

Motor Vehicle Safety and Driving Standard	Document No.: RSW-SAF-047-DT	Approval Date: 08-18-20	Page 1 of 21
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1.0 PURPOSE

- 1.1 The purpose of this document is to establish procedures and expectations for the safe operation of all types of Motor Vehicles, except commercial motor vehicles, at Michigan Refining Division (MRD) Refinery employees and contractors on public roads and inside the refinery.

2.0 SCOPE

- 2.1 This document applies to all employees of MRD and contractors who operate a Motor Vehicle on company business. This Standard also covers Commercial Motor Vehicles, non-passenger Motor Vehicles and Motor Vehicles operated solely inside an MPC refinery perimeter.

3.0 GUIDELINE

3.1.1 Commercial Motor Vehicle Management:

- 3.1.1.1 If a Commercial Driver's License (CDL) and/or special endorsement are required to operate an MPC Motor Vehicle, then the authorized employee must possess a valid CDL and appropriate endorsement. See SAF-038 Operation of Commercial Motor Vehicles
- 3.1.1.2 A CDL is required when driving licensed Motor Vehicles on public roads meeting the following criteria:
- 3.1.1.2.1 Any combination of vehicles with a gross combined weight of greater than 26,001 pounds,
 - 3.1.1.2.2 Emergency Vehicles (e.g., Fire Apparatus) during non-emergencies, unless exempted by State regulations,
 - 3.1.1.2.3 Placarded HAZMAT loads (HAZMAT Endorsement required and Cargo Tank Endorsement if transporting bulk quantities), and/or
 - 3.1.1.2.4 Buses carrying more than 16 passengers (Passenger Endorsement Required).
- 3.1.1.3 Should any suspension, disqualification, or expiration of the CDL occur the person must notify their supervisor within 24 hours or the next regular business day and they will not be permitted to operate a Commercial Motor Vehicle that requires a CDL.
- 3.1.1.4 If the refinery has Commercial Motor Vehicles that will be operated on public roads and meet the criteria listed above, then the refinery must include the management of CDL requirements in their local procedures. This includes but is not limited to:
- 3.1.1.4.1 CDL physical Examination Requirements,
 - 3.1.1.4.2 DOT/CDL Drug & Alcohol Testing,
 - 3.1.1.4.3 Maintenance of a CDL driver qualification file, and
 - 3.1.1.4.4 For temporary or part-time drivers, such as a contracted driver, a letter from the driver's employer certifying that the driver meets all of the driver's DOT requirements and a copy of the driver's CDL license with endorsements.

3.1.1.5 Commercial Motor Vehicle Requirements

3.1.1.5.1 Vehicles designated as Commercial Motor Vehicles by the DOT Federal Motor Carrier Safety Regulations have additional requirements if operated on public roads. These additional requirements include:

3.1.1.5.2 Commercial Motor Vehicle Inspections:

3.1.1.5.2.1 Required DOT periodic re-qualifications not to exceed 12 months,

3.1.1.5.2.2 Periodic re-qualifications or inspections must be conducted by a qualified individual who has successfully completed a State or Federal approved training program, and

3.1.1.5.2.3 Drivers must complete a written pre-trip vehicle inspection and submit it to the appropriate MPC supervisory personnel. Before operating the vehicle, MPC must repair any items in the report that affect safety and certify on the report that the repairs were made or were deemed unnecessary.

3.1.1.5.3 Commercial Motor Vehicle Marking:

3.1.1.5.3.1 Name of Operating carrier (e.g., Marathon Petroleum Company LP) and home office location (Findlay, OH),

3.1.1.5.3.2 Motor carrier Identification Number (e.g., US DOT 717188 or US DOT 2400808),

3.1.1.5.3.3 Annual Commercial Motor Vehicle Inspection sticker displayed on the vehicle and trailer, if applicable, and

3.1.1.5.3.4 Date of periodic requalification marked on the Commercial Motor Vehicle, as required.

3.1.1.5.4 Hands-Free Mobile Telephone Requirement:

3.1.1.5.4.1 Effective January 3, 2012, the Department of Transportation prohibits the use of a hand-held mobile telephone while driving a Commercial Motor Vehicle.

3.1.1.5.4.2 All Refining personnel operating Commercial Motor Vehicles should refrain from using a mobile telephone while operating the vehicle. If the driver must use a mobile telephone, it must be used with a hands free device.

3.1.1.5.4.3 Drivers operating any Commercial Motor Vehicle are not allowed to send or read text messages while driving.

3.1.1.5.5 Commercial Motor Vehicle Accident Reporting: In addition to the motor vehicle incident reporting requirements in Section 6.0, the site DOT coordinator will determine if a telephone report or a written report must be submitted to the National Response Center (NRC) for any accidents that meet the criteria outlined in 49 CFR 171.15, 49 CFR 171.16, or 40 CFR 302.6 involving MPC owned Commercial Motor Vehicles and transporting hazardous materials. In the event that the CMV is transporting hazardous materials, the person in control of the hazardous materials must provide notice to the NRC as soon as practical, but no later than 12 hours after the occurrence. If required, a written report (5800.1) must be submitted to the NRC within 30 days by the person

in control of the hazardous material. Updates to the incident report are required for up to one (1) year after the initial filing if more information is gained or new developments arise concerning the incident. Incident reports shall be maintained for a minimum of two (2) years.

