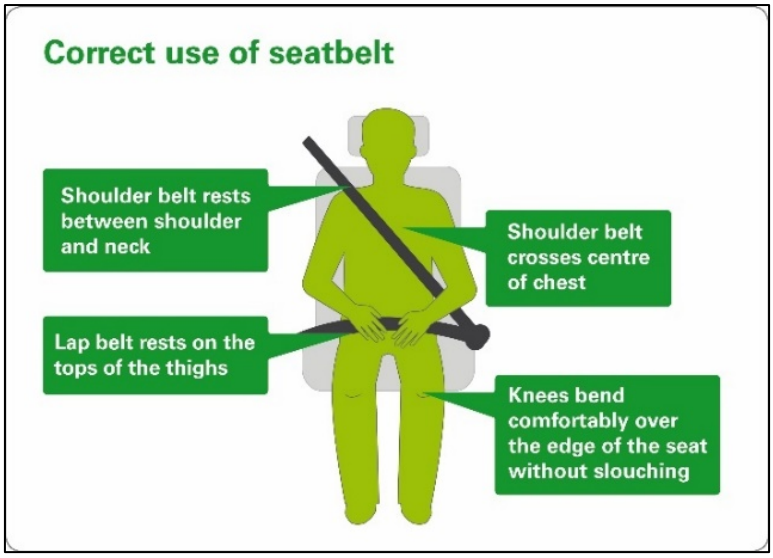

Figure 4 - Correct use of seatbelt

5.2.2 Driver competency

BP Practice Driving Safety in Upstream (100401) (section 5.2.2.d) requires drivers to be medically fit to drive and to report to their Line Manager or to Occupational Health (OH) anything which could mean a change in their fitness to drive.

a. This requires you to report changes which could mean that you are not medically fit to drive.

> *'Medically fit to drive' – Your fitness to drive complies with applicable legal and regulatory requirements. You do not suffer from a chronic medical condition and you are not taking regular prescribed or over-the-counter medication that might impair your judgment or reaction time. You might also take advice from your personal physician on whether you are fit to drive.*

b. Occupational Health (OH) can be contacted directly or you could contact your local HSE manager or Human Resources contact for further information.

> *Occupational Health (OH) is the branch of medicine which considers the effects of work on health and the effects of health on work. The function provides workplace health advice and preventative health strategies across the diverse range of hazards and working environments associated with activities undertaken throughout BP. Occupational Health is also in place to assist individuals with injuries or medical conditions to remain at work or return to work, and for individuals with disabilities to obtain and retain work.*

c. Chronic medical conditions can include sleep disorders (for example, obstructive sleep apnoea) which could impact your ability to drive safely.

> *Obstructive sleep apnoea is a sleep disorder characterised by pauses in breathing during sleep. Refer to BP Guide GG 3.4-0006 Driver Fitness for more guidance and information on medical conditions that might impact an individual's medical fitness to drive.*

BP Practice Driving Safety in Upstream (100401) (section 5.2.2.f and g) requires drivers to undertake appropriate training.

d. It is expected to complete the initial training(s) prior to driving for the first time on Business Travel when you are undertaking a Higher Risk Driving Activity or when you are a Higher Mileage Driver driving a vehicle in a Higher Risk Driving Country. For any other driver, complete the training(s) within your first 3 months of driving on Business Travel. It is good practice to conduct the BP approved driver training (e.g. BP MyTL e-learning course) prior to driving for the first time on Business Travel as well.

It is expected that the induction program for new employees will cover the initial driver training.

e. The e-learning training which is set out in Table 2 below is available to BP Workforce with an NTID (bp 1 login) via My T&L. If you are not able to access the e-learning training or if you need the training in another language, contact your local/regional HSE Manager.

Conformance to the training requirements set out in BP Practice Driving Safety in Upstream (100401) can be demonstrated by completing the Driving Safety Questionnaire (DSQ), which is accessible to BP Workforce with an NTID.

f. Some BP Contractor drivers will need to make their own arrangements.

Table 2 - Driver training course information

Driver type	Required Training	Required Frequency	Course information
Higher Mileage Driver (1) **(a member of the BP Workforce, driving more than 5,000 miles / 8,000 kilometres per year on Business Travel)** **OR** **driving in Higher Risk Driving Countries** **OR** **undertaking Higher Risk Driving Activities (2)**	Accredited on-the-road Defensive Driver Training (DDT) and assessment (when driving on public roadways)	At least once every three years	a) Book a course via MyTL (or search on MyTL on: 'Defensive driving') or when not listed contact your HSE Manager. b) 'Accredited' refers to the DDT provider holding a certificate of competency, authority to conduct DDT or similar accreditation from the country where the driving will take place and will meet the criteria set out in Annex B.
	Fatigue awareness training	At least once every three years	a) Offered by the OMS Academy, access direct via MyTL (or search on MyTL on: 'Module 7: Managing Driver Fatigue'). b) This fatigue awareness e-learning training is developed by the BP Health team and is part of the BP Fact e-learning training which consists of eight modules. (3) c) Fatigue awareness training can be conducted as an e-learning course or can be included in DDT when meeting the criteria set out in Annex C.
	BP approved driver training (e.g. BP MyTL e-learning course) (4)	At least once every three years	a) Offered by the OMS Academy, access direct via MyTL (or search on MyTL on: 'BP approved driver Training'). b) Training to be conducted mid-way through the three year period for the on-the-road training. It is intended that this training acts as refresher training, typically carried out at around 18 months after the most recent on-the-road DDT. See also section below.

Driver type	Required Training	Required Frequency	Course information
Other drivers, not covered by the above	BP approved driver training (e.g. BP MyTL e-learning course) (4)	At least once every three years	a) Offered by the OMS Academy, access direct via MyTL (or search on MyTL on: 'BP approved driver Training'). b) Global solution - available in 14 languages; Arabic, Chinese, Dutch, English, French, German, Hindi, Italian, Norwegian, Polish, Portuguese, Spanish, Thai and Turkish. c) Unlimited (free of charge) access.

1. When you are becoming a Higher Mileage Driver as per definition of this Practice vs. Higher-mileage in a previous version of BP Practice Driving Safety in Upstream (100401) (2-10k miles), existing driver training remains valid until next required frequency.
2. Consult with your Line Manger or HSE Manager when undertaking Higher Risk Driving Activities for additional training which might apply, for example: rollover awareness, off-road driving and product knowledge training. Drivers who exclusively drive an All-Terrain Vehicle (ATV) or snow mobile need to complete a modified version of the training listed above. Consult with your HSE Manager.
3. 'Module 7: Managing Driver Fatigue' is the minimum driver fatigue awareness training required. Modules 1-6 and 8 are recommended to be completed as well. Each module will take approximately 10-15 minutes to complete: Module 1: Introduction to Fatigue Management, Module 2: Causes and Consequences of Fatigue, Module 3: Sleep, Sleep Loss and the Body Clock, Module 4: How to Improve Your Sleep, Module 5: Recognising the Signs of Fatigue, Module 6: Managing Fatigue at Work and Module 8: Reporting Fatigue.
4. The learning objective of this training is to provide education to help drivers to improve their knowledge on defensive driving techniques, risk factors, attitudes, behaviours and environmental conditions.

5.2.3 Driver fitness

BP Practice Driving Safety in Upstream (100401) (section 5.2.3) requires drivers to be rested and alert and not to drive any vehicle when fatigued.

Fatigue can be defined as: 'the state of tiredness that is associated with long hours of work, prolonged periods without sleep, or the requirement to work at times that are out of sync with the body's biological clock or circadian rhythms'. Fatigue can be acute or cumulative. Acute fatigue might follow inadequate sleep or an extended period of wakefulness. Ongoing inadequate sleep, for example sustained over a long tour of duty, can lead to cumulative fatigue. Age, physical fitness, medical conditions (e.g. sleep disorders, medication), drugs and alcohol are also factors that might contribute to fatigue. (Source BP Group Guide Fatigue Management GG 3.4-0004)

a. Do not drive any vehicle while fatigued. Be aware of your individual signs of fatigue and stop driving to take a break. Look for a safe place to park the vehicle and take a quick nap (brief sleep) of no more than 15–20 minutes. This can significantly improve your driving alertness, but if you continue experiencing fatigue, do not drive any further.

A quick nap will only offer short-term relief from tiredness. This is a temporary counter-measure to driver tiredness but is not a replacement for an adequate or good night's sleep.

