

Marathon Petroleum Company LP			
<b>Operation of Commercial Motor Vehicles</b>	Document No.: <b>RSW-SAF-038-DT</b>	Approval Date: <b>9/30/2016</b>	Page <b>1 of 11</b>
	Revision No.: <b>9</b>	Next Revision Date: <b>09/30/2021</b>	
	Document Custodian: <b>Environmental, Safety and Security</b>		

**1.0 PURPOSE**

To ensure that regulated commercial motor vehicles owned or operated by Marathon Petroleum Company LP (MPC), Michigan Refining Division (MRD), are operated and maintained in compliance with Michigan Motor Carrier Safety Regulations (Act 181 of 1963); and that employees who operate commercial motor vehicles meet all driver qualification requirements of these regulations.

**2.0 SCOPE**

Except where otherwise specified, this procedure applies to the operation of any commercial motor vehicle or combination vehicle (i.e. vehicle with trailer) on a public highway which has a Gross Vehicle Weight (GVW) or Gross Vehicle Weight Rating (GVWR) of 10,001 pounds or more. This includes mobile equipment (cranes, excavators, construction equipment, etc...) that has a GVWR of 10,001 pounds or more and is owned or operated by MRD.

Vehicles of any size that transports hazardous materials of any type and quantity required to be marked or placarded by the Hazardous Materials Regulations are also included in this procedure.

**3.0 PROCEDURE**

**3.1 Requirements for Drivers**

- 3.1.1 No MPC Detroit employee or contractor will operate any company owned or leased vehicle covered by this procedure on a public road unless he/she meets all of the requirements of this section:
  - Is at least 21 years old.
  - Is physically qualified in accordance with DOT regulations and in possession of their DOT Medical Card
  - In possession of a current, valid state driver's license of the appropriate class for the vehicle (See Attachment B "Driver's License Requirements" for more information)
  - Has a current Driver Qualification File on Record
  
- 3.1.2 If the vehicle to be operated has a gross vehicle weight or weight rating of 26,001 pounds or more, the driver must be included in MPC's DOT controlled substance and alcohol testing program.

**3.2 Requirements for Driver Qualification Files**

- 3.2.1 Learning & Development Services will maintain a complete driver qualification file for each employee who operates a commercial vehicle covered by this standard. The file will be retained for the duration of the driver's employment, and for three years thereafter. Each driver qualification file must contain items that are referenced in the Federal Motor Carrier Safety Regulations 391.51
- 3.2.2 In addition, MRD also requires:
  - Drug and alcohol acknowledgment and receipt notification document.
  - Driver pre-notification and authorization, under the Fair Credit Reporting Act (FCRA)

**3.3 Requirements for Vehicles: Maintenance and Inspection**

- 3.3.1 Each vehicle must be inspected annually (once every 12 months) by a DOT qualified inspector. An annual inspection report will be prepared by a qualified vehicle inspector and retained by the Owning Department, and a sticker certifying compliance with this requirement will be affixed to the vehicle. A copy of the inspection report certifying compliance with this requirement shall be maintained by the owning department for 14 months from the date of the inspection.

3.3.2 Inspector Qualifications: An inspector is qualified to perform an annual inspection on a commercial motor vehicle if they:

“Understands the inspection criteria set forth in [49 CFR Part 393](#) and Appendix G of this subchapter and can identify defective components;

(2) Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an inspection; and

(3) Is capable of performing an inspection by reason of experience, training, or both as follows:

(i) Successfully completed a State or Federal-sponsored training program or has a certificate from a State or Canadian Province which qualifies the person to perform commercial motor vehicle safety inspections, or

(ii) Have a combination of training and/or experience totaling at least 1 year. Such training and/or experience may consist of:

(A) Participation in a truck manufacturer-sponsored training program or similar commercial training program designed to train students in truck operation and maintenance;

(B) Experience as a mechanic or inspector in a motor carrier maintenance program;

(C) Experience as a mechanic or inspector in truck maintenance at a commercial garage, fleet leasing company, or similar facility; or

(D) Experience as a commercial vehicle inspector for a State, Provincial or Federal Government.