3.2 Driving Requirements (Outside the refinery)

3.2.1 Requirements for Driving on Public Roads

- 3.2.1.1 Employees operating a Motor Vehicle while conducting MRD business shall be in compliance with all applicable federal, state and local motor vehicle laws, and MRD standards and policies.
- 3.2.1.2 Employees operating or riding in a Motor Vehicle shall use seat belts and if equipped, the vehicle air bag(s) shall be operational.
- 3.2.1.3 Smoking is prohibited in a MRD owned, leased or assigned Motor Vehicles.
- 3.2.1.4 In the event that an employee believes that illness or fatigue interferes with their ability to drive in a safe and/or alert manner, driving should be suspended until the situation is assessed and alternatives are considered before resuming safe driving.
- 3.2.1.5 Employees are subject to the MPC Drug and Alcohol Collection Standard (HLT-2015), including but not limited to, the Policy's strict prohibition against driving under the influence of substance(s) that may impair one's driving capabilities.

3.2.2 Seat Belt Use

- 3.2.2.1 All Marathon Vehicles shall be equipped with seat belts for each occupant.
- 3.2.2.2 When operating on public roads, all Motor Vehicle occupants shall be properly secured with a seatbelt in a seat within the Motor Vehicle at all times while the Motor Vehicle is in motion.
- 3.2.2.3 **Note:** Passengers in buses not originally equipped with seat belts that are used to transport employees and contractors must remain properly seated within the Motor Vehicle at all times while the Motor Vehicle is in motion.

3.2.3 Portable Electronic Devices (On-road, outside the refinery)

3.2.3.1 Using mobile communication devices:

- 3.2.3.1.1 Using mobile communication devices shall be consistent with the requirements of SAF-4019 and REF-1056.
- 3.2.3.1.2 Use of two-way radios within a refinery and along company rights of way, or equipment movement is acceptable provided adequate safety precautions are employed.

- 3.2.3.1.3 Mobile communication devices shall not be used for reading or composing text messages, email messages, instant messages or other similar functions while driving a Motor Vehicle.

The use of a mobile communication device, while driving a Motor Vehicle shall comply with all local, state, and federal local laws and should be limited to business conversations that are essential to the daily operations of the company or conversations relating to an important or urgent personal matter. If it is necessary to use a mobile communication device for such purposes while driving a Motor Vehicle, the employees shall make driving the priority activity over the conversation, and additional precautions shall be considered, which may include but are not limited to:

- 3.2.3.1.3.1 Stopping the Motor Vehicle in a safe location to continue the conversation,
- 3.2.3.1.3.2 Suspending potentially distracting conversations until the Motor Vehicle is stopped (These include highly complex or emotional conversations.),
- 3.2.3.1.3.3 Avoiding answering or making calls while in difficult driving conditions (e.g., heavy traffic, bad weather), or
- 3.2.3.1.3.4 Using hands-free devices such as speakerphone, wired or wireless headsets or vehicle hands-free system.

3.2.4 *Distracted Driving*

- 3.2.4.1 Each employee shall devote full attention to driving when operating a Motor Vehicle. Any activity that detracts or distracts from the ability of a driver to operate their Motor Vehicle safely should be minimized or avoided.

3.2.5 *En-route Security*

- 3.2.5.1 Employees should use good judgment and be cognizant of potential security threats while traveling on company business.
- 3.2.5.2 Motor Vehicles must be locked and secure when unattended.
- 3.2.5.3 Valuables, including computer and electronic equipment, should be removed from the Motor Vehicle, stored in the trunk, or stored out of sight to the extent possible.
- 3.2.5.4 Park as close to the entrance of your travel destination as possible, and preferably in a well lit area.
- 3.2.5.5 Be aware of personal safety and security while traveling in unfamiliar areas.