For more guidance, refer to the IOGP Fact sheets, available on the IOGP Fatigue website. Fact sheets are available on the following topics: Breaks, Driver sleepiness, Extended hours, Jetlag, Napping, Performance, Ramadan and Sleep.

b. When planning a journey involving a flight requiring Business Class (total scheduled flying time exceeding four hours) or a flight which would usually cause jet lag, make arrangements so that you don't need to drive yourself from the airport. This could include using public transport, having someone meet your flight, or using a taxi service.

Refer to the Health moment on jetlag: The airport drive home for more guidance and information.

c. Table 3 below summarises BP Practice Driving Safety in Upstream (100401) (section 5.2.3.b) working hours, driving hours and breaks requirements for Higher Mileage Drivers. The 'Guidance' column describes an effective approach for consideration, to help you manage your alertness. This guidance is subject to applicable legal requirements.

d. When you are driving a Multi Passenger Transport Vehicle (MPTV) to transport BP Workforce or driving a vehicle to transport dangerous goods, more stringent working and driving hours might apply. Consult with your local/regional HSE Manager for further information.

Table 3 - Working hours, driving hours and breaks for Higher Mileage Drivers

	Required by BP Practice Driving Safety in Upstream (100401)	**Guidance – subject to local regulatory requirements**
Working hours (1)	Do not work more than 14 hours within a rolling 24-hour period and should not work more than 60 hours over a continuous 7 day period when driving a vehicle.	Subject to local regulatory requirements, which might set lower working hours. Standard working hours for shift workers is 12 hours within a rolling 24-hour period. To cope with unforeseen circumstances (e.g. heavy traffic), an additional 2 hours beyond a 12-hour shift is allowed. This is only applicable when you drive a vehicle and if by the end of that journey you have worked for more than 14 hours during that period. For example: BP Practice Driving Safety in Upstream (100401) does not allow 12 hours working in the office followed by 3 hours of driving on Business Travel. Note that normal commute to and from the office is not Business Travel.
Driving hours	Do not drive more than 10 hours within that rolling 24-hour period	If you have a significant commute driving yourself to and from work (e.g. exceeding 1 hour in total in a day), consider the impact of this from a driving safety perspective. Consult with your Line Manager or HSE Manager.
Breaks during driving	Maximum driving time at work between breaks is 4.5 hours	If you have been driving for 4.5 hours, take a 30-minute (or more) break. Aim to take a 15-minute break every 2 hours of driving, or more frequent breaks during periods of circadian low. Circadian low are periods through the day, in particular between 3am - 5am and 3pm – 5pm, during which the urge to sleep is stronger.
Breaks in a continuous 7-day period		If you have worked for 6 continuous days, take a 24-hour break (or more) prior to driving again (or 36 hour-break if practical).
Note: 1. Working hours will usually include driving hours and activities such as loading, unloading, waiting, breaks during driving, and any other work on BP business (including air travel). This is subject to local regulatory requirements (Working hour's directive).		

5.2.4 No alcohol or drugs while driving

BP Practice Driving Safety in Upstream (100401) (section 5.2.4) requires drivers not to be under the influence of alcohol or drugs, or their fitness to drive be impaired by medication or other substance.

a. Always follow the general requirements of the BP Code of Conduct in relation to drugs and alcohol in the workplace including whilst driving.

> *The Code of Conduct which applies globally to every BP employee says, 'Never undertake work when your performance is impaired by alcohol or other drugs, legal or illegal, prescribed or otherwise.'*

b. Take advice from your personal physician/doctor or from Occupational Health (OH) when you are taking prescribed or over-the-counter medication that might impair your judgment or reaction time.

5.2.5 Distracted driving

BP Practice Driving Safety in Upstream (100401) (section 5.2.5) requires drivers not to use a mobile phone, smart phone, smartwatch, tablet, laptop, two-way radio, pager or any other two-way communication device (including any device in a hands-free mode) while driving the vehicle.

> *Using these devices can distract you from your driving; this includes a hands-free or Bluetooth connected device. But other things can also distract you. Distracted driving is any activity that could divert a person's attention away from the primary task of driving, such as: using a mobile phone, texting, adjusting a navigation system, radio, CD player, MP3 player, reading a map, looking at a bill board, or reaching for an object (e.g. food, drink).*
>
> *There are three main types of driver distraction: visual (eyes off the road), manual (hands off the wheel) and cognitive (mind off the task).*
>
> *Using a two-way radio for passive listening (i.e. listening to incoming communications, but not taking part in the conversation) might be allowed after a risk assessment has been completed and appropriate controls have been put in place, however use it sensibly as its use could still be distracting (e.g. cognitive distraction).*

To help you avoid distractions while driving:

a. Always focus on the primary task of driving. Think about what might distract you while driving - like eating, drinking, tuning the radio or setting your satnav. Only do anything like this when the vehicle isn't moving. Stop the vehicle at a safe place before you do anything like this.

b. Concentrate on your driving. If you don't, you could not notice something that's important for your safety. If you find yourself focusing on other thoughts, or getting distracted, try to re-focus on driving. Attention to thought could reduce the quality of the driving observations being made.

c. Use in-vehicle technology sensibly - it could be distracting if not used properly.

d. Plan your route in advance. This includes knowing the directions, likely traffic density, weather conditions etc. BP Practice Driving Safety in Upstream (100401) (section 5.2.5.b) requires drivers to set and re-set satellite navigation devices only when the vehicle is safely parked.

e. Keep the map of your satellite navigation device up-to-date.

f. Use your satellite navigation device with verbal instructions along with a map. Verbal instructions will help you to keep your eyes on the road.

g. The use of a mobile- or smart phone for navigation purposes is allowed on the basis that it meets the requirements set out in BP Practice Driving Safety in Upstream (100401) (section 5.2.5). Disable the phone function while driving and only set and re-set the route when the vehicle is safely parked.

h. When using a navigation device (including mobile phone, smart phone or any other portable device), make sure to position and secure the device correctly. Position the device in a location where it will not interfere with potential airbag activation and that is readily visible but does not restrict your view. Secure the navigation device in such a way that it will not move while the vehicle is in motion.

i. Keep the vehicle (cabin) free from all loose objects and arrange essential items (such as cash for road tolls) inside the vehicle in a way that you can easily access them without taking your attention off the road.

Smaller loose objects might look harmless but might lead to driver distractions or become a hazardous projectile if a roll-over occurs or during harsh braking.

5.2.6 Driving in a Higher Risk Driving Country

BP Practice Driving Safety in Upstream (100401) (section 5.2.6) requires journey risk assessment and a journey management plan when driving in Higher Risk Driving Countries.

a. Refer to section 4 above for the list of Higher Risk Driving Countries.

b. When you drive a vehicle in a Higher Risk Driving Country:

1. Consult with your local HSE Manager on the country driving requirements;
2. Adhere to the applicable Journey Management Plan (JMP); and
3. Complete the accredited on-the-road Defensive Driver Training (DDT) and assessment in the relevant country.

c. When you are visiting a Higher Risk Driving Country on Business Travel, avoid driving a vehicle and consider making other travel arrangements (e.g. train, chauffeur and/or approved taxi service). If you do have to drive yourself, contact your host and refer to section 5.2.6b above.

Refer to the BP Global Travel Policy for information.

When you drive or visit a foreign country (including a Higher Risk Driving Country), take notice of the 'executive road safety summary reports' available for 12 countries. These reports are user friendly, easy to understand two page documents and provides guidance on key topics such as: rental vehicles, traffic regulations, driving culture and road conditions. Visit the Driving Safety Intranet to download these reports.

6 Guidance for Upstream Entities

This section of the Guide supports BP Practice Driving Safety in Upstream (100401) and provides additional information and guidance for managing the risks of driving by the BP Workforce. This guidance provides an effective way for Upstream Entities to manage those risks, but there could be other effective ways to manage those risks as well.

6.1 Vehicle requirements

6.1.1 Vehicle safety features

BP Practice Driving Safety in Upstream (100401) (section 5.1.1.) requires a vehicle to be equipped with the required safety features and to be maintained in safe working order. BP Practice Driving Safety in Upstream (100401) (section 5.3.b.1) also requires verification that an approved risk assessment is in place for driving in Higher Risk Countries and for Higher Risk Driving Activities.

An effective way for Upstream Entities to conform with the above is to consider the following:

a. BP Practice Driving Safety in Upstream (100401) (Annex A) requires Light Vehicles which are newly purchased, leased or contracted by Upstream Entities to have a New Car Assessment Program (NCAP) safety rating of 5 stars from 1st January 2018 in the region where the vehicle is purchased. Refer to Annex D for an overview of the Regional NCAP programmes and the countries this programme covers.