(b) Evidence of that individual's qualifications under this section shall be retained by the motor carrier for the period during which that individual is performing annual motor vehicle inspections for the motor carrier, and for one year thereafter. However, motor carriers do not have to maintain documentation of inspector qualifications for those inspections performed either as part of a State periodic inspection program or at the roadside as part of a random roadside inspection program”

3.3.3 Each Commercial Motor Vehicle must carry the following emergency equipment:

- Spare fuses - at least one spare for each type of fuse needed to safely operate the vehicle
- Fire extinguisher - vehicles transporting hazardous materials in quantities requiring placards must have a fire extinguisher with an Underwriter's Laboratory (UL) rating of at least 10 B: C, other vehicles must have a fire extinguisher with a UL rating of at least 5 B:C (30 lb dry-chemical extinguishers normally used in the refinery have a UL rating of 120 B:C, and are more than adequate for meeting this requirement).
- 3 emergency triangle markers - must be reflective in two directions

- 3.3.4 Each driver must perform a post-trip inspection and complete a daily inspection report, at the completion of each day's work, on each Commercial Motor Vehicle operated. The report must:
- Identify the vehicle.
  - List any defect discovered by or reported to the driver, which would affect the safety of operation or result in mechanical breakdown.
  - Be signed by the driver.
  - If any defects or deficiencies which require repairs were noted on the post-trip inspection form, then the form must also be signed by the mechanic who made the repairs, certifying that the vehicle is safe to operate.
  - Be retained by the Owning Department for three months from the date of completion.
- 3.3.5 Each driver must complete a pre-trip inspection prior to operating any Commercial Motor Vehicle on a public road. Before driving the vehicle the driver must:
- Be satisfied that the vehicle is in safe operating condition.
  - Review the last driver vehicle inspection report.
  - Sign the last driver vehicle inspection report if there is certification that defects noted on the report, which would affect the safety of operation or result in mechanical breakdown, have been repaired.
- 3.3.6 A vehicle maintenance log must be maintained by the Owning Department for each Commercial Motor Vehicle. The log must be maintained for the duration of the company's operation of the vehicle and for 6 months thereafter. The maintenance log shall include:
- Identification of the vehicle including company number, make, serial number, year and tire size.
  - A means to indicate the nature and due date of all maintenance and inspection operations to be performed.
  - A record of all maintenance and inspections indicating their nature and the date performed.

### 3.4 Operation of Vehicles

- 3.4.1 Commercial Motor Vehicles must be operated in accordance with all applicable traffic laws and rules at all times.
- 3.4.2 No employee shall operate a MPC vehicle when the employee is so ill or fatigued that it would impair his/her ability to operate the vehicle safely.
- 3.4.3 No employee shall operate a MPC motor vehicle while possessing, being under the influence of drugs, alcohol or medication that would impair the ability to drive, or in violation of any MPC Company policy regarding controlled substance or alcohol use.
- 3.4.4 Vehicles transporting hazardous materials must comply with all requirements of procedure SAF19 "Hazardous Materials Transportation and Shipping"
- 3.4.5 Vehicles with a GVWR of 10,001 lbs or more shall be marked:

Marathon Petroleum Company, LP  
Findlay, OH  
USDOT 717188

Or with the Marathon M Logo and USDOT 717188

- 3.4.6 Vehicles that exceed Michigan DOT width or weight limits must be permitted by either the Michigan DOT, Wayne County Road Commission, or City of Detroit, depending on the road (Fort Street is a state highway; Schaefer Ave. and Dix Ave are county roads).

Overweight (limit is typically 80,000 lbs GVW, however road restrictions or 'frost laws' can change the weight limits on roads) or over width (limit is either 96" or 102", depending on the road) vehicles traveling on public roads must be "well flagged" – meaning a red or orange flag at least 18 inches square must be fixed to each corner of the vehicle. If any portion of the vehicle or load extends beyond the width of the corner flags, an additional flag shall be displayed at the widest point on each side of the vehicle or load. Flags should be securely fastened by at least one corner or mounted on a staff.