3.2.6 *Motor Vehicle Documentation*

- 3.2.6.1 The refinery Global Procurement downstream (GP-D) will ensure that the appropriate documentation is maintained in the Motor Vehicles, including insurance information, accident reports, vehicle registration, and operation manual.
 - 3.2.6.1.1 The documentation will be contained in a sealed container that can indicate if it has been opened.
- 3.2.6.2 Drivers will ensure appropriate documentation is in the motor vehicle before operation, including insurance information, accident report, forms, vehicle registration, and operation manual.
 - 3.2.6.2.1 Drivers can ensure appropriate documentation by reviewing if the seal on the container is in place, if the seal is not in place contact and follow up with GP-D, which will review and reseal container

3.3 Motor Vehicle Incident Reporting

3.3.1 Motor Vehicle Incident Reporting

- 3.3.1.1 Whenever an accident occurs inside or outside the refinery the Employee must report the accident immediately to their foreman or supervisor and to the security control center at 313-297-6911. As a reminder, additional notifications required may include:
 - 3.3.1.1.1 Notifications to local law enforcement;
 - 3.3.1.1.2 Notification to Supervisor;
 - 3.3.1.1.3 Notifications to Security via radio or by calling 313-297-6229
 - 3.3.1.1.4 Notification to Rental Car Company (as appropriate).
 - 3.3.1.1.5 Additional notifications to the Legal Department are required if the incident involves an injury or fatality.
- 3.3.1.2 Intellex will be used by Security to report and track all company related on-road and off-road Motor Vehicle incidents, whether they occur on MRD property or not. All Motor Vehicle incidents must be investigated in compliance with [GEN 1006](#) Incident Investigation.

3.3.2 Motor Vehicle Incident Categories

- 3.3.2.1 MRD tracks all on-road and off-road Motor Vehicle incidents. All Motor Vehicle incidents must be investigated in compliance with [GEN-1006 Incident Investigation](#).

- 3.3.2.1.1 Each refinery must complete an accident report on all work-related Motor Vehicle incidents in the electronic incident tracking database.
- 3.3.2.2 Incident Reporting: Each Refinery shall categorize Motor Vehicle Incidents consistent with the Incident Category Matrix in [Appendix B](#) of GEN-1006 when categorizing Motor Vehicle Incidents in the incident reporting database.
- 3.3.2.3 MRD uses the following Motor Vehicle incident categories for tracking and reporting purposes:
 - 3.3.2.3.1 Cat 0 – Near Miss, Report Only, Minor Injury (First Aid)
 - 3.3.2.3.2 Cat 1 – Non-Serious Injury or Fatality (SIF) OSHA recordable
 - 3.3.2.3.3 Cat 2 – SIF OSHA recordable, SIF First Aid
 - 3.3.2.3.4 Cat 3 – Multiple Injuries requiring medical treatment (i.e. OSHA recordables)
 - 3.3.2.3.5 Cat 4 – Fatality involving employees, contractors, and/or members of the public

3.3.3 Motor Vehicle Incident Reporting Requirements

- 3.3.3.1 MRD must report all work-related company related Motor Vehicle incidents (as defined above) that result in damage to any Motor Vehicle, person, or other property.
- 3.3.3.2 The following information must be included for each accident report:
 - 3.3.3.2.1 **Date of Incident** – The date of incident
 - 3.3.3.2.2 **Location** – Exact location in-plant and/or public road
 - 3.3.3.2.3 **Incident category (0-4)**
 - 3.3.3.2.4 **Number and Extent of the injuries** (Fatality, Lost Time, Recordable) – Using the OSHA definition, and classification confirmed by the site Recordkeeping SME.
 - 3.3.3.2.4.1 **Roll-over** (Yes/No) – Self-explanatory,
 - 3.3.3.2.4.2 **Able to Drive** (Yes/No) – Self-explanatory,
 - 3.3.3.2.4.3 **On-road** (Yes/No) – Self-explanatory,
 - 3.3.3.2.4.4 **Speed** – Approximate speed of all Motor Vehicles involved, and
 - 3.3.3.2.4.5 **Preventable / Non-Preventable**

3.4 Motor Vehicle Safety Requirements while on MRD Property

3.4.1 Requirements for Driving & Parking near Process Equipment

3.4.1.1 *Driving Near Process Equipment:*

- 3.4.1.1.1 Refinery roads to be used for normal traffic through the refinery (non-permit required roads) and Safe Work Permit required roads are identified on an overall refinery plot plan. [See Security-Plot Plan Vehicle Control/Parking Plan All Lots Doc 201.95264](#)
- 3.4.1.1.2 Additionally, MRD controls Motor Vehicle access in, adjacent to and around process units during times where process conditions have a higher likelihood/potential for a release. (E.g. Unit shutdown/startup, upset exceeding or potentially exceeding a safe operating limit, process leak).
- 3.4.1.1.3 All Terrain Vehicle (ATVs) are prohibited from the refinery property

3.4.1.2 *Parking Near Process Equipment:*

- 3.4.1.2.1 MRD developed and implemented a parking plan that specifically designates approved parking locations within the refinery; see [Security-Plot Plan Vehicle Control/Parking Plan All Lots Doc 201.95264](#) Roadway Classification & Vehicle Control Plan. Consideration must be given so that congested areas are not created around the process units due to parking of Motor Vehicles. Areas that do not directly adjoin a process unit, but follow along pipe racks shall be considered in this parking plan. Below are the general rules used in establishing the parking plan:
 - 3.4.1.2.1.1 Maintaining two wheels on the road at all times,
 - 3.4.1.2.1.2 Parking adjacent to process units and pipe racks should be in designated parking spots / lots only and limited to work Motor Vehicles only and only when necessary to get tools, equipment, and materials to the worksite; and
 - 3.4.1.2.1.3 All Motor Vehicles must be turned off with keys left in the ignition when not attended or in use.
 - 3.4.1.2.1.4 Parked vehicle shall not block fire protection equipment.