> *The Global New Car Assessment Program (NCAP) is the umbrella organisation for regional NCAPs across the world: Australian, China, European, Japan, Korean, Latin America, Southeast Asia and United States NCAP.*
>
> *The regional NCAPs promote and conduct independent research and testing programmes that assess the safety and environmental characteristics of motor vehicles available for purchase in that region and their comparative safety performance. The same vehicle model in different markets can have different build quality and safety features.*
>
> *The number of stars (0 -5) reflects how well the car performs in NCAP tests. A 5 star safety rating would indicate an overall good performance in crash protection and additional crash avoidance technology might be present.*

b. In countries where there is no regional NCAP programme available:

   1. Verify with the OEM whether the vehicle model sold in country is of the same design and specifications used by one of the regional NCAP programmes.
   2. Verify whether the vehicle is competitively available through importation from a region or country where the vehicle has received a 5 star NCAP rating.
   3. If this is not feasible consult with the content owner of BP Practice Driving Safety in Upstream (100401).

c. BP Practice Driving Safety in Upstream (100401) (Annex A) requires Light Vehicles which are owned, leased or contracted by Upstream Entities to be installed with Electronic Stability Control (ESC) and Side (curtain) airbags for driver and front seat passenger before 31st December 2020.

Upstream Entities to:

1. verify whether existing Light Vehicles which are owned, leased or contracted by Upstream Entities are installed with Electronic Stability Control (ESC) and Side (curtain) airbags for driver and front seat passenger.
2. if this is not the case, initiate vehicle replacement programme to verify that all vehicles in scope meet the above requirement before 31st December 2020.

d. BP Practice Driving Safety in Upstream (100401) (Annex A and B) includes some safety features which might not be commonly available in all countries or competitively available from the Original Equipment Manufacturer (OEM).

1. 'Commonly available' in this context means that the safety feature(s) are Original Equipment Manufacturer (OEM) supplied and offered by several vehicle manufacturers in the country of operation of the vehicle.
2. 'Competitively available from the OEM' in this context means that the safety feature(s) are available as an optional extra from the OEM, or (for Heavy Vehicles) are competitively available through importation.

Some of the recommended advanced safety features are also available to purchase (an alternative option) as an after-market solution. For example, Mobileye is offering an aftermarket system which offers: Forward Collision Warning (FCW), Lane Departure Warning (LDW), headway monitoring and warning, low speed urban collision warning, intelligent headlamp control, speed limit indication and pedestrian collision warning (including bicycles).

An example to illustrate 'Competitively available from the OEM':

Country A: Ford Mondeo, common selected model/type for lease: Titanium Lease edition - You have the option to buy a 'Safety pack' as an optional extra which covers all of the recommended safety features for less than three thousand (3k) USD. This 'Safety pack' would be considered competitively available and to be selected/included when purchasing or leasing a new vehicle.

Country B: Ford Mondeo, common selected model/type for lease: Eco Boost 180 edition. The recommended safety features are NOT available to select as optional on this model. Only available, as 'standard', for another model (e.g. the Eco Boost 245 edition). The Eco Boost 245 edition is 60% more expensive than the Eco Boost 180. In this example, the safety features would NOT be considered competitively available.

e. BP Practice Driving Safety in Upstream (100401) (Annex A and B) requires a risk-based approach for the recommended safety features for vehicles which are newly purchased, leased or contracted by Upstream Entities. A risk-based approach for these safety features would be to take into account the type of accidents experienced within the country and the possible outcomes identified in a risk assessment, to select the most appropriate technologies. It is expected that the selection of these vehicle safety features will be approved by the 'Head of Country' (holds the Decision right) and that it is consistently applied by all businesses with a presence in the country. It is suggested that the Upstream Entity or business which has the greatest driving safety exposure (e.g. kilometres driven) will manage the risk assessment and make the recommendation.

f. Rollover protection and mitigation:

1. Verify vehicle handling and stability when loaded and being used in its most potentially hazardous operating environment.

2. For Light Vehicles, it is expected that a vehicle with an NCAP rating of 5-stars will give sufficient rollover protection. Do not install additional internal or external Roll-Over Protection Systems (ROPS) to a vehicle with an NCAP rating of 5-stars, unless specific crash testing would advise differently. Please consult with the relevant OEM.

Installation of an internal ROPS might increase the risk of head injury in side impacts by preventing deployment of curtain airbag(s) for front and rear seat occupants. Internal or external installed ROPS might also increase the centre of gravity height for the vehicle.

3. For Heavy Vehicles, verify the centre of gravity for Heavy Vehicle rollover mitigation. Only use Heavy Vehicles which are built so that the ratio of the height of the centre of gravity (in a fully loaded condition) divided by the wheel track (the distance between the outer points of contact with the ground of the right-hand and left-hand tire of the same axle) is not more than one.

Anti-rollover equipment for articulated vehicles transporting dangerous goods in bulk liquids is required by BP Practice Driving Safety in Upstream (100401) (section 5.1.1.b - Annex B). This includes Electronic Braking System (EBS) and Electronic Stability Control (ESC) on the truck and Active Rollover Protection (ARP) installed on the trailer.

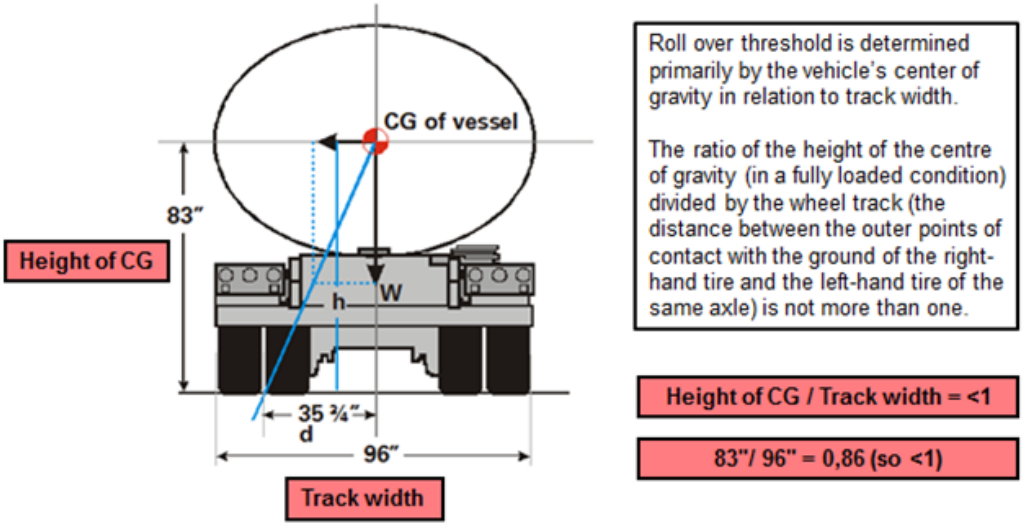

Figure 5 - Ratio of the height of the centre of gravity

4. For Multi Passenger Transport Vehicles (MPTVs) which are a bus or coach vehicle, specify rollover protection meeting ECE R66 or American FMVSS standard 220 or equivalent (refer to section 6.1.2a.4 below).

g. BP Practice Driving Safety in Upstream (100401) (section 5.1.1.d) requires vehicles to be maintained in safe working order (e.g. maintained in accordance with manufacturers' recommendations). An effective way to manage this for vehicles which are owned, leased or contracted by Upstream Entities is to use manufacturer certified parts and authorised dealers for maintenance and repair.

h. BP Practice Driving Safety in Upstream (100401) (section 5.1.1.f) requires vehicles which are owned, leased or contracted by Upstream Entities to be equipped with at least one high visibility reflective safety vest. It is expected that:

   1. Safety vest to feature high visibility colours like yellow/lime and orange with (silver) reflective stripes to increase visibility, especially at night and in difficult weather conditions. An effective way to check that the safety vest is providing high visibility is to verify the safety vest meets ISO 20471, class 2.
   2. In case a driver is provided with Personal Protective Clothing (PPE), this meets the requirement as long as it meets ISO 20471, class 2.
   3. Drivers are informed on the availability of the high visibility reflective safety vest and to wear these when exiting the vehicle in case of a vehicle breakdown as part of the on-the-road training, see Annex B.
   4. It is good practice to have availability of more safety vests where passengers are transported on a regular basis.
   5. Consider specifying the safety vest be 'flame retardant' and 'anti-static' when drivers are wearing the safety vest in process environments or during loading and offloading of dangerous goods. Refer to the specific site requirements as well.

i. When buying, leasing or contracting a vehicle to transport dangerous goods verify that the vehicle meets the specifications as specified in BP Practice Driving Safety in Upstream (100401) (section 5.1.1.b – Annex B) and the specifications defined for the country of operation (e.g. ADR in Europe and DOT in US).

