

Authored By: Ben Weir	Blanchard Refining Company LLC Galveston Bay Refinery	Doc No.: RSW-000024-GB Rev No: 0
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1.0 Purpose

The purpose of this document is to establish procedures and expectations for the safe operation of all types of Motor Vehicles by Marathon Petroleum Company LP (MPC) Galveston Bay Refinery(GBR) employees and contractors on public roads and inside the refinery and docks.

2.0 Scope

This document applies to all employees of MPC Refining who operate a Motor Vehicle on company business and Contractors operating Motor Vehicles inside the plant. This procedure also covers Commercial Motor Vehicles, non-passenger Motor Vehicles and Motor Vehicles operated solely inside the MPC GBR perimeter.

3.0 Procedure

3.1 Roles and Responsibilities

3.1.1 Refinery Management Team.

The Refinery Management Team (RTM) shall ensure:

- 3.1.1.1 That this document aligns with the MPC RSP-1713-000 Motor Vehicle Safety and Driving Standard,
- 3.1.1.2 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
- 3.1.1.3 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.

3.1.2 Procurement

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

3.1.3 Supervisors

- 3.1.3.1 Each MPC Supervisor and Manager is responsible for ensuring that employees who drive a Motor Vehicle inside the plant 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.

3.1.4 Security

Security is responsible for enforcement of motor vehicle and driving safety rules within the refinery and docks.

3.1.5 Employees

MPC 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:

- 3.1.5.1 Possess a valid state issued driver license, and shall complete self-verification form in MaraLearn (see Attachment B).
- 3.1.5.2 Using good judgment to determine the need to drive, evaluate a safe driving time and route, and asses their ability to drive (fatigued, on medication, etc.) (Note: If an employee believes that there would be an adverse safety risk

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while driving, they should inform their Supervisor so alternative arrangements can be made.),

3.1.5.3 Ensure safety devices are operational, and vehicles are properly inspected and maintained.

3.1.5.4 Report Motor Vehicle incidents and driver license suspension, disqualification, or expiration to their Supervisor and/or Human Resources, and

3.1.5.5 Report 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.

3.1.6 Garage

Ensure safety devices are operational, and vehicles are properly inspected and maintained.

3.1.7 Contractors

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

3.1.7.2 Ensure safety devices are operational, and vehicles are properly inspected and maintained.

3.2 General Requirements

3.2.1 Driver's License Requirements

3.2.1.1 Anyone who operates a Motor Vehicle used on company business shall possess a valid state issued driver's license.

3.2.1.2 MPC employees MPC employees shall complete self-verification form in MaraLearn.

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

3.2.2 Rules of the Road

3.2.2.1 All pedestrians, bi/tricycle riders, and vehicle operators must obey all traffic control signs and barricades. See PSM 4.5 for exclusion zone barricade requirements.

3.2.2.2 All mobile plant equipment or vehicles, (e.g., forklifts, backhoes, truck cranes, JLG's, utility vehicles, etc.) must be operated in a safe manner, adhering to manufacturer operating instructions and the rules of the road that apply.

3.2.3 Traffic Control Plan

For TAR's and large capital projects, a traffic control plan must be developed, and will address parking near process equipment.

3.2.4 Right-of-Way

3.2.4.1 All vehicles and bi/tricycles must pull off to the roadside and fully stop when emergency vehicles are approaching. All traffic must stay clear of the emergency scene unless involved in assisting with the emergency.