- Permits for Wayne County are available from:

Wayne County Department of Public Services, Division of Roads  
Central Maintenance Yard, 29900 Goddard Road, Detroit MI 48242

Phone: 734-955-2363  
Fax: 734-955-5731

Permits are available for 3-day or 1-month time periods. Permits may be purchased in advance, and must be received by the County prior to the overweight/over width vehicle being driven on the road.

- Permits for State Roads and Highways are available from:

Michigan Department of Transportation  
Transport Permit Unit  
P.O Box 30648  
Lansing, MI 48909

Phone: 517-373-2121

Permit Forms are available online from the [MDOT website](#)

An annual permit is available - use Form 2282 – "Application for Extended Transportation Permit on State Trunk Lines for the Movement of Over Weight/Over Size Construction Equipment".

- Permits for City of Detroit Roads are available from:

City Engineering Division – DPW  
Permit/Inspection Bureau  
Attn: Leslie Lord  
65 Cadillac Square, 9<sup>th</sup> Floor  
Detroit, MI 48226

Phone: 313-224-3925

A \$1,500 surety bond must be posted with the City of Detroit's Consumer Affairs Department Business Center (Room 105 of the Coleman A. Young Municipal Center, Two

Woodward Ave, Detroit Mi, 48223). Once the bond has been approved, contact the Permit / Inspection Bureau for a "Class A" permit. Information needed for the permit includes the make, model, and serial number for each vehicle, and the vehicle's GVW, The annual permit costs \$15 for per vehicle.

- 3.4.7 Michigan requires that all commercial vehicles in excess of 5000 pounds GVWR shall have the company name, city and state or the registered logo or emblem of the registered owner painted or permanently attached on each cab door. The lettering shall not be less than 3" in height, not lower than the bottom edge of the door, and in letters sharply contrasting with the color of the vehicle. Such as:

Marathon Petroleum Company, LP  
Detroit, MI

- The Marathon M logo is also acceptable for meeting this requirement.

### 3.5 Hours of Service

- 3.5.1 No employee may operate a commercial motor vehicle on a public highway:
- For more than 11 hours, following at least 10 consecutive hours off duty.
  - After being on duty for more than 14 hours for non-CDL required CMVs, or more than 12 hours for CDL required CMVs.
  - After being on duty for 60 hours in a period of 7 consecutive days or 70 hours in a period of 8 consecutive days. 34 hours of consecutive off-duty time will re-set the 7 or 8 day period

It is the responsibility of both the owning department and the driver to know and understand the requirements for Hours of Service and Record of Duty Status. Drivers must know how many hours they have driven a Commercial Motor Vehicle and been on-duty per day, as well as in any 7 consecutive day period.

The owning department is responsible for not scheduling a driver such that they would be required to drive a Commercial Motor Vehicle on a public highway if they have exceeded an Hours of Service limit, and it is the driver's responsibility not to operate a Commercial Motor Vehicle on a public road if they have exceeded an Hours of Service limit.

See Attachments B and C for more information,

### 3.6 Record of Duty Status

- 3.6.1 For purposes of hours of service, "on duty" is defined as "performing any compensated work for any employer, whether or not the work involves driving." See the Definitions section of this procedure for further clarification of "on duty"
- 3.6.2 Each driver must maintain a Record of Duty Status form ("driver's log book") if they will not meet the requirements of the "Short Haul Provision" or "100 Air Mile Exemption". See Attachments B and C for more information.
- 3.6.3 Completed Records of Duty Status form must be maintained by the Owing Department for a period of 6 months.