   Countries might have specific regulations based on international codes of practice in relation to transport of dangerous materials. This includes displaying the appropriate hazardous goods signage.

j. For Heavy Vehicles involving a trailer being pulled, to verify loads are secure, the use of a 'fifth wheel' coupling device (e.g. 'king-pin') for connecting the trailer to the towing truck is preferable to the use of a tow eye bolt connected to an auto-tow coupler on the truck. If you do operate vehicles with a tow eye bolt to auto-tow coupler connection, then:

   1. verify that the coupling has been installed in accordance with the coupling manufacturer's guidance and inspect the coupling system as per coupling manufacturer's guidance to help verify their continued integrity (with a particular focus on the tow eye fitment) as part of your maintenance system, and;
   2. install supplementary chains (safety chains) between the towing truck and trailer (with the chain constructed to hold the trailer in position in case of coupling failure, acting as a second barrier).

k. BP Practice Driving Safety in Upstream (100401) refers to vehicles operating in an airport service area or at a BP Operated Location, provided that the maximum speed limit does not exceed 20 miles/hr (30 Km/hr), as follows:

   1. 'Vehicles operating in an airport service area or at a BP Operated Location' in this context means that it relates to vehicles which are intended to be exclusively used in an airport service area or on a BP Operated Location (e.g. a BP controlled site such as a refinery, terminal, chemical plant etc.).

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2. 'Exclusively used' in this context means that the vehicle is only used at an airport service area or on a BP Operated Location with the exception of incidental operational related travel on public roads. Operational travel is limited to travel for maintenance or movement between adjoining sites. In addition, operational travel on public roads is expected to be limited to trips whereby the distance on public roads is less than 6 miles / 10 kilometres or when the distance within the trip on public roads greater than 6 miles / 10 kilometres is but with a maximum of 4 journeys a year.

6.1.2 Multi Passenger Transport Vehicle (MPTV)

BP Practice Driving Safety in Upstream (100401) (section 5.1.1.c) requires Multi Passenger Transport Vehicles (MPTVs) to 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.

An effective way for Upstream Entities to conform with the above is to consider the following:

a. The UN Vehicle Regulations or equivalent national standards (e.g. European or American FMVSS) to which MPTVs are to be built, designed and constructed are:
    1. UN Reg. 14 for seat belt anchorages

       (e.g. European Directive 76-115-EEC or equivalent)
    2. UN Reg. 16 for safety belts and restraints

       (e.g. European Directive 77-541-EEC or equivalent)
    3. UN Reg. 17 for seat anchorage

       (e.g. European Directive 74-408-EEC or equivalent)
    4. UN Reg. 66 for rollover protection for busses and coaches

       (e.g. European Directive 66-EEC or American FMVSS standard 220)
b. MPTVs which are converted from cargo duty to passenger duty cannot be used to transport members of the workforce unless the conversion is in conformance with the UN Vehicle Regulations listed above.
c. MPTVs which are newly purchased, leased or contracted are expected to be purpose built and supplied directly from the vehicle manufacturer's production line with OEM installed safety features.
d. In situations where the vehicle is not directly OEM supplied (i.e. where the OEM provides a purpose-built rolling chassis for people transportation and a coach builder completes the build), an effective way to meet BP Practice Driving Safety in Upstream (100401) requirement is to verify the build is reviewed and certified by a qualified person or organisation.
e. When buying leasing or contracting a MPTV, select the most suitable vehicle on the basis of an assessment taking into account: driver and passenger safety, environment, terrain and road conditions.

Review the additional guidance which is available via IOGP 365-15: Bus and Coach Safety.

Three-point seatbelts for all occupants are required by BP Practice Driving Safety in Upstream (100401) (section 5.1.1.a and b). For existing HV Multi Passenger Transport Vehicles (MPTVs) operating on public roads, lap seatbelts are acceptable until 31 December 2019. For existing HV Multi Passenger Transport Vehicles (MPTVs) operating in an airport service area or at a BP Operated Location, provided that the maximum speed limit does not exceed 20 miles/hr (30 Km/hr), lap seatbelts are acceptable until replacement of the vehicle but no later than 31 December 2023. All other vehicles and any newly purchased, leased or contracted MPTVs are required to have three-point seatbelts.

6.1.3 Driver behaviour monitoring systems (e.g. IVMS)

In Vehicle Monitoring System (IVMS) is an electronic device that records data about a driver's behaviour and vehicle use. IVMS could be in the form of a Vehicle Data Recorder (VDR) or a vehicle camera system. IVMS can be used in both Light Vehicles and Heavy Vehicles.

Monitoring drivers' behaviour is an effective way to reduce risk. IVMS provide important information to support safe driving behaviour. However, they are only one component of a comprehensive driving safety programme. Effective use of IVMS to improve driving safety behaviour and performance includes providing regular feedback to the driver.

While the application of IVMS is intended to help improve driver safety behaviour and performance, effective use of IVMS might also have a significant cost benefit such as contributing to a reduction in vehicle accidents, fuel consumption and maintenance costs. IVMS data can also be used to analyse and improve routing and scheduling of journeys where GPS data is available

If a tachograph has already been fitted to a Heavy Vehicle, this might be an acceptable alternative to IVMS (VDR only, not an acceptable alternative for a vehicle camera system) as long as it is able to record the parameters as listed in BP Practice Driving Safety in Upstream (100401) (section 5.1.1.g - Annex C, Table C.1).

An effective way for Upstream Entities to use In Vehicle Monitoring Systems (IVMS) or vehicle camera system and to conform with BP Practice Driving Safety in Upstream (100401) (section 5.1.1.g and 5.1.1.h) is to:

a. Comply with data privacy laws and BP Policy 21002 on Data Privacy; carry out a Privacy Impact Assessment prior to utilising data obtained via IVMS for these purposes.

   Please contact BP's Central Data Privacy Team for assistance in completing the Privacy Impact Assessment process by emailing: privacy3@bp.com.

b. Use the IVMS and the vehicle camera system to record at least the parameters as set out BP Practice Driving Safety in Upstream (100401) (section 5.1.1.g - Annex C, Table C.1):

c. Use the IVMS and vehicle camera system data, where applicable legal requirements allow, to:

   1. analyse the driving behaviour and safety performance of individual drivers.

2. provide drivers feedback:
    a) recognise and reinforce positive behaviour.
    b) apply consequence management if the IVMS or vehicle camera system finds the driver's behaviour inappropriate, take action to alert the driver to their behaviour and provide training in the correct behaviour or take disciplinary action.

For more guidance, refer to IOGP 365-12: Implementing an in-vehicle monitoring program.

6.2 Driver requirements

6.2.1 Driver licensing, training and related guidance

The driver training set out in section 5.2.2 above is an effective way for Upstream Entities to manage driver licensing and training (BP Practice Driving Safety in Upstream (100401) section 5.2.2.e, f and g):

a. Use the available BP approved driver training where possible.

When drivers do not have access to BP approved driver training (e.g. BP MyTL e-learning course) and as such are not able to access the e-learning course or when the training is required in another language, a classroom driver training in the local language might be an effective alternative option.

b. Source and provide an accredited on-the-road Defensive Driver Training (DDT) for drivers in scope. Verify the effectiveness of this training by using Annex B which provides the criteria for on-the-road DDT training.

'Accredited' refers to the DDT provider holding a certificate of competency, authority to conduct DDT or similar accreditation from the country where driving takes place.

Re-train and re-assess drivers if the DDT driver assessment identifies them as being a higher risk, before allowing them to drive again on Business Travel.

c. If fatigue awareness training is provided as part of the on the road DDT, verify the effectiveness of this training by using Annex C which provides the criteria for fatigue awareness training.

d. Verify that drivers have a valid driving licence and maintain driver training records, including: all driver training (type and the date it took place) and the date by which the next refresher training is due.