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- 3.2.4.2 All vehicles must yield to rail traffic.
- 3.2.4.3 All vehicles (except for emergency vehicles, rail traffic, and escorted cranes) must yield to bicycle/tricycle traffic. Anyone operating a vehicle must exercise extreme caution, particularly during shift change, to observe and avoid pedestrians and bicyclists.
- 3.2.4.4 Pedestrians have the right of way over vehicles and bicycles/tricycles, excluding emergency vehicles, rail traffic and escorted cranes. All other traffic must yield to pedestrians.
 - 3.2.4.4.1 All pedestrians must move away from the road when an emergency vehicle approaches.
 - 3.2.4.4.2 All pedestrians must stay clear of the emergency scene unless involved in assisting with the emergency.
 - 3.2.4.4.3 All pedestrians must cross in designated crosswalks where provided.
 - 3.2.4.4.4 All pedestrians must walk on sidewalks or pedestrian designated walking paths/walkways whenever possible, or near the left side of roadways facing oncoming traffic.
 - 3.2.4.4.5 All pedestrians must yield to rail traffic.
- 3.2.4.5 All crane escorts and cranes have the right of way over vehicles. Movement of escorted cranes shall be unimpeded. All traffic and vehicles shall clear roadway and seek alternate route(s) around intended path of crane escorts and cranes.
 - 3.2.4.5.1 All crane escorts and cranes shall yield to emergency vehicles.
 - 3.2.4.5.2 All pedestrians and bi/tricycles shall move away from the road when an escorted crane approaches.
- 3.2.5 Bus Signals
 - 3.2.5.1 All vehicle operators must fully stop before reaching a bus when the bus is operating a visual signal (i.e., an operating stop signal arm or warning light system), and may not proceed until
 - 3.2.5.1.1 the bus resumes motion,
 - 3.2.5.1.2 the vehicle operator is signaled by the bus driver to proceed, or
 - 3.2.5.1.3 the visual signal is no longer actuated.
 - 3.2.5.2 Shuttle buses and school buses must be equipped with a visual signal, i.e., an operating stop signal arm or warning light system.
 - 3.2.5.3 All doors to vehicles, including shuttle buses, must be in the closed position before moving.
- 3.2.6 Spotters and Flagmen
 - 3.2.6.1 "Spotters" must be used if loads may encounter power lines, or if structures may be encountered that pose a potential hazard while traveling.
 - 3.2.6.2 "Spotters" must be used for all vehicles that reach, or may reach a height of 15 feet or greater, while traveling.
 - 3.2.6.3 A "Spotter" is required for mobile plant entering, leaving or moving ISBL (inside battery limits).

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- 3.2.6.4 Flagmen, positioned to control traffic, must wear a high visibility vest.
 - 3.2.6.4.1 During daylight hours, a flag will be used to direct traffic. At night, a flashlight will be used to direct traffic.
 - 3.2.6.4.2 The flagman will be familiar with the area traffic patterns and available roadways in the area to prevent directing traffic into a highly congested area, or an area with no outlet.
 - 3.2.6.4.3 Multiple flagmen will be provided when traffic control cannot be provided from one stationary location that is visible to all approaching traffic.
 - 3.2.6.4.4 Stop signs in area must be covered if the flagman is controlling traffic in lieu of signage.
 - 3.2.6.4.5 Barricades or road blocks may be used to assist with traffic control and no changes should be made without flagman, security and work crew supervision concurrence.

3.2.7 Load Securement

- 3.2.7.1 Loads must be secure and must not exceed the manufacturer's specifications and the legal limits for the vehicle.
 - 3.2.7.1.1 All loads being carried that project three feet or more beyond the front, rear, or sides of the vehicle must be securely anchored and have red or fluorescent orange warning flags attached. The flags must be at least 12 inches square.
 - 3.2.7.1.2 See spotter requirements above.
- 3.2.7.2 Cargo transported on or off the Refinery site must be secured as required in the North American Cargo Securement Standard.
 - 3.2.7.2.1 The general cargo securement requirements cover all types of cargo except:
 - 3.2.7.2.1.1 commodities in bulk that lack structure or fixed shape, (for example, liquids, gases, grain, sand, gavel, aggregate, liquid concrete), and
 - 3.2.7.2.1.2 commodities that are transported in the structure of a commercial motor vehicle such as a tank or hopper trailer.