### 3.7 Accident Records

- 3.7.1 Motor Vehicle Accident Report – The Driver of the Company vehicle (including transports) must complete the "Motor Vehicle Accident Report". It is recommended the Driver complete this form at the scene of the accident. A copy of this form should be in the Insurance Packet of each vehicle.
- 3.7.2 In addition, in the event of an accident involving a motor vehicle, employees are to immediately notify their supervisor, and an incident report needs to be entered into Intellex.
- 3.7.3 Liability Claims - All motor vehicle accidents involving death, injury or property damage to others (regardless of a fault), must be reported BY THE DRIVER within 24 hours by phone or fax to:

ACE USA/ESIS Claims Office - Contract No. 9160  
P. O. Box 5056, Southfield, Michigan 48086-5056  
Attention: Gordon Taranger  
Phone: 1-800-445-5591, Ext 8036  
FAX: 1-248-455-8067 or 8068

**All motor vehicle accidents or damage must be reported to supervision.**

- 3.7.4 ACE USA/ESIS maintains an emergency service after regular business hours or weekends and holidays. Emergency Number is 1-800-523-9254. Any problems associated with reporting claims should be brought to the attention of Cindy Walker, Findlay (419)421-2744 or Kevin Walker, Findlay (419)421-3439 or Pam Mihovil, Houston (713)296-2319.
- 3.7.5 Damage to Company Cars/Light Duty Trucks - Damage to Company owned or leased cars and light duty trucks must be reported BY THE DRIVER within 24 hours by phone to:

Wheels, Inc. Collision Management  
666 Garland Place, Des Plaines, IL 60016  
Phone: 1-800-477-2211  
FAX: 1-847-699-8491

**All motor vehicle accidents or damage must be reported to supervision.**

**3.8 Fuel Tax License**

- 3.8.1 A fuel tax license is required by the Michigan Department of Treasury for diesel powered commercial motor vehicles if a having a GVWR exceeding 26,000 pounds. A sticker certifying the license has been received must be posted in the lower left-hand corner of the windshield. This Tax program is only for interstate commerce, vehicles that do not leave the state of Michigan do not have to comply with this rule.

**4.0 DEFINITIONS**

**Employee** – Any full time, part time, or leased employee of Marathon Oil Corporation.

**Commercial Motor Vehicle** – Any vehicle or combination of vehicles, with a gross vehicle weight rating or gross combination vehicle weight rating of 10,001 pounds or more.

**Vehicle** – For the purposes of this procedure, the term “vehicle” shall include commercial motor vehicles regulated by the Federal Motor Carrier Safety Administration and the Michigan Motor Carrier Safety Regulations under Act 181 of 1963

**Driving time** - All time spent at the driving controls of a commercial motor vehicle in operation

**On Duty** - On duty time means all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. On-duty time shall include:

- (1) All time at a plant, terminal, facility, or other property of a motor carrier or shipper, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- (2) All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (3) All driving time as defined in the term driving time;
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- (5) All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle;
- (7) All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by part 382 of this subchapter when directed by a motor carrier;
- (8) Performing any other work in the capacity, employ, or service of, a motor carrier; and
- (9) Performing any compensated work for a person who is not a motor carrier.

## 5.0 REFERENCES

[Federal Motor Carrier Safety Regulations](#)

[Michigan Motor Carrier Safety Regulations under Act 181 of 1963](#)

## 6.0 ATTACHMENTS

RSW-SAF-038-Form01-DT: [Commercial Motor Vehicle Post Trip Inspection Form](#)

Attachment A: [CMV Driver's License Requirements](#)