BP Practice Driving Safety in Upstream (100401) (section 5.4) requires self-verification. Effective verification can be demonstrated by keeping and maintaining documented evidence. This can also be done by using the Driving Safety Questionnaire (DSQ). The DSQ will hold record of the training completion date(s) and send the driver a reminder when they are due for refresher training.

e. If relevant, assess and provide effective additional fit-for-purpose training for drivers undertaking Higher Risk Driving Activities and drivers in Higher Risk Driving Countries (in addition to the training set out in Table 2 above), for example:

1. Enhanced driver training to address the risks associated with the specific Higher Risk Driving Activities (for example driving a vehicle in severe weather conditions).

This training is also an example of a BP approved driver training, see section 5.2.2.f.3 of BP Practice Driving Safety in Upstream (100401).

2. More frequent (as opposed to every 3 years) DDT and fatigue refresher training, this could be in the form of e-learning course, classroom or on-the road training based on the activity.
3. Rollover awareness training where there is a high risk of rollovers (suggested every 3 years).
4. Off-road driving training and associated hazards training (suggested every 3 years).
5. Skid-pan training
6. Collision avoidance training.

f. BP Contractors are typically responsible for providing appropriate training programmes to their drivers and as such these drivers do not need to undertake the BP training set out in Table 2 in section 5.2.2 above (driver training course information) to avoid duplication. Verify that these programmes meet the requirements of BP Practice Driving Safety in Upstream (100401). However, in some cases (refer to section 6.2.1e above) Upstream Entities could consider it appropriate to provide training to BP Contractors.

6.2.2 Driver working, driving hours and breaks

An effective way for Upstream Entities to manage driver fatigue and to conform with BP Practice Driving Safety in Upstream (100401) (section 5.2.3) is to:

a. Not use reward systems which could give drivers an incentive to drive for long periods, for example providing drivers with bonus or commission structures based on driving hours.

b. When scheduling shifts, or routing and scheduling journeys, take into account Table 3 in section 5.2.3 above.

c. Have access to the driver schedule records maintained by the Upstream Entity or BP Contractor, including the time spent undertaking Higher Risk Driving Activities.

d. For drivers operating a MPTV, consider applying stricter working and driving hours:

1. Not work more than 10 hours within a rolling 24-hour period.
2. Not drive more than 9 hours at work (the maximum driving time between breaks is 2 hours).
3. Take a 15-minute break every 2 hours of driving, or more frequent breaks during periods of circadian low.
4. Allow a minimum of 11 continuous, unbroken hours of rest prior to vehicle operation. This period of rest could be reduced to 9 hours, three times a week.
5. Give MPTV drivers, who are involved in worksite activities, an adequate rest period immediately before they drive an MPTV. This could mean relieving them of other duties.

6.2.3 Performing a 360° walk around

Section 5.2.2.a of BP Practice Driving Safety in Upstream (100401) requires drivers to 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. Section 5.2.2.a of BP Practice Driving Safety in Upstream (100401) also notes that a good practice is to perform a 360° walk around before moving a parked vehicle. If a risk assessment for any specific location or work site has identified a likelihood of individuals resting near vehicles, consider:

a. requiring drivers at that location or work site to perform a 360° walk around (to check that their vehicle is free from obstacles) before moving their parked vehicle; and

b. in remote locations (where no other rest facilities are available), designate certain vehicles for exclusive use as 'rest vehicles' for members of the workforce. Consider using wheel chocks to prevent inadvertent movement.

Figure 6 - Example of '360° walk around' car sticker

The use of a '360 walk around' sticker for a car window might be a good tool (e.g. acting as a reminder for the driver) to support the good practice to perform a 360° walk around before moving a parked vehicle.

These stickers are available in multiple languages for local use. If you are interested in obtaining the art work, please contact the content owner.

6.2.4 Journey Management Plan (JMP)

Journey Management Plan (JMP) is a systematic approach, intended to support the driver and aimed at minimizing exposure to driving-related hazards, in order to prevent vehicles accidents.

An effective way for Upstream Entities to develop, review or approve JMP(s) and to conform with BP Practice Driving Safety in Upstream (100401) (section 5.2.6 and 5.3.b.2) is to:

a. apply the 'hierarchy of controls' concept into four-parts aimed at minimizing exposure to driving-related hazards as follow:

1. Is the trip necessary? (decision-making process to avoid unnecessary driving)
2. Are other options considered? (consider alternative modes of transport, and/or the use of larger vehicles (e.g. MPTVs) to minimise multiple journeys to the same destination)
3. Hazard identification, risk assessment and identifying controls, and
4. Build a trip plan and have it approved before starting a journey.

b. Identify an in country JMP coordinator to take overall responsibility for the development, review and update of the plan(s) as necessary. The JMP coordinator identifies and works with all businesses and functions in the country.

A workshop can be a good way of bringing businesses together to share common understanding and agree a way forward. This might include carrying out a road or driving risk assessment.

c. Include all BP Workforce modes of road transport (including use of taxis, car services, private vehicles and rental vehicles). Consider alternatives for long(er) journeys (e.g. air or rail).

d. Provide information on local transport arrangements for visitors (e.g. who to contact for information on security, self-driving or which taxi or car service to use).

Members of the BP workforce when visiting a Higher Risk Driving Country on Business Travel are to avoid driving a vehicle and consider making other travel arrangements (e.g. train, chauffeur and/or approved taxi service).

e. Include drivers in the development of JMPs.

f. Reinforce as a good practice, that drivers when transporting people, provide a short JMP briefing to the passengers prior to commencing the journey.

g. Question the necessity of journeys by road. Examine work practices with the objective where practicable, to avoid road journeys (e.g. check on the availability of teleconference technology instead of face-to-face meetings).

h. Question the necessity of journeys by night. Only make journeys at night if assessed and action taken to reduce these risks.

i. Assess routes before carrying out BP business (e.g. supplying goods to a new customer or starting work on a new drilling site). Provide drivers with route information and involve them in the assessment. Re-assess routes when a new or temporary hazard on the route has been identified or at least every three years.

j. Rank journeys and routes based on the outcome of the assessment. Journeys ranked as higher risk journeys (including those by drivers transporting the BP Workforce) could include detailed plans for these journeys and routes; refer to Annex E for the factors to be considered when developing a JMP. Other journeys and routes, including those that are short (e.g. less than 25km round-trip outside of the city) and/or non-routine, or for complete urban areas (e.g. for instance city driving) could use a more generic plan.

Refer to section 5.2.6c for the availability of executive road summary safety reports. These reports might be of use when developing a more generic plan.

k. Review and amend JMPs in line with any changes as per the applicable risk assessment process, at least every three years.

l. Develop specific procedures to address reversing (backing-up) by HVs (include instruction to drivers to avoid reversing where possible and provide spotters and/or cones to aid reversing).

m. Include the specific JMPs and routes as part of the on-the-road DDT.

n. Consider whether an Emergency Response Plan (ERP) is applicable and needed as part of the JMP.

o. Apply onsite traffic management for vehicles operating in an airport service area or at a BP Operated Location. This would typically be covered under the worksite Control of Work (CoW) process.

An effective option is to define a site-specific traffic management plan formalising the risk assessment outcomes. The plan's aim is to prevent vehicles from unintended interactions with pedestrians, other vehicles, equipment, and obstructions by identifying pedestrian and vehicular traffic routes as well as site boundaries and controls.

p. Consider the JMP factors listed in Annex E (Table E.1).

q. Consider examples of JMPs and specific route plans, see the risk assessment folder on the Driving Safety SharePoint.

For more guidance, refer to IOGP 365-1: Road hazard assessment, IOGP 365-2: Journey management and IOGP 365-10: Journey management process.

6.2.5 Driver fitness assessment

An effective way for Upstream Entities to manage driver medical fitness and to consider driver fitness for task, and to conform with BP Practice Driving Safety in Upstream (100401) (section 5.2.2.d and 5.3.b.1), is to:

a. Refer to section 5.2.3 above for driver fatigue.

b. Support drivers when they report a change in their driving fitness to their Line Manager. Line Managers to consult with Occupational Health (OH) to consider (re-) assessing the driver's medical fitness to drive.

Refer to BP Guide GG 3.4-0006 Driver Fitness for more guidance and information on medical conditions that might impact an individual's medical fitness to drive. This BP Guide also provides guidance for assessing the fitness of employees to safely perform driver duties. Driver fitness for task can include a driver fitness assessment.

c. If a driver fitness assessment is needed, consult with OH to align this with:

1. Group Essential 3.4.4 Health.
2. Applicable legal and BP requirements, including for privacy and non-disclosure of medical information.

Refer also to BP Guide GG 3.4-0006 Driver Fitness.