3.4.2 Mobile Communication Device Use in the Refinery

3.4.2.1 While driving a Motor Vehicle in the refinery each employee/contractor must adhere to the following requirements:

3.4.2.1.1 Use of two-way radios within a facility is acceptable provided adequate safety precautions are employed.

3.4.2.1.2 Mobile communication devices shall not be used for reading or composing text messages, email messages, instant messages or other similar functions while driving a Motor Vehicle.

The use of a mobile communication device driving a Motor Vehicle is prohibited. Each refinery Motor Vehicle Safety Procedure must specify if it is acceptable for the driver to use mobile telephones in parked Motor Vehicles inside the refinery

3.4.3 Speed Limits

3.4.3.1 MRD has established appropriate speed limits for their driving conditions, and it can be found at [SEC-009 Vehicle Control Plan](#) Each refinery must have a method to enforce the established speed limits.

3.4.4 Seat Belt Use in the Refinery

3.4.4.1 The use of seat belts while driving on company property is required if the vehicle is so equipped. If the Motor Vehicle is not equipped with seat belts, personnel must use caution while driving these Motor Vehicles. If it is necessary to transport personnel without the use of seat belts, the Motor Vehicle shall be driven at a low rate of speed and within the refinery boundaries only.

3.4.5 Escort requirements for Heavy Equipment & Unlicensed Motor Vehicles

3.4.5.1 All unlicensed Motor Vehicles (e.g. golf carts, Mules®, Gators®, forklifts, and pickers, and other heavy equipment) driven on or across state or local roadways must follow local laws and ordinances for transportation.

3.4.5.2 All unlicensed vehicles must have:

3.4.5.2.1 A licensed escort Motor Vehicle with flashing lights must follow behind heavy equipment or unlicensed Motor Vehicles while traveling on public roadways;

3.4.5.2.2 A person to direct or stop public traffic while heavy equipment or other slow-moving Motor Vehicles cross public roadways.

3.4.5.2.3 Must be permitted as required by local laws and regulations.

3.4.5.3 **Note:** Golf Carts, Mules®, Gators®, and other unlicensed Motor Vehicles should not be driven on public roads for the purpose of transporting personnel.

3.4.6 Additional Requirements for Golf Carts, Mules®, and Gators®

3.4.6.1 The following safety equipment are requirements for golf carts, Mules®, and Gators®

- 3.4.6.1.1 Headlights
- 3.4.6.1.2 Tail lights, and
- 3.4.6.1.3 Brake lights
- 3.4.6.1.4 An elevated orange flag or equivalent for increased visibility;

Note: Each refinery must consider the risk of golf carts, Mules®, Gators®, and other unlicensed Motor Vehicles crossing public roads and address those risks in their Vehicle Safety Procedure.

3.4.7 Escort Requirements for Cranes

3.4.7.1 The following safety requirement for the safe movement of cranes include:

- 3.4.7.1.1 Mobile cranes used to pick and carry a load must have a walking escort; and
- 3.4.7.1.2 Cranes with a lifting capacity of 35 tons or greater must have a walking escort, in high vis, when maneuvering in process units and other congested areas.

3.4.7.2 **Note:** Carry deck cranes which are designed to move with a load attached to the hook and sitting on the deck of the crane do not require a walking escort as long as the operator has an unobstructed view of the path of travel and a joint job site visit has been completed with the property owner

3.4.7.3 Spotter is required for movement in process units.

3.4.8 Chemical & Delivery Truck Escort Requirements

3.4.8.1 Delivery trucks that travel through or near refinery process units to make a delivery shall be escorted by an MRD Employee or approved contractor unless the drivers have been issued a Lenel contractors access badge.

3.4.8.2 Deliveries to the 7B warehouse from Toronto Security can be visually tracked to the warehouse if it can be seen at all times. The process is instead of the standard escort.