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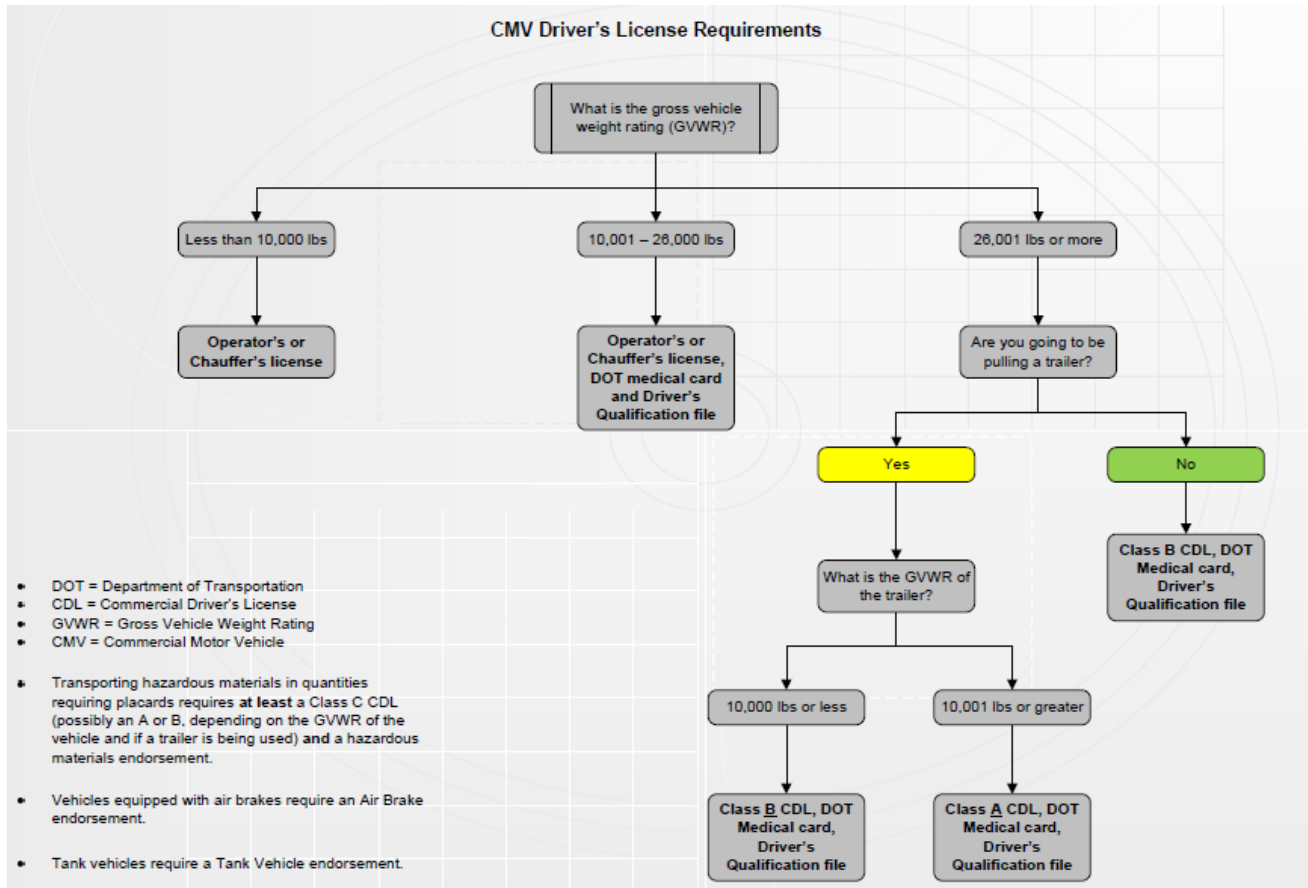
Attachment B: [Short Haul Provision Decision Tree](#)  
Attachment C: [100 Air Mile Exemption Decision Tree](#)

## 7.0 REVISION HISTORY

Revision number	Description of change	Written by	Approved by	Effective date
5	Removed DHOUP reference added Complex 6	S. Windom	Safety Steering Committee	12/21/12
6	Scheduled review of procedure no changes	G. Zalucki	S. Windom	09/27/13
7	Updated header per RGD-1051-DT corrected dating in footer	F. Ebbert	J. Rabideau	11/01/15
8	Scheduled Review. Change "LLC" to "LP" in Marathon Company Name.	B. Hunter	J. Rabideau	9/30/16
9	Updated KMS to Intellex for electronic reporting, tracking	F. Ebbert	J. Rabideau	03/27/19

