

Driving

Field Reference Tool



Life Critical Expectations

DRIVING

Follow safe driving practices when operating on-road vehicles



- I always wear a seat belt.
- I never actively use a phone or mobile device while driving.
- I am fit to operate my vehicle.
- I drive in a safe manner, respecting motor vehicle laws.

Life Critical Failure Examples

- An operator drives between well sites without wearing their seat belt.
- An engineer is observed talking on their mobile device while operating a vehicle on a lease road.
- A contractor is driving a vehicle while intoxicated and as a result violates the drug and alcohol policy.
- A worker is observed texting on their phone while driving on a well location.

Driver Fitness and Qualifications

- Possess a valid driver or operator license for the class of on-road vehicle being operated.
- Complete all Company-required training.
- Do not drive under the influence of a substance(s) that impairs your capabilities to drive in any way.
- Suspend driving until illnesses, fatigue, or any other debilitating situations are assessed and alternatives are considered.
- Limit driving to a maximum of 10 hours after 8 consecutive hours off and make necessary transportation arrangements when extended work hours are needed.

Pre-Trip Inspections

- The pre-trip inspection consists of:
 - Checking for obstacles around the vehicle.
 - Ensuring pedestrians are not in harm's way.
 - Checking the vehicle for any potential safety hazards.
- Check for functionality of safety devices, such as:
 - Air bags
 - Anti-lock brakes
 - Blind spot monitoring

Challenging Driving Conditions

- Complete a Journey Management Plan when travel involves a higher degree of risk as determined by the Organization or BU. Plans should include some or all of the following measures:
 - Appointing a journey manager.
 - Conducting pre-trip briefing on routes, weather, stops, hazards, etc.
 - Establishing the method of communication.
- A Journey Management Plan may be needed when driving in inclement weather or in emergency response situations.

Distracted Driving

Activity	Allowed	Prohibited
Mobile communication devices (including personal cell phones)		X
Two-way radios		X
Other two-way communication devices		X
Use of any hands free device		X
Use of GPS or mapping-type applications that verbally provide turn-by-turn driving directions when used in the passive state of listening	X	
Use of radio stations broadcasting on mobile communication devices used only in the passive state of listening	X	
Use of two-way radios within a facility and along Company rights of way, for bus transportation management, or for equipment movement	X	

De Minimis Personal Use

- Use Company vehicles only for "de minimis" personal use, not for personal transportation needs or other non-Marathon business.
- De minimis is generally defined as short stops (i.e. stopping for lunch) or small deviations (i.e. five miles or less.)
- Routine use of a Company vehicle for personal purposes other than authorized commuting to and from work is not considered de minimis use and is not allowed.

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Event Reporting

- Report any event involving a vehicle including but not limited to:
 - All damages to vehicles with the exception of rock chips to windshields, flat tires, and bird strikes that do not damage the vehicle other than the windshield.
 - Moving violations and parking violations that occur in a Company vehicle to the driver's supervisor. The driver assumes all responsibility, including financial, for any moving or parking violations.
 - Near misses.
- Immediately notify XtremeMD of any injury or illness, regardless of severity (**1-800-600-9015.**)

Post-Incident Drug and Alcohol Testing

- Drug and alcohol testing must occur as soon as practical, but within eight hours after a vehicle incident that results in:
 - Bodily injury requiring treatment by a medical professional.
 - Vehicle driven is towed from the scene.
 - Damage to another vehicle(s) (regardless of the owner.)
 - Damage to the environment.

Definitions

- **Challenging Driving Locations**— Locations such that driving is considered by the Organization or BU to be especially challenging due to terrain, weather, road conditions, remoteness, a lack of local safe driving regulations, enforcement, or a culture of unsafe driving practices.
- **Company Vehicle**— A passenger vehicle or other on-road vehicle owned or leased by the Company but not including long and short-term rental vehicles and personal vehicle.
- **Event**—A work related, unplanned occurrence that caused or could have caused an adverse consequence affecting safety, the environment, regulatory compliance, reliability, or security of an asset. Events include incidents, which have actual impact, and near misses, which do not.
Note: A violation of a life critical expectation is an event.

Off-Road Vehicle Operation

- Off-road vehicles are not modified in any manner that affects the mode of operations, speed, or safety of the vehicle.
- Do not operate off-road vehicles between dusk and dawn, or in heavy snow or fog conditions, without properly working headlights and taillights.
- Head and eye protection is required unless the off-road vehicle is equipped with windshields and rollover protection systems.
- All body parts (feet, legs, and arms) are kept inside the vehicle while it is in motion unless the operator is signaling for a turn.

Vehicle Safety Devices

- All vehicle occupants must be secured with a seat belt at all times while the vehicle is in motion.
- All Company vehicles are equipped with GPS tracking equipment. The purpose of the equipment is to:
 - Be used as a tool to quickly deploy resources.
 - Improve route, journey, and fleet management.
 - Improve individual driver performance. (speeding, aggressive driving, excessive idling, etc.)
- **In-Vehicle Monitoring System (IVMS)** - Devices added to a vehicle that are capable of collecting data relating to driver habits such as travel time, distance, maximum speed, average speed, and acceleration and deceleration patterns.
- **Off-Road Vehicles**—Motorized vehicles specifically designed for traveling off paved or gravel surfaces and operated in a work location for Company business purposes. Examples include snowmobiles, argos, gator, utility terrain vehicles (UTV), and similar type utility vehicles, etc.
Note: This definition does NOT include forklifts, cranes, man lifts, watercraft, backhoes or similar type equipment.