3.4.8.3 **Note:** Trucks entering the refinery to be loaded at a designated loading rack and routine chemical delivery trucks do not require an escort if they have been through the SAF-023 Advanced Safety Orientation and have received a Lenel contractors access badge

3.4.9 Motor Vehicles as Ignition Sources

- 3.4.9.1 MRD has conducted Motor Vehicle Hazard Assessment to determine the risks associated with Motor Vehicle traffic on each refinery roadway and parking area. The Motor Vehicle Hazard Assessment must at a minimum consider the following:
- 3.4.9.1.1 Process equipment in close proximity to roadways;
 - 3.4.9.1.2 Proximity of atmospheric vents to roadways and parking areas;
 - 3.4.9.1.3 Vessel Content (LPG, auto ignition temperature);
 - 3.4.9.1.4 Number of potential leak points; and
 - 3.4.9.1.5 Likelihood/Potential for a vapor cloud explosion (VCE) event due to a Motor Vehicle ignition source or the Motor Vehicle creating congestion.
- 3.4.9.2 The Motor Vehicle Hazard Assessment is documented and the results incorporated into a Motor Vehicle Traffic & Parking plot plan. The results of the Motor Vehicle Hazard Assessment must be reviewed initially and then periodically (not to exceed five years) by the Refinery Management Team.
- 3.4.9.3 The Motor Vehicle Hazard Assessment defines areas where Safe Work Permits are required in order to control the ignition source posed by a Motor Vehicle.

3.4.10 Spotter Usage Requirement for Heavy Industrial Moving Equipment

- 3.4.10.1 Spotters will be required for the operation of heavy industrial moving equipment including but not limited to; dump trucks, back hoes, excavators, cranes, tractor trailers, etc... in process units, on roads not normally open to traffic, on any construction site, in heavily congested areas, or any other areas where hazards may be present.

Note: If you are unsure if your vehicle applies contact the safety department.

- 3.4.10.2 For snow removal please reference the maintenance snow removal procedure.

3.4.11 Requirements for Spotters

- 3.4.11.1 The spotter shall be able to perform the necessary requirements of spotting and be dedicated to spotting during the maneuver.
- 3.4.11.2 The spotter shall wear a high visibility reflective vest (not red or orange).
- 3.4.11.3 The spotter shall reposition themselves in order to remain in the equipment operator's view.
- 3.4.11.4 The spotter shall survey the area before signaling the equipment operator to begin the maneuver and ensure there are no potential hazards that may harm the spotter, the equipment operator, or damage the equipment.

3.4.11.5 Spotters must be knowledgeable of equipment blind spots and be aware of what potential hazards are in these areas.

3.4.12 Requirements for Equipment Operators

3.4.12.1 All movement of the equipment is the equipment operator's responsibility to perform in a safe manner.

3.4.12.2 The equipment operator shall stop the maneuver if any of the following conditions arise;

- The spotter signals the equipment operator to stop
- The spotter is lost from the view of the equipment operator
- The equipment operator becomes unclear of the spotters signals
- The spotter has to stop spotting for any reason
- Conditions become unsafe for equipment operation

3.4.12.3 Before performing backing maneuvers, the equipment operator shall check mirrors and ensure the spotter is within view.

3.4.13 Signaling

3.4.13.1 The spotter and the equipment operator shall agree on the appropriate signals before performing the maneuver.

3.5 Training

3.5.1 Driver Training

3.5.1.1 At least every 3 years employees who drive a Motor Vehicle for company business are required to complete the training noted below. New employees who will drive a Motor Vehicle are also required to complete the following training within 60 days of employment:

3.5.1.2 At a minimum, review the requirements of this Refinery Vehicle Safety and Driving Procedure and complete a basic safety training that addresses at least the following issues:

3.5.1.2.1 Defensive Driving

3.5.1.2.2 Driving Distractions

3.5.1.3 Completion of a Web Based Training (WBT) will satisfy this training requirement.

3.6 Driver's License Requirements

3.6.1 Anyone who operates a Motor Vehicle on company business or drives a motor vehicle into MRD property shall possess a valid state issued driver's license.

3.6.2 Should any suspension, disqualification, or expiration of a driver's license occur, the affected person must notify their Supervisor and/or Human Resources within 24 hours or next normal business day. The person will not be permitted to operate a Motor Vehicle on company property during the period of not possessing a valid state issue driver's license.

3.7 Implementation

- 3.7.1** MRD developed SAF-047 Motor Vehicle Safety and Driving standard to be consistent with the requirement of RSP-1713-00 Refining Standard Practice (RSP) by July 27, 2018

3.8 DEFINITIONS –

- 3.8.1** Corporate Refining Responsibilities

- 3.8.2** The Refining Safety & Security Manager shall oversee the implementation, compliance and maintenance of RSP - 1713-00 Motor Vehicle Safety and Driving Standard

- 3.8.3** Refinery Management Team

3.8.3.1 The Refining Management Team shall ensure:

- 3.8.3.1.1 That a Refinery Motor Vehicle Safety procedure is developed that is consistent with the RSP 1713-00;
- 3.8.3.1.2 That employees are trained to operate Motor Vehicles as appropriate based on whether they will drive a Marathon Vehicle or Motor Vehicle on company business; and
- 3.8.3.1.3 Motor Vehicle safety rules are enforced for all employees driving both on public roads and in the refinery and for Contractors driving in the refinery.