3.2.8 Dropped Trailers

- 3.2.8.1 Whenever possible, the tractor (motive power) should remain connected to a tank trailer until all the cargo has been completely unloaded.
- 3.2.8.2 A mixed cargo van (box trailer) should never be entered by a fork lift if the tractor (motive power) has been disconnected.
- 3.2.8.3 An empty tank trailer should never be loaded with cargo if the tractor (motive power) has been disconnected.
- 3.2.8.4 If circumstances require a trailer to be dropped and the motive power removed, then
 - 3.2.8.4.1 The trailer must be parked on a level, well drained surface
 - 3.2.8.4.2 Whenever possible, the trailer should be parked on a concrete pad. If there is no way to confirm the strength or thickness of

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the concrete pad, wood support pads, similar to those used for crane outriggers must be placed under the trailer landing legs.

3.2.8.4.3 If the trailer is parked on dirt or asphalt, extra precautions must be taken to prevent the landing legs from sinking into the surface. Wood support pads, similar to those used for crane outriggers, must be placed under the trailer landing legs. The support pads must be of sufficient size to be wider and longer than the sand shoes/wheels on the landing legs and must be of sufficient thickness and strength to support the weight of the trailer.

3.2.8.4.4 The dropped trailer must be marked with cones and barricade tape to prevent any vehicles from driving under it.

3.2.9 Motor Vehicle Specifications

3.2.9.1 MPC Motor Vehicles will include safety equipment as required by regulatory agencies.

3.2.9.2 Employees and the Garage shall ensure that all safety devices on MPC Motor Vehicles are maintained in proper operating condition. Tampering with or disabling any safety device on a MPC Motor Vehicle (e.g., seat belt warning alarm) is prohibited.

3.2.9.3 All MPC Motor Vehicles shall have a backup alarm or camera if driven inside the refinery perimeter fence line. MPC personal vehicles approved to enter the refinery are exempt from the backup alarm requirement.

3.2.9.4 Contractors categorized as in-house vetted contractors shall have a backup alarm or camera if working vehicles are driven inside the refinery perimeter fence line. Contractors requirements will be set during the Vehicle Permit Application process. Exceptions require review and approval by security

3.2.10 MPC Motor Vehicle Maintenance and Inspection

Employees and the Garage shall ensure that MPC motor Vehicles are inspected and maintained per the manufacturer's requirements. More frequent inspections or maintenance may be necessary based on manufacturer's requirements, mileage, terrain, and failure history. Records of inspections shall be maintained and available for review.

3.3 Commercial Motor Vehicle Management

3.3.1 CDL Requirements

3.3.1.1 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.

3.3.1.2 A CDL is required when driving Motor Vehicles meeting the following criteria:

3.3.1.2.1 Greater than 26,000 pounds, or gross vehicle weight rating (GVWR) of a towed vehicle(s) exceeds 10,000 pounds.

3.3.1.2.2 Emergency Vehicles (e.g., Fire Apparatus) during non-emergencies,

3.3.1.2.3 Placarded HAZMAT loads (HAZMAT Endorsement required), and/or

3.3.1.2.4 Buses carrying more than 16 passengers including driver (Passenger Endorsement Required).

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3.3.1.3 Should any suspension, disqualification, or expiration of the CDL occur the person must notify their supervisor within 24 hour or the next regular business day and they will not be permitted to operate a Commercial Motor Vehicle that requires a CDL.