Driver fitness assessment might be particularly beneficial for drivers transporting the BP Workforce on Business Travel and for drivers transporting dangerous goods products.

In some jurisdictions a driver fitness assessment is voluntary only, or might not be permitted by applicable legal and regulatory requirements. In these jurisdictions supplemental training including a discussion of the health risks of safe driving can be provided as outlined in BP Guide GG 3.4-0006 Driver Fitness.

d. Complete a driver fitness assessment where permitted by applicable legal requirements:
    1. To be undertaken by a certified health professional.
    2. As part of the driver selection/pre-placement process for driving safety ability.
    3. With specific focus on the functional ability to safely drive a vehicle.
    4. At least every three years, or if there is evidence to suggest that the driver is not fit to drive.

e. Have access to written records of driver fitness assessments, complying with applicable legal, privacy and non-disclosure requirements, as well as with BP Records Management Policy.

6.2.6 Alcohol, drugs, other substance or medications

BP Practice Driving Safety in Upstream (100401) (section 5.2.4) requires drivers not to be under the influence of alcohol or drugs, or their fitness to drive be impaired by medication or other substance.

An effective way for Upstream Entities to conform with the above is to consider the following:

a. Where BP is responsible for recruitment and selection of drivers of MPTVs transporting the BP Workforce on Business Travel or drivers transporting dangerous goods products, carry out a baseline substance test (alcohol and drugs) where permitted by applicable local legislation as part of their recruitment or selection process.

b. Where a BP Contractor is responsible for recruitment and selection of drivers in these categories, verify that the Contractor has a system in place to carry out such tests where permitted by applicable local legislation.

c. Where permitted by applicable local legislation, consider carrying out random substance testing.

6.3 Risk based approach for Higher Risk Driving Countries and Activities

6.3.1 Risk assessment

BP Practice Driving Safety in Upstream (100401) (section 5.3) requires Upstream Entities to verify that an approved risk assessment is in place for driving in Higher Risk Countries and for Higher Risk Driving Activities. An effective way for Upstream Entities to conform with the above is to consider the following:

a. Refer to BP Policy Risk Management 000030 which outlines the risk management requirements and process (e.g. Risk Identification, Risk Assessment, Risk Response and Risk Monitoring).

b. Verify for driving in Higher Risk Countries and for Higher Risk Driving Activities that the risk assessment includes:
    1. identifying the risks relevant to driving safety
    2. recording the risks in a risk register (e.g. Risk Assurance Tool (RAT), Project Management Control System (PMCS) or equivalent)
    3. assessing the risks for impact and likelihood (using the criteria defined in the BP Policy Risk Management 000030)

4. identifying risk management measures to manage the driving safety risks, by using the standard Road Accident Bowtie
5. identifying the weaknesses in any identified barrier and develop the appropriate response through a risk management plan (e.g. Risk Action Plan (RAP) or equivalent) and notify and endorse using the criteria defined in the BP Policy Risk Management 000030; and
6. monitoring the risks and the effectiveness of risk management measures to an appropriate extent and reviewing at an appropriate level at least annually.

c. Consider the Worst Credible risk ranking guidance for selected typical road transport risks as outlined in Table 4. The Worst Credible Assessment for typical road transport risks is based on the following principles:

1. Reflecting the most severe, but plausible scenario
2. Worst Credible rankings are useful because they provide visibility to employees and leadership of the upper level of Consequence in order to support preparation and prevention; and
3. For the purpose of BP Practice Driving Safety in Upstream (100401), the Worst Credible severity for Higher Risk Driving Activities is typically A to C on the risk matrix.

Table 4 - Typical Road Transport Risks

#	Risk type	Example – Road Accident: (Risk taxonomy: 7.2 Transportation - road accident)	Worst credible
1	Enduring	Involving a Multi Passenger Transport Vehicle (a Van, Minibus, Bus or Coach) on public roads *Impact D6 to be selected when MPTV involved has less than 10 seats.* *Impact C5 to be selected when MPTV involved has 10 seats or more.* *MPTVs operating, in an airport service area or at a BP Operated Location (e.g. non-public roads), provided that the maximum speed does not exceed 20 miles/hr (30 km/hr) might have a lower WC rating, typically D4*	C5 – D6
2	Enduring	Involving a Heavy Vehicle to transport fuel products on public roads in a country where the likelihood of residents (e.g. third party - general members of the public) trying to get hold of product from a leaking vehicle is relatively high. *Countries for consideration with a potential higher risk of residents trying to get hold of product in case of rollover leading to LOPC are (not limited to): Mozambique, South Africa, Mexico, Indonesia, and China.*	A3
3	Enduring	Involving a Heavy Vehicle to transport dangerous goods (e.g. petroleum products) on public roads with routes going through a tunnel. *Risk involving Rollover, LOPC, fire leading to potential multiple 3rd party fatalities.*	A1
4	Enduring	Involving a Heavy Vehicle to transport dangerous goods (e.g. petroleum products) on public roads without any tunnels. *Risk involving Rollover, LOPC, fire leading to potential multiple 3rd party fatalities*	C3
5	Enduring	Involving a Heavy Vehicle to transport cargo/material (other than dangerous goods) on public roads *Impact E6 to be selected when driving in Lower Risk Driving Country.* *Impact E7 to be selected when driving in Higher Risk Driving Country.* *HVs operating, in an airport service area or at a BP Operated Location (e.g. non-public roads), provided that the maximum speed does not exceed 20 miles/hr (30 km/hr) might have a lower WC rating typically E4*	E6 -E7
6	Enduring	Involving a Light Vehicle (a car, pickup truck etc.) on public roads. *Impact E6 to be selected when driving in Lower Risk Driving Country.* *Impact E7 to be selected when driving in Higher Risk Driving Country.* *In case a Light Vehicle is commonly used to transport more than 1 passenger, a higher WC rating should be considered, e.g. D6-D7.* *LVs operating, in an airport service area or at a BP Operated Location (e.g. non-public roads), provided that the maximum speed does not exceed 20 miles/hr (30 km/hr) might have a lower WC rating, typically E4*	E6 -E7
7	Point	Temporary bussing in of staff to site for 3-month project	C5 - E6

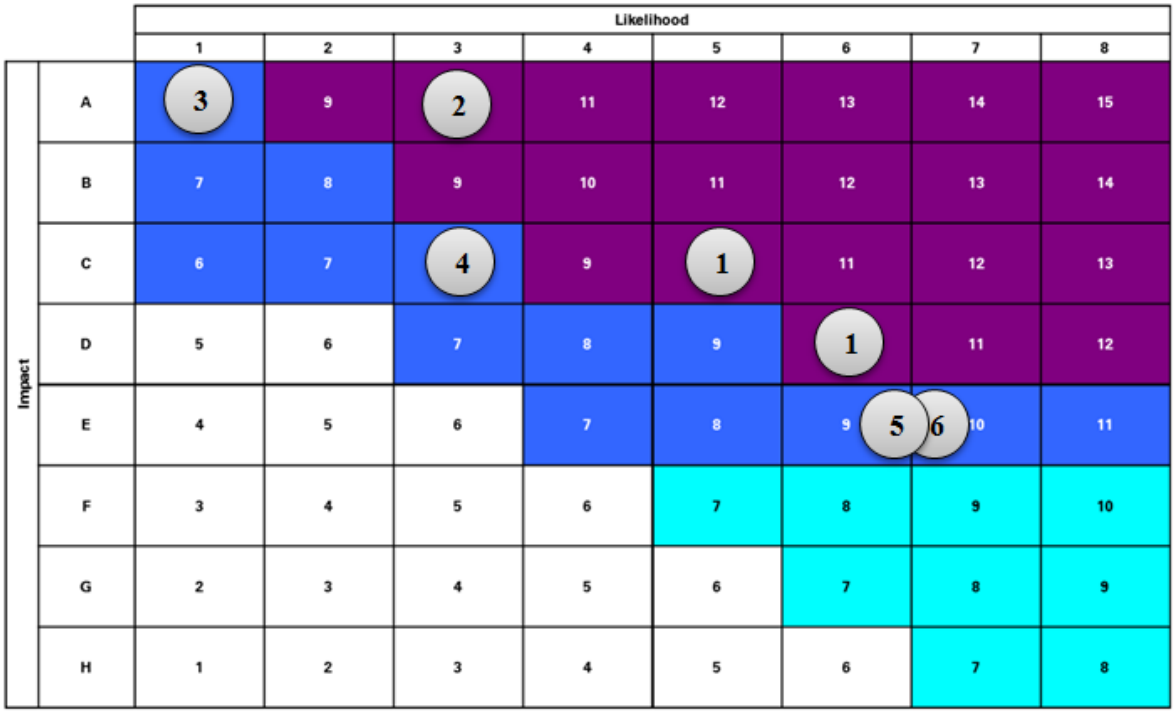

Figure 7 - Visual plot of the typical road transport risks

6.3.2 Emergency Response Plan for Higher Risk Driving Activities

BP Practice Driving Safety in Upstream (100401) (section 5.3.b.4) requires Upstream Entities to verify that an appropriate Emergency Response Plan (ERP) is in place for Higher Risk Driving Activities. An effective way for Upstream Entities to conform with the above is to consider the following:

a. Verify whether there is an existing ERP already in place which already includes the emergency scenarios relevant to the Higher Risk Driving Activity.

b. A good practice when developing an ERP is to conduct a risk assessment, involving Drivers, to identify potential emergency scenarios relevant to the Higher Risk Driving Activity, for example: a vehicle accident resulting in a vehicle rollover and/or LOPC or vehicle breakdown.