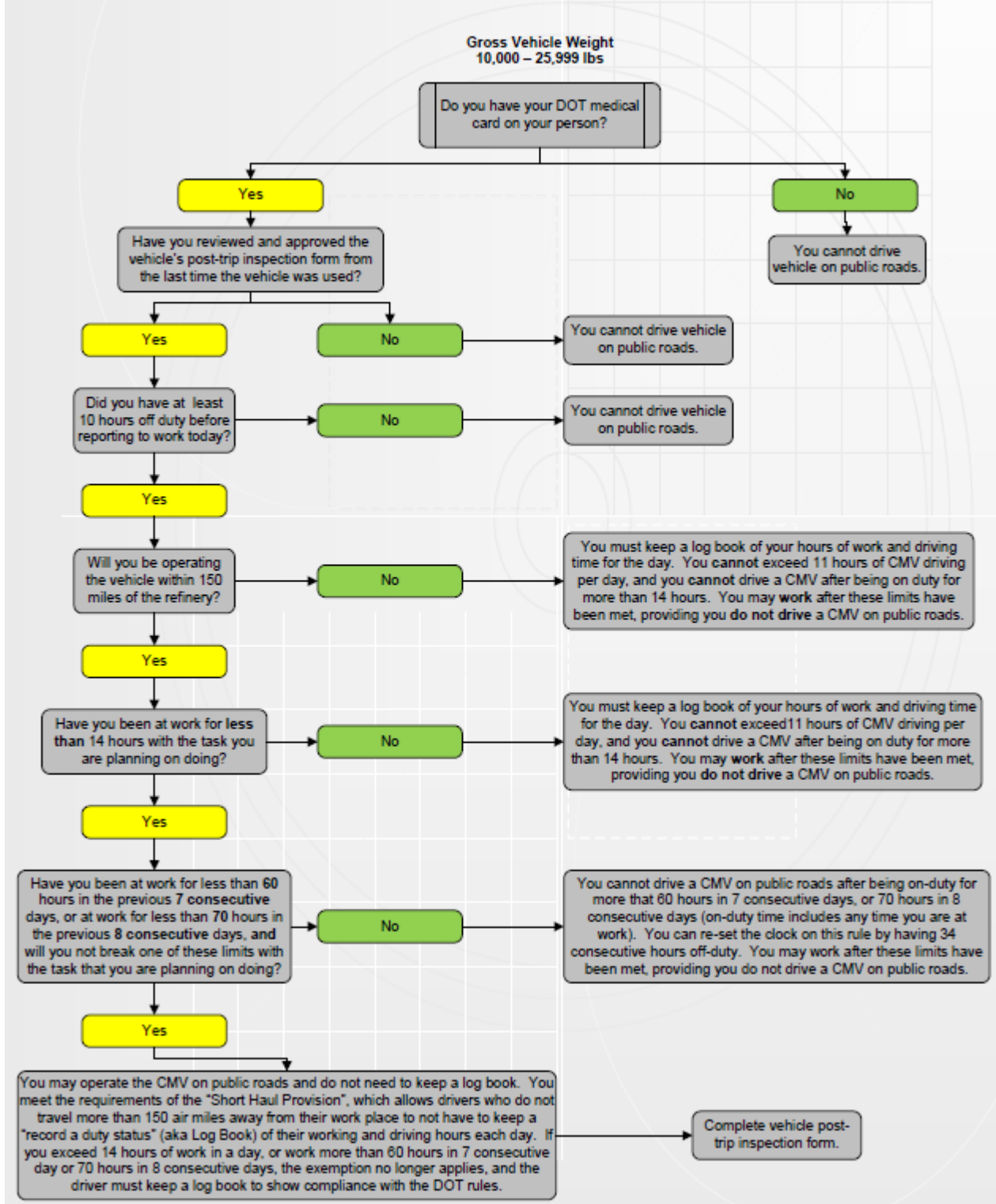


### ATTACHMENT A CMV Driver's License Requirements



### ATTACHMENT B Short Haul Provision Decision Tree

Follow the decision tree below to determine if you meet the requirements for operation a non-CDL required commercial motor vehicle (CMV) on public roads, and if you have to keep a log book of your driving and working hours for the day.



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### ATTACHMENT C 100 Air-Mile Exemption Decision Tree

Follow the decision tree below to determine if you meet the requirements for operation a CDL required commercial motor vehicle (CMV) on public roads, and if you have to keep a log book of your driving and working hours for the day.