3.3.1.3.1 The Corporate Medical Department shall manage CDL physical Examination per their department procedures.

3.3.1.3.2 The Corporate Medical Department shall manage DOT/CDL Drug & Alcohol Testing per their department procedures.

3.3.1.3.3 The DOT Coordinator shall maintain CDL driver qualification files.

3.3.2 Requirements While Driving a Commercial Vehicle

While operating Commercial Motor Vehicles on road or off road, MPC employees shall meet the following requirements:

3.3.2.1 Current enrollment in the DOT physical examination program,

3.3.2.2 Current enrollment in the DOT/Federal Motor Carrier Safety Administration (FMCSA) Drug & Alcohol testing program,

3.3.2.3 Current CDL with appropriate endorsement, and

3.3.2.4 Copy of DOT physical examination certificate on person while operating Commercial Motor Vehicle on public roads.

3.3.3 Commercial Motor Vehicle Requirements

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:

3.3.3.1 Commercial Motor Vehicle Inspections

3.3.3.1.1 Required periodically not to exceed 12 months,

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

3.3.3.1.3 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.

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

3.3.3.2 Commercial Motor Vehicle Marking

3.3.3.2.1 Name of Operating carrier (e.g., Blanchard Refining LP) and home office location (Texas City, TX),

3.3.3.2.2 Motor carrier Identification Number (US DOT 2400808), and

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

3.3.3.3 Hands-Free Mobile Telephone Requirement

3.3.3.3.1 The Department of Transportation prohibits the use of a hand-

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held mobile telephone while driving a Commercial Motor Vehicle.

3.3.3.3.2 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.

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

3.3.3.4 Commercial Motor Vehicle Accident Reporting

3.3.3.4.1 In addition to the motor vehicle incident reporting requirements in Section 3.7 , the site DOT coordinator shall report 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 must be reported immediately to the Corporate ESS&PQ DOT Coordinator, who will determine if a telephone report or a written report must be submitted to the National Response Center (NRC). 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.

3.3.3.5 Driver Record of Duty Status Log Requirements

3.3.3.5.1 MPC employees driving a Commercial Motor Vehicle within 100 air miles of the refinery are exempt from the requirement to keep a driver log book.

3.3.3.5.2 In the event that an MPC refinery employee with a CDL does drive a Commercial Motor Vehicle greater than 100 air miles from the refinery, then the driver must keep a record of duty status (driver log book) of each 24 hour period the Commercial Motor Vehicle is driven. Notes:

3.3.3.5.2.1 The driver record of duty status should be kept in a commercially available driver log book.

3.3.3.5.2.2 In addition, the driver must have had 10 hours off duty prior to starting and must have a record of hours worked for each of the previous seven days.

3.3.3.5.2.3 Those hours cannot exceed 60 hours in 7 days or 70 hours in 8 days depending on the log being used.

3.3.3.5.3 Note: The following conditions must be met to be eligible for the 100 air mile exemption:

3.3.3.5.3.1 The driver must operate within a 100 air mile radius from the normal work location.

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- 3.3.3.5.3.2 The hours worked for each driver must be recorded and retained for six months which includes:
 - time driver reports for work each day,
 - total hours on duty each day, and
 - time driver is released from duty each day, and
 - total time worked for each of the preceding seven days.
- 3.3.3.5.3.3 The driver must return to normal work location and be released from duty within 12 hours each day.
- 3.3.3.5.3.4 The driver can only drive 11 of these 12 hours.
- 3.3.3.5.3.5 The driver must have 10 hours off between 12 hour shifts. Competencies and Training

3.4 On-Road Driving Requirements

3.4.1 Requirements for Driving on Public Roads

- 3.4.1.1 Employees operating a Motor Vehicle while conducting MPC business shall be in compliance with all applicable federal, state and local motor vehicle laws, and MPC standards and policies.
- 3.4.1.2 Employees operating or riding in a Motor Vehicle **shall** use seat belts and if equipped, the vehicle air bag(s) shall be operational.
- 3.4.1.3 Smoking is prohibited in a MPC owned, leased or assigned Motor Vehicles.
- 3.4.1.4 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.
- 3.4.1.5 MPC hourly employees are subject to the GBR Substance Abuse Policy and MPC salaried employees are subject to the MPC Drug and Alcohol Collection Standard (**HLT-2015-DN**), 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.