- 3.8.4** Global Procurement

3.8.4.1 Global Procurement/Procurement & Commercial Services shall implement a process to verify employees operating a Marathon Vehicle have a valid driver/operator license or a process to otherwise determine driver capability.

- 3.8.5** Supervisor Responsibilities

3.8.5.1 Each MRD Supervisor and Manager is responsible for ensuring that employees who drive a Motor Vehicle inside the refinery are trained in the use of the specific Motor Vehicle being operated and that they follow safe driving practices and Refinery Safety Rules when operating the Motor Vehicle.

- 3.8.6** Employee Responsibilities

3.8.6.1 MRD employees are responsible to operate a Motor Vehicle in compliance with the state laws, Refinery Safety Rules and all applicable requirements established in this RSP including:

- 3.8.6.1.1 Possess a valid state issued driver license;
- 3.8.6.1.2 Using good judgment to determine the need to drive, evaluate a safe driving time and route, and assess their ability to drive (fatigued, on medication, etc.). If an employee

believes that there would be an adverse safety risk while driving, they should inform their Supervisor so alternative arrangements can be made;

3.8.6.1.3 Report company related Motor Vehicle incidents to Security and their supervisor, and driver license suspension, disqualification, or expiration to their Supervisor and/or Human Resources

3.8.6.1.4 Report company related law enforcement issued moving violations while driving a Motor Vehicle to their Supervisor and/or Human Resources within 24-hour or the next regular business day.

3.8.6.2 Contractor Responsibility

3.8.6.2.1 Contractors are required to follow all Refinery Safety Rules for operating Motor Vehicles inside the refinery.

3.9 DEFINITIONS

3.9.1 Authorized Driver

3.9.1.1 A MRD employee that holds a valid driver license, has completed the appropriate basic driving safety training, and operates a Motor Vehicle on company business.

3.9.2 Employee

3.9.2.1 Any MRD employee, including full-time, part-time, directly supervised contractors, student co-ops, interns, casual or seasonal employees.

3.9.3 Component

3.9.3.1 A MRD operating division or wholly owned subsidiary

3.9.4 Spotter

3.9.4.1 A Spotter will be defined as; an employee positioned outside of the moving equipment dedicated to helping guide the equipment operator during the maneuver.

3.9.5 Commercial Motor Vehicle

3.9.5.1 Any self-propelled or towed Motor Vehicle used on a highway in interstate commerce to transport passengers or property when the Motor Vehicle—

3.9.5.1.1 Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 10,001 pounds or more, whichever is greater

3.9.5.1.2 Is designed or used to transport more than 8 passengers (including the driver) for compensation; or

3.9.5.1.3 Is designed or used to transport more than 15 passengers (including the driver) and is not used to transport passengers for compensation; or

3.9.5.1.4 Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 USC 5130 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, Chapter I, subchapter C.

3.9.6 Hand-Held Mobile Telephone Equipment

3.9.6.1 For purposes of this Standard, "hand-held mobile telephone equipment" refers to wireless telephones ("cellular phones") which require the user to hold the unit near the head or face during use. (This definition specifically excludes radio communication equipment used solely within the confines of an operating facility for internal communications.)

3.9.7 Hands-Free Mobile Telephone Equipment

3.9.7.1 Cellular telephone equipment which, through "speaker phone" or headset technology does not require the user to hold the unit during use.

3.9.8 Driving

3.9.8.1 Operating an automobile, truck, van or other motorized vehicle while in motion.

3.9.9 Areas of Explosion & Flammability Hazard

3.9.9.1 Areas with a potentially explosive or flammable atmosphere, including but not limited to vehicle fueling areas, fuel or chemical transfer areas, any areas classified as Class I, Div. I or Div II, or any other areas where it is advisable to turn off the Motor Vehicle's engine due to flammability and ignition potential.

3.9.10 Marathon Vehicle

3.9.10.1 A passenger vehicle or other over-the-road vehicle owned or leased by Marathon but not including short-term rental vehicles (e.g., Avis, Hertz, or Enterprise rental vehicles).

3.9.11 Motor Vehicle

3.9.11.1 All Marathon mechanically or electrically powered vehicles and all over-the road vehicles, including company-owned, company leased, long and short-term rentals and personal vehicles, used while conducting company business.

3.9.11.2 For the purposes of this procedure this includes:

3.9.11.2.1 Car

3.9.11.2.2 Van

- 3.9.11.2.3 Light truck
- 3.9.11.2.4 Motorcycles
- 3.9.11.2.5 Sports utility Vehicle (SUV)
- 3.9.11.2.6 Heavy truck
- 3.9.11.2.7 Utility vehicle used to transport personnel and equipment
- 3.9.11.2.8 Cranes carrying a load or operating in a congested area
- 3.9.11.2.9 Forklifts operating as plant equipment
- 3.9.11.2.10 Backhoes operating as plant equipment
- 3.9.11.2.11 Track hoes operating as plant equipment
- 3.9.11.2.12 Cherry pickers
- 3.9.11.2.13 Man-lifts
- 3.9.11.2.14 Golf Carts, Mules®, and Gators® operating as plant equipment
- 3.9.11.2.15 Buses
- 3.9.11.2.16 For reporting purposes, the load on the Motor Vehicle is to be considered part of the Motor Vehicle if a crash occurs involving the load.