ERP to provide scenario specific guidance for the Emergency Response Teams and Drivers on how to respond to a vehicle accident.

Consider developing an aide-memoire checklist describing the expected scenarios and actions to be taken at the scene for drivers in the event of a vehicle accident.

c. An understanding of what can happen will enable you to determine resource requirements and to develop plans and procedures to prepare your business. When an emergency occurs, the first priority is always life safety. The second priority is the stabilization of the incident.

d. BP Contractors are typically responsible for providing an appropriate Emergency Response Plan (ERP). Verify whether an ERP is in place which meets the requirements of BP Practice Driving Safety in Upstream (100401).

6.3.3 Self-Verification for driving safety

The protocol available on the GOO Self Verification Portal enables Upstream Entities to self-verify conformance to BP Practice Driving Safety in Upstream (100401)) for driving in Higher Risk Driving Countries and for Higher Risk Driving Activities.

For all other driving, conduct self-verification of conformance to BP Practice Driving Safety in Upstream (100401), either by checking the DSQs (where drivers have chosen to complete it) or as part of the annual performance review process.

A good practice is to have a 'ride-along' programme in place which could also be an effective way for Upstream Entities to conduct self-verification to BP Practice Driving Safety in Upstream (100401).

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Annex A
Vehicle (safety) features - information

Table A.1 - (Safety) features for Light and/or Heavy Vehicles

Safety feature	Information and guidance
Active Rollover Protection (ARP)	An Active Rollover Protection (ARP) installed on the trailer, is a system that recognizes impending rollover and selectively applies brakes to resist. Excessive lateral force, generated by excessive speed in a turn, could result in a rollover. ARP automatically responds whenever it detects a potential rollover. ARP rapidly applies the brakes with a high burst of pressure to the appropriate wheels and sometimes decreases the engine torque to interrupt the rollover before it occurs.
Airbag – front airbags for driver and front seat passenger	An airbag is an occupant restraint system, designed to inflate extremely rapidly during a collision to provide the occupants a soft cushioning and restraint during a collision event to prevent any impact or impact-caused injuries between the flailing occupant and the interior of the vehicle.
Airbag - side (curtain) airbags for driver and front seat passenger	Side-impact air bags are inflatable devices that are designed to help protect your head and/or chest in the event of a serious crash involving the side of your vehicle. There are three main types of side airbags: chest or torso (mounted in the side of the seat or in the door), head (usually mounted in the roof rail above the side windows) and head/chest combination (or 'combo') (usually mounted in the side of the seat and are typically larger than chest (or torso) airbags.
Alternating Brake Lights (ABL)	Alternating Brake Lights (ABL) or Emergency Brake light Display (EBLD); the emergency brake light display (i.e. rapidly blinking brake lamps) to raise awareness of following traffic in case of harsh braking, possibly also linked to ABS or stability control activation in case of slippery road surfaces.
Anti-lock Braking System (ABS)	ABS helps to control the vehicle when braking in an emergency. Keep your foot firmly planted on the brake pedal, while ABS pumps the brakes for you so you can concentrate on steering to safety.
Automatic Distance Control (ADC)	Vehicle speed is automatically adjusted to maintain a safe following distance to the vehicle ahead and applies the brakes of the vehicle to maintain safe distance.
Autonomous Emergency Braking (AEB)	AEB systems improve safety in two ways: firstly, they help to avoid accidents by identifying critical situations early and warning the driver; and secondly, they reduce the severity of crashes which cannot be avoided by lowering the speed of collision and, in some cases, by preparing the vehicle and restraint systems for impact. Autonomous: the system acts independently of the driver to avoid or mitigate the accident. Emergency: the system will intervene only in a critical situation. Braking: the system tries to avoid the accident by applying the brakes. AEB will become a standard feature on all new cars in the United States by 2022
Blind spot monitors / indicators	The blind spot monitor is a vehicle-based sensor device that detects other vehicles located to the driver's side and rear. Warnings can be visual, audible, vibrating or tactile.
Bull bar - NO metal bull bar	Research suggests they strongly increase the risk of injury in accidents with pedestrians and bicyclists, even at low speed. In addition, there is a potential increased risk of injury to vehicle occupants in a frontal impact with a heavy object, due to the interference of a bull bar with the crumple characteristics of the front of the vehicle. This only relates to metal bull bars, deformable bull bars which meet pedestrian safety standards (Australian standard AS4876.1 / European Regulation 78/2009/EC or equivalent) are acceptable.
Conspicuous rear and side markings	High visibility rear end, by reflective stickers marking the vehicle red or yellow at the rear end. Side reflector tape/vehicle markings & side marker lights. High visibility along the side of the Vehicle.
Daytime Running Lights (DRL)	Vehicle lights which are automatically switched on when the vehicle is moving forward, emitting white, yellow, or amber light to increase the visibility of the vehicle during daylight conditions.

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General

Electronic Stability Control (ESC)	ESC helps you to maintain or regain control of your vehicle in difficult driving situations, such as during unexpected turns or while negotiating icy roads. ESC uses computer-controlled technology to apply individual brakes and help bring the vehicle safely back on track.
Energy absorbing rear underrun	Energy absorbing rear underrun; the rear underrun absorbs some of the energy generated by an impact in the rear, thus reducing the potential consequences.
Forward Collision Warning (FCW)	Forward Collision Warning will only warn you as a driver. When your vehicle is installed with AEB, this will include forward collision mitigation. Forward collision mitigation systems detect how far and fast the vehicle in front of you is moving, and automatically applies the brakes if you do not respond.
Head restraints	Head restraints are attached or integrated into the top of each seat to limit the rearward movement of the occupant's head, relative to the torso, in a collision — to prevent or mitigate whiplash or injury to the cervical vertebrae.

Safety feature	**Information and guidance**
High level third brake light	A third separated brake light mounted centrally. This helps other drivers to respond more quickly and to determine more easily the difference between rear lights and brake lights.
Lane Departure Warning (LDW)	A Lane Departure Warning system is designed to warn you when the vehicle begins to move out of its lane (visual, audible, and/or vibration warnings) unless a turn signal is on in that direction
Parking sensors / assistance systems	Parking sensors are proximity sensors for vehicles designed to alert the driver to hazards/ obstacles while parking. A backup camera is providing an image of the area behind the vehicle.
Seatbelt - three-point seatbelts	Seat belt use is the most important factor in reducing the severity of injuries from traffic collisions. Wearing a seat belt reduces the risk of fatal injury up to 50% for front seat occupants. A three-point seatbelt spreads out the energy of the moving body over the chest, pelvis, and shoulders.
Side and rear under-run protection	Side and rear underrun protection in the form of a barrier/wing; to prevent a cyclist or pedestrian from getting under the vehicle and minimize the potential severity of incidents and injuries.
Tyres	A tyre with the appropriate pressure, roadworthiness and tread reduces your chances of a blow-out or other tyre-related incident, thereby keeping you safer on the road.
Tyre speed index	The speed symbol is displayed on the sidewall of a tyre. The speed symbol is a letter which indicates the maximum speed for the tyre at full load. See Annex A, table A2 for the Tyre speed index.
Vehicle event camera / In-vehicle camera	The camera only saves events generated by g-force or accelerometer e.g.; harsh -braking, -cornering, -acceleration, excessive speed and captures typically 8-10 sec before and 4-10 sec after the event. Only this event of about 12 to 20 sec is saved and submitted wirelessly for analysis and review (driver can manually save a potential unsafe situation if he wishes to share with management). If no event occurred during shift, no video is saved for that shift.
Vehicle side impact protection	System to protect against injury in a side collision.
Wheel nut indicators	Wheel nut indicators; supports noticing properly fixed wheel nuts during pre-trip inspections (arrows to point to each other).