3.4.2 On Road Seat Belt Use

- 3.4.2.1 All MPC Vehicles shall be equipped with seat belts for each occupant.
- 3.4.2.2 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.
- 3.4.2.3 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.

3.4.3 Air Bags

If so, equipped, the vehicle air bag(s) shall be operational.

3.4.4 Mobile Phones, Blackberries, and Portable Electronic Devices

- 3.4.4.1 It is the responsibility of each employee to ensure that full attention devoted to driving when operating a Motor Vehicle. Any activity that detracts or

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distracts from the ability of a driver to operate a Motor Vehicle safely is strongly discouraged.

3.4.4.2 Using mobile communication devices:

3.4.4.2.1 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.

3.4.4.2.2 While strongly discouraged, use of a mobile communication device while driving a Motor Vehicle 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:

3.4.4.2.2.1 Stopping the Motor Vehicle in a safe location to continue the conversation,

3.4.4.2.2.2 Suspending potentially distracting conversations until the Motor Vehicle is stopped (**Note:** These include highly complex or emotional conversations.),

3.4.4.2.2.3 Avoiding answering or making calls while in difficult driving conditions (e.g., heavy traffic, bad weather), or

3.4.4.2.2.4 Using hands-free devices such as speakerphone, wired or wireless headsets or vehicle hands-free system.

3.4.4.3 **Note:** Use of mobile phones while driving must be in accordance with all local, state, and federal laws

3.4.4.4 See section 3.5.4 for requirements regarding mobile communication device use in the refinery and docks.

3.4.5 Distracted Driving

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.

3.4.6 Security

Employees should use good judgment and be cognizant of potential security threats while traveling on company business.

3.4.6.1 Motor Vehicles must be locked and secure when unattended.

3.4.6.2 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.

3.4.6.3 Park as close to the entrance of your travel destination as possible, and preferably in a well lit area.

3.4.6.4 Be aware of personal safety and security while traveling in unfamiliar areas.

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3.4.6.5 Each employee shall comply with the security guidelines for offsite travel set forth by Corporate Security, the Corporate Travel Policy, and any component travel security practices. (Note: SSA associates assigned to a Marathon Vehicle will comply with the SSA Auto Policy.)

3.4.7 Motor Vehicle Documentation

While traveling in a Motor Vehicle, drivers must ensure that the appropriate documentation is maintained including insurance information, accident reports, vehicle registration, and operation manual.

3.4.8 On Road Motor Vehicle Incident (MVI) Reporting

Employees shall take the appropriate steps necessary to report Motor Vehicle Incidents (MVI) per applicable MPC Incident Reporting Guidelines (**GEN-1006-DN, SSA Standard 110** and **MPC Standard 307**) within 24 hours of the incident. As a reminder, additional notifications required may include:

- 3.4.8.1 Notifications to local law enforcement,
- 3.4.8.2 Notifications to Supervisors/Managers,
- 3.4.8.3 Notifications to ES&S Department, and
- 3.4.8.4 Notification to Rental Car Company (as appropriate)..
- 3.4.8.5 See Section 3.6.2.2 for Motor Vehicle Incident reporting requirements.
- 3.4.8.6 Notifications to USDOT if incident involves a commercial Motor Vehicle.
- 3.4.8.7 Additional notifications to the Legal Department are required if the incident involves an injury or fatality.

3.5 Off-Road Motor Vehicle Safety Requirements

3.5.1 Emergency Vehicles

- 3.5.1.1 Occupants, excluding drivers and front seat passengers, of emergency response vehicles, (e.g., attendants in the rear of ambulances, firefighters, and HAZMAT trailer) are exempted from seat belt and shoulder harness requirements when on-site. Seat belts and shoulder harnesses are required for any emergency vehicle that leaves the site.
- 3.5.1.2 Emergency response vehicles, (e.g., security, fire trucks, ambulances) are exempted from parking requirements while at the scene of an incident, drill, or training.
- 3.5.1.3 Emergency response vehicles have the authority to travel through restricted road, based on good judgment and hazard evaluation, when responding during an emergency.