3.9.12 Motor Vehicle Incident (MVI)

- 3.9.12.1 An incident involving a Motor Vehicle for company business resulting in injury, or loss/damage, or harm to the environment, whether this impacts Marathon, our contractors or a third party. This is regardless of fault and irrespective of whether the accident was preventability or non-preventability, subject to the following conditions:
 - 3.9.12.1.1 Examples of a MVI include moving traffic accidents, car-deer accidents, collision with equipment, severe abnormal failure of equipment on a Marathon Vehicle that causes an accident, or any damage caused by striking or being struck by stationary or moving objects while the Motor Vehicle is in operation.
 - 3.9.12.1.2 The amount of damage or the cost of the repair is not to be a factor in itself; this includes any property damage, regardless of whether or not the damage is repaired. (Note: However, most minor “parking lot” accidents will not meet the metric threshold of level (Serious, Major or Catastrophic).
 - 3.9.12.1.3 A Motor Vehicle accident could be classified as a MVI regardless of whether the incident occurs on private or public property. (See the definition of “On-road”)

- 3.9.12.1.4 Superficial damage to a Motor Vehicle while the Motor Vehicle is being driven such as normal wear and tear (including flat tires, paint chipping, rock chips etc.) is not classified as a MVI.
- 3.9.12.1.5 Damage to or total loss of a Motor Vehicle solely due to conditions not related to any Motor Vehicle's movement: Hail damage, fallen tree, vandalism, theft, etc is not an MVI.
- 3.9.12.1.6 Damage to a Motor Vehicle while it is not in operation or not attended by a Marathon employee, (parking lot damage) is not a MVI assuming it was properly parked.
- 3.9.12.1.7 Injuries that occur when entering or exiting a properly parked or stopped Motor Vehicle is not a MVI.
- 3.9.12.1.8 Any incident involving loading or unloading from a properly parked or stopped Motor Vehicle is not a MVI.

3.9.13 Work Relationship for MVIs

- 3.9.13.1 For reporting purposes, a work relationship is presumed for incidents that result from business conducted on behalf of the company while operating a company-assigned or a personal Motor Vehicle. This will generally follow OSHA's definition for work relatedness with one exception – while the commute to work is NOT covered by OSHA, commutes in company owned or leased Motor Vehicle will be include in these metrics.
- 3.9.13.2 However, if the MVI occurred during personal business, where there is no work relationship, they are not to be reported as a Company MVIs. This includes: running errands, obtaining meals for oneself, driving to a medical appointment, or detours for personal reasons when traveling on work-related business.

3.9.14 Preventable

- 3.9.14.1 An event which an investigation determines could have been reasonably prevented through implementation of one or more corrective actions. In other words, a Motor Vehicle accident that by the use of good driving habits, normal judgment and/or proper maintenance could have been avoided.

3.9.15 Non-preventable

- 3.9.15.1 An event, in this case a MVI caused by circumstances that could not be foreseen or avoided by our employee even though good driving habits were the case and for which all necessary precautions were being exercised. In accident that an investigation determined could not reasonably have been prevented.
- 3.9.15.2 Examples include Motor Vehicle accidents for which the non-Marathon driver is clearly and solely at fault or where the primary cause was beyond the employee's anticipation and control.

3.9.16 On-Road

3.9.16.1 For the purpose of reporting, On-road includes ALL public roads as well as lease roads and company right-of-ways. Public parking lots and travel within company facilities are NOT included.

3.9.17 Off-Road

3.9.17.1 For the purpose of reporting, Off-road means within the refinery perimeter. Off-Road incidents are not included in the performance metric.

3.9.18 Significant Off-Road Accident

3.9.18.1 Since these accidents are NOT included in the performance metric, "significant" will be determined by the reporting business component and based solely on the opportunity to learn from the incident.

3.9.19 Rollover

3.9.19.1 Any crash where the Motor Vehicle has flipped to its sides, top and/or rolled 360 degrees via any axis.

3.9.20 Portable Electronic Device

3.9.20.1 Devices such as smart phones, PDA's, GPS or navigation units, portable MP3 players, laptops, stereo headphones, radar detectors.