Table A.2 - Tyre speed index

Code	mph	km/h	Code	mph	km/h	Code	mph	km/h	Code	mph	km/h
B	31	50	J	62	100	Q	99	160	V	150	240
C	37	60	K	68	110	R	106	170	Z	>150	>240
D	40	65	L	75	120	S	115	180	W	168	270
E	43	70	M	81	130	T	118	190	(W)	>168	>270
F	50	80	N	87	140	U	124	200			
G	56	90	P	93	150	H	130	210			

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Annex B
Criteria for On-the-road Defensive Driver Training (DDT)

BP Practice Driving Safety in Upstream (100401) (section 5.2.2.f.1) requires accredited on-the-road DDT and assessment for Higher Mileage Drivers, for drivers in Higher Risk Driving Countries and those undertaking Higher Risk Driving Activities.

Set out below is information and criteria for on-the-road DDT training which Upstream Entities in scope can use when sourcing DDT.

a. Effective on-the-road DDT typically consists of a practical (in-the vehicle coaching) session, a theoretical session and an assessment. When the driver has successfully completed the training and passed the assessment, a certificate could be provided.

b. The on-the-road DDT is designed to be completed by drivers who drive on public roads on BP Business Travel. Drivers of an ATV or snow mobile are expected to receive a different, more fit for purpose training.

c. It is expected training will last at least four hours to cover the appropriate breadth of material. In some cases, the duration of training could be extended (based on relevant risk factors and the outcome of the driver).

d. The practical session of the DDT typically includes:

    1. In-the-vehicle coaching (with at least one instructor for every three participants).
    2. Practice at using defensive driving techniques.
    3. Practice at driving in different terrain, road and environmental conditions (if applicable).
    4. Practice at reversing and blind area demonstrations.
    5. Practice at mitigating certain risk factors, for example:
        a) Attention to the actual act of driving.
        b) Addressing the impact distractions can have such as eating, drinking, taking medication or being tired.
        c) Anticipation to the actions of other roads users and the impact of abnormal driving conditions.
        d) Awareness of hazards of the actual journey including speed for the prevailing road conditions and apply the right attitude by applying safe distance.
    6. The individual driver's specific improvement areas, based on available data (e.g. IVMS data or drive along).
    7. Advice on how to conduct an effective vehicle safety check.

e. The theoretical DDT session typically includes:

    1. Education on the applicable legal and regulatory requirements for driving in the relevant country.
    2. Education on defensive driving techniques, risk factors, environmental conditions etc.

3. Education on what to do in case of a vehicle accident and vehicle breakdown, including the use of a high visibility reflective safety vest when leaving the vehicle.

   For more guidance, refer to Vehicle accident General Guidance and Report Form template.

4. Information on the relevant country or regional incident rates and statistics.
5. Fatigue awareness training - refer to Annex C.

a. The DDT assessment typically includes a defensive driving techniques test to assess that drivers have applied the techniques and have understood the training. Depending on the outcome of the assessment, the driver might need to undertake DDT again.

Annex C
Criteria for fatigue awareness training

BP Practice Driving Safety in Upstream (100401) (section 5.2.2.f.2) requires fatigue awareness training for Higher Mileage Drivers, for drivers in Higher Risk Driving Countries and those undertaking Higher Risk Driving Activities. Set out below is information and criteria for fatigue awareness training.

a. An effective fatigue awareness training programme typically includes the following learning objectives:

   1. Raise awareness of the dangers of driver tiredness and the reasons drivers find themselves tired behind the wheel.
   2. Help drivers and those managing shift patterns to understand personal health and organisational responsibilities with regard to tiredness.
   3. Challenge some of the mistaken ideas that people could have about driver tiredness and how to cope with it.
   4. Provide effective countermeasures for drivers to minimize the risk and cope with driver tiredness.

   Fatigue awareness training can be completed as a stand-alone e-learning course (see Table 2 above) or as part of the on-the-road DDT.

b. Upon training completion, the driver is expected to be able to demonstrate an understanding of the:

   1. Causes of tiredness and fatigue and what short- and long-term strategies could be adopted to manage the risk; and
   2. Impact of personal circumstances on tiredness.

   BP Guide GG 3.4-0004 Fatigue Management provides additional information on fatigue awareness.

Annex D
NCAP programme overview

Table D.1 provides overview of the Regional NCAPs and the countries it covers.

Table D.1 - NCAP Programme overview - countries

Name of Programme	Countries the Programme Covers	Website
ANCAP Australasian New Car Assessment Program	Australia and New Zealand	http://www.ancap.com.au
ASEAN NCAP New Car Assessment Programme for Southeast Asia	Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam	http://www.aseancap.org
C-NCAP China New Car Assessment Programme	China	http://www.c-ncap.org
Euro NCAP European New Car Assessment Programme	All 28 countries in the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.	http://www.euroncap.com
IIHS Insurance Institute for Highway Safety	United States of America	http://www.iihs.org
JNCAP Japan New Car Assessment Program	Japan	http://www.nasva.go.jp/mamoru/en/index.html
KNCAP Korean New Car Assessment Program	Korea	http://www.car.go.kr/jsp/kncap_eng/introduction.jsp
Latin NCAP New Car Assessment Program for Latin America & the Caribbean	All countries in Latin America and the Caribbean: Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, French Guiana, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Martinique, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Saint-Barthélemy, Saint-Martin, Suriname, Uruguay, Venezuela.	http://www.latinncap.com/en/
NHTSA'S NCAP National Highway Traffic Safety Administration's New Car Assessment Program	United States of America	https://www.nhtsa.gov/ratings
Safer Cars for India Programme (1)	India	http://www.globalncap.org/results/
1. To be replaced by the soon to be implemented Bharat New Vehicle Safety Assessment Program.		

Annex E
Journey Management Plan (JMP) - factors to consider

Table E.1 - Journey Management Plan (JMP) factors

Factor	Questions
Road condition	Is the road surface hard (e.g. tar or concrete) or made up of gravel? How many lanes are there? How well is the road maintained? Are there any weight or height restrictions on bridges?
Hard shoulder	Is the hard shoulder wide enough? Is the hard shoulder hard or soft? Are there safety guards and railings where appropriate?
Journey timing and length (including fatigue management)	Is the route unsafe at particular hours of the day (e.g. at night or during peak hours)? Is there appropriate access to overnight lodging or rest stops? Does the journey cover a holiday period, festival or religious observance (particularly in countries where people practice fasting)? Does the journey factor enough time within the working hours and account for safe speeds and appropriate breaks?
Terrain	Is the terrain flat, hilly or mountainous?
Driver distractions	Are driver distractions taken into account? (e.g. visual, eyes off the road)
Climate	How would the effects of rain, snow, ice or fog affect the route? Is the route prone to flooding?
Visibility	Is visibility good or bad? Is visibility reduced by the sun rising or setting? Are hazard-warning and other traffic signs clearly visible on the route? Are the crossroads and rail crossings clearly visible on the route? Is there suitable lighting on the route?
Security	Are there security risks (e.g. hijacking) on the route? Does any part of the route fall in a sensitive security zone that requires additional security measures?
Traffic	How busy is the traffic on the route (is it light, medium or heavy)? Is it mostly LVs or HVs?
Animal control	Is wildlife or livestock likely to wander onto the road on the route?
Population	Is the route suitably separated from people (pedestrians or cyclists)? Does the route go past a school or other places where people are likely to congregate? Are there a sufficient number of controlled walking routes on the route (e.g. pedestrian crossings)? Refer to the WHO Global Status Report on Road Safety for information relating to pedestrian fatalities and injuries in the relevant country.
Likelihood of vehicle accident	Does the route have a high vehicle accident rate? Refer to the WHO Global Status Report on Road Safety for information relating vehicle accidents in the relevant country, or refer to available BP (or Government) reports relating to road traffic safety to mitigate these risks. Contact your local HSE Manager.
Environment	Does the route run close to sensitive environmental areas or waterways?
Communication	Does the driver need to communicate with his line during stopovers on long routes? Are there areas on the route where making contact with people would not be possible?
Emergency support	Are there emergency support facilities available along the entire route and is the driver and line supporting the driver familiar with the facilities?

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General