3.5.2 Vehicle Access & Parking

- 3.5.2.1 Vehicle access is permitted by Security for the approved employee for his/her vehicle only in accordance with applicable plant procedures.
- 3.5.2.2 Employee Parking
All employees are required to park personal vehicles only in designated areas as specified by MPC GBR Security.
- 3.5.2.3 Contractor Parking
All contractor personal vehicles must park as directed by MPC GBR Security.
- 3.5.2.4 Visitor Parking

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- 3.5.2.4.1 All visitor vehicles must be parked at the following locations unless they have been directed to park in other parking locations by MPC GBR Security:
 - 3.5.2.4.1.1 Texas City refinery visitors must park in the parking spaces outside the Main Gates and/or Administration Buildings.
 - 3.5.2.4.1.2 If visitor parking locations are full, visitors may park in any available adjacent parking lots.
 - 3.5.2.4.1.3 See 3.5.2.5 for Dock parking requirement.
- 3.5.2.5 Dock Parking
 - 3.5.2.5.1 At the Galveston Bay Refinery Docks, vehicles are to be parked in designated parking areas in accordance with the Department of Homeland Security/United States Coast Guard (DHS/USCG) Facility Security Plan.
 - 3.5.2.5.1.1 Vehicles of MPC operations and maintenance personnel may be parked in designated parking spaces next to the Meter Station.
 - 3.5.2.5.1.2 Vehicles of contractors and visitors must be parked outside the fenced area.
- 3.5.2.6 General Parking Requirements
 - 3.5.2.6.1 No vehicle may be parked in any access lane to a process unit or maintenance shop, on/across a railroad track, blocking any emergency vehicle regardless of its location, or blocking any other vehicle's egress from its parked location.
 - 3.5.2.6.2 When parking, do not block access to any fire lanes, emergency equipment, or fire hydrants.
 - 3.5.2.6.3 Do not park within 20 feet of emergency equipment including fire monitors and hydrants unless there is a designated parking space.
 - 3.5.2.6.4 To park within the security-controlled fenced areas of the Texas City refinery a vehicle must have an entry permit issued by Security in accordance with applicable MPC GBR security procedures.
 - 3.5.2.6.5 If a parking space is specifically reserved for an individual, either by title or name, only that person or their designated replacement may utilize it.
 - 3.5.2.6.6 Parking spaces reserved for special circumstances, such as stork, handicap or spaces given as employee recognition, may only be utilized by the intended individuals.
 - 3.5.2.6.7 No vehicle will be left unattended with the motor operating. 'Unattended' is defined as no operator physically in the driver's seat of the vehicle in a position to control it. This provision does not apply to emergency response vehicles or a vehicle providing a power source necessary for auxiliary equipment such as auxiliary pumps, unloading pumps or other power take off (PTO) driven equipment.

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- 3.5.2.6.8 Company vehicles parked near the front building complex shall be legally parked. Keys should be left in the vehicles or returned to a designated location for checking in/out.
- 3.5.2.6.9 When vehicles are parked at or around process units, doors must remain unlocked and keys must be left in the ignition so vehicles can be moved if necessary during a process unit emergency.
- 3.5.2.6.10 When company vehicles are parked at offsite locations, doors must be locked and keys must be removed from the ignition to help prevent theft.
- 3.5.2.7 MPC GBR Security
 - 3.5.2.7.1 Refer to the MPC GBR Security web site for Vehicles Entry Pass and Parking Permit ([Security Procedure No. PO-04](#)).
- 3.5.3 Requirements for Driving & Parking near Process Equipment
 - 3.5.3.1 Driving Near Process Equipment
 - 3.5.3.1.1 Refinery roads to be used for normal traffic through the refinery (non-permit required roads) and Safe Work Permit required roads shall be identified on an overall refinery plot plan.
 - 3.5.3.1.1.1 Roads within classified hazardous areas are designated, marked and closed.
 - 3.5.3.1.1.2 Vehicle access and movement of any kind in the areas is allowed only with special escort (when required) and GBR-HESS-PR03 Safe Work Permit Procedure.
 - 3.5.3.1.2 Per GBR PS 4.5 Exclusion for Planned Startup / Shutdown and GBR-HESS-EPR-02 Emergency Action Plan, GBR 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).
 - 3.5.3.2 Parking Near Process Equipment
 - 3.5.3.2.1 GBR shall develop and implement a parking plan that specifically designates approved parking locations within the refinery. 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. The refinery should consider the following general rules when establishing the parking plan:
 - 3.5.3.2.1.1 Maintaining two wheels on the road at all times,
 - 3.5.3.2.1.2 Parking adjacent to process units and pipe racks should be limited to work Motor Vehicles only and only when necessary to get tools, equipment, and materials to the worksite, and

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- 3.5.3.2.1.3 All Motor Vehicles must be turned off with keys left in the ignition when not attended or in use.
- 3.5.3.2.1.4 See 3.5.2.6 for general parking requirements at or near process units.
- 3.5.3.2.1.5 See 3.5.2.5 for dock parking requirements.
- 3.5.3.2.1.6 See 3.2.3 for parking requirements during large TAR/projects.

3.5.4 Mobile Communication Device Use in the Refinery

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

- 3.5.4.1 Drivers must not talk on two-way radios unless the vehicle is parked. Emergency response personnel and unit operations personnel responding to an operational emergency may utilize radio communications while driving.
- 3.5.4.2 Use of mobile phones while driving in the refinery or docks is prohibited, unless the vehicle is parked.
- 3.5.4.3 Drivers should not use or wear any ear phone devices while driving.

3.5.5 Speed Limits

Drivers must obey the posted speed limit signs.

- 3.5.5.1 The maximum speed limit in parking lots is 5 mph.
- 3.5.5.2 The maximum speed limit on roadways within the site is 15 mph. Speed must be lowered whenever conditions warrant. (e.g., rail traffic, pedestrians, inclement weather, oversize load, detours, turnarounds, and roadway surface condition).
- 3.5.5.3 When warranted (ie: construction areas, TAR areas), temporary speed bumps, stop signs, and 5 mph speed limit signs must be erected.
 - 3.5.5.3.1 A site-wide communication must be issued to avoid travel in these areas.
 - 3.5.5.3.2 Speed bumps and temporary hose/power crossovers must be navigable by low-clearance vehicles (e.g., passenger vehicles, forklift trucks).

3.5.6 Off-Road Seat Belt Use

- 3.5.6.1 When driving on company property, seat belt use is required for all employees and contractors while driving Motor Vehicles equipped with seat belts. If the Motor Vehicle cannot be equipped or retrofit with seat belts by the manufacturer, 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.
- 3.5.6.2 Operators of vehicles or mobile plant equipment (cranes, carry deck cranes, forklifts, utility vehicles, etc.) must wear seat belts while seated, even when the equipment is in a stationary position. A seat belt is not required when the engine is not running.
- 3.5.6.3 The Garage will be responsible for maintaining seat belts in MPC vehicles and MPC owned Heavy Equipment.

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3.5.7 Air Bags

If so, equipped, the vehicle air bag(s) shall be operational.

3.5.8 Escort requirements for Heavy Equipment & Unlicensed Motor Vehicles

3.5.8.1 Escorts shall be provided when forklifts, and pickers, and other heavy equipment are driven on or across state or local roadways.

3.5.8.1.1 A licensed escort Motor Vehicle with flashing lights must follow behind heavy equipment while traveling on public roadways, and

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

3.5.9 Motorcycles and All-terrain Vehicles (ATVs)

3.5.9.1 Employees are not allowed to ride motorcycles while driving on company business.

3.5.9.2 Motorcycles are not allowed within the controlled access areas of the Texas City refinery. Motorcycles must park in the employee or contractor parking lots.

3.5.9.3 Employees are not allowed to ride ATVs or similar types of vehicles on public roadways.

3.5.10 Escort Requirements for Cranes

Refinery procedures must include the following safety requirement for the safe movement of cranes.

3.5.10.1 Mobile cranes used to pick and carry a load must have an escort (e.g., vehicle or walking), and

3.5.10.2 Cranes must have a walking escort when maneuvering in process units and other congested areas.

3.5.10.3 See Section 3.2.4.5 for crane escort and right-of-way requirements.

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.

3.5.11 Chemical & Delivery Truck Escort Requirements

Chemical and freight delivery trucks, entering the refinery require escorts until the drivers are familiar with the refinery and demonstrate sufficient site knowledge to Security Personnel such that they can safely be allowed to travel alone to and from their destinations. Security Officers at entry gates will follow Security Department procedures to determine when escort is required.

Note: All visitors, first-time delivery personnel and all long-haul truck drivers will be escorted by facility personnel at all times while on the facility unless unescorted access is granted by the Facility Security Officer or his designee.

3.5.12 Motor Vehicles as Ignition Sources

3.5.12.1 Process Safety Team must conduct a 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:

3.5.12.1.1 Process equipment in close proximity to roadways,

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- 3.5.12.1.2 Proximity of atmospheric vents to roadways and parking areas,
- 3.5.12.1.3 Vessel content (LPG, auto ignition temperature),
- 3.5.12.1.4 Number of potential leak points, and
- 3.5.12.1.5 Likelihood/potential for a vapor cloud explosion (VCE) event due to a Motor Vehicle ignition source or the Motor Vehicle creating congestion.
- 3.5.12.2 The Motor Vehicle Hazard Assessment must be 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 three years) by the Refinery Management Team.
- 3.5.12.3 The Motor Vehicle Hazard Assessment should be used to define areas where Safe Work Permits are required in order to control the ignition source posed by a Motor Vehicle.
- 3.5.13 Additional Requirements for Golf Carts, Mules®, Gators® & ATVs
 - 3.5.13.1 Golf carts, Mules®, Gators®, or other ATVs must be equipped with the following safety equipment:
 - 3.5.13.1.1 **Seatbelts** – retractable lab belts as a minimum. Three point/diagonal seatbelts are recommended.
 - 3.5.13.1.2 **Tires** – tires with a minimum tread depth of 1.6mm (2/32nd inch) across 75% width of the tire. Tires tread shall be appropriate for the service.
 - 3.5.13.1.3 **Vehicle Condition/ Maintenance** – vehicle must be maintained per manufacturing recommendations.
 - 3.5.13.1.4 **Windshields** – specify laminated glass windshields or safety rated plastic
 - 3.5.13.1.5 **Head & Tail Lights** – must be fitted with head and tail lights
 - 3.5.13.1.6 **Brake Lights** – left and right. If vehicle has ‘automatic stop’ when gas pedal is released, a brake light activation must be installed.
 - 3.5.13.1.7 **Turn Signals** – must be fitted with right and left turn signal
 - 3.5.13.1.8 **Strobe Light** – orange strobe light mounted on top of the cab
 - 3.5.13.1.9 **Mirrors** – internal rear view mirror
 - 3.5.13.1.10 **Rollover Protection** – must be fitted with ROPS approved rollover protection
 - 3.5.13.1.11 **Backup Alarm** – must be fitted with a backup or reversing alarm
 - 3.5.13.1.12 **Horn** – must be fitted with a horn
- 3.5.14 Clearance Markings
 - 3.5.14.1 Piping that crosses roadways within the refinery should be marked with the clearance height from grade, and updated following piping or grade height changes.

 Note: For piping color coding requirements based on pipe service, see TCR-GP 06-60-1 Selection of Protective Coatings for Atmospheric