5 REFERENCES –

Number	Description
RSP-1713-000	Motor Vehicle Safety and Driving Standard
SEC-018	Roadway Classification & Vehicle Control Plan
MPC Standard 110	Incident Investigation
MPC Standard 307	Reporting Occupational Injuries and Illnesses
MPC Standard 307	Reporting Occupational Injuries & Illnesses
Form 384-Rev. 6/2008	<u>MPC Drug and Alcohol Policy</u>
RSW-SAF-053	Cell Phone, Pager, PDA Use and Restrictions Policy
MPC Standard 313	Use of Mobile Phone
49 CFR part 40.1 thru 40.413 and 395	Federal Motor Carrier Safety Regulations
RSW-SAF-4019-DN	Corporate Downstream Driving Safety
RSW-SAF-023	Advanced Safety Orientation
29 CFR 1910.307	Hazardous (classified) Locations
MIOSHA Part 39	Design Safety Standards for Electrical Systems
MIOSHA Part 40	Electrical Safety-Related Work Practices
RSW-SAF-023	Safety Orientation Procedure
<u>Detroit Refinery Roadway & Parking Lot Map</u>	<u>Shows Parking area, Speed Limits, and road classifications.</u>

6 ATTACHMENTS

6.1 A – Mileage Guidelines

7 REVISION HISTORY

Revision number	Description of change	Written by	Approved by	Effective date
8	Removed reference to archived SEC-018 in section 3.4.1.2.1 linked document 95264	F. Ebbert	J. Rabideau	08-17-17
9	Deleted 3.2.1.5 reference to MRD Drug and Alcohol Policy, reorganized section 3.3.1, added hyperlink in section 3.4.3.1 to SEC-009, changed 3.6.2 to person to include contractors, removed section 3.8.7 as erroneous	F. Ebbert	J. Rabideau	12-19-17
10	Added to 3.1.1 for commercial vehicles, 3.2.1.5 MPC Drug and Alcohol Collection, updated Portable Electronic Devices, removing 3.2.3.1.4 external roadway exceptions, added 3.2.4 Distracted Driving, 3.2.5 En-route Security, updated 3.3.1.2, 3.3.2 Motor vehicle incident categories, 3.3.3.2 Reporting requirements, 3.3.4 Motor Vehicle Mileage Reporting, 3.4.1.2.1.1 Parking, 3.4.2 Mobile Communication Device, 3.4.3 Speed Limits, 3.4.4 Seat Belt Use, 3.4.6 Additional Requirements, 3.4.9 verbiage edits, 3.7 Implementation date added, 3.9 added Definitions all to conform with RSP-1713	F. Ebbert	J. Rabideau	07-26-18
11	Replaced KMS and	F. Ebbert	J. Rabideau	03-27-19

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	referenced Intellex			
12	Updated to align with SAF-4019. Removed requirement to notify and submit a quarterly report to Corporate ESS&PQ DOT Coordinator. Removed Metric Reporting	F. Ebbert	A. Morales	08-18-20

ATTACHMENT A Mileage Guidelines

- Motor Vehicle Mileage
 - Mileage will be used to normalize the number of incidents. The total miles must be reported quarterly for all Motor Vehicles that were driven while conducting company business (Note: An estimate is acceptable as long as auditable data is provided. Auditable means actual mileage or an estimate of mileage using a consistent and reproducible method).
 - For uniformity, it is important to report distance traveled for only those Motor Vehicles for which you would report a MVI should one occur. This mileage report would typically include:
 - All company owned or leased Motor Vehicles
 - Rental car mileage (business use by Marathon employees).
 - Employee's use of personal Motor Vehicle for business purposes.
- Pool/Assigned Motor Vehicles
 - Each Refinery will be responsible for providing actual or estimated mileage for the following Motor Vehicles:
 - **Pool Motor Vehicles**
 - Motor Vehicles used to travel on public roadways (e.g. traveling to meetings, conferences). Actual or estimated mileage is acceptable for pool Motor Vehicles.
 - **Refinery Motor Vehicles**
 - Motor Vehicles used for daily operation of the refinery e.g. Maintenance trucks, Ops trucks, Flatbed trucks for warehouse deliveries. Not included are forklifts, cranes, Motor Vehicles not capable of more than 15 mph, boats, and man-lifts.
 - **Note:** The Refinery only needs to estimate the miles driven on public roadways.
 - **Example:** A product control operator drives 120 miles a month for daily operation of the refinery, 30 of those miles are on public roadways the other 90 miles are within the refinery and considered off-road.
 - **Assigned Motor Vehicles**
 - Motor Vehicles that are assigned to an individual. When accounting for mileage, it is only required to account for miles for business use.
- Rental Motor Vehicles
 - Corporate Refining will take care of estimating mileage for all rented Motor Vehicles.
 - **Estimation Methodology**
 - Capture Actual Spend for overall Refining Organization and apply the following formula to report miles driven.

- Formula: $(\text{Commercial Car Rental Spend})/(\$45/\text{day}) * (100 \text{ miles}/\text{day average})$.
- Personal Motor Vehicle Use for Company Business
 - Corporate Refining will take care of estimating mileage for all Personal Motor Vehicle Use.
 - **Estimation Methodology**
 - Capture Actual Spend from Expense Express for overall Refining Organization and divide by IRS Standard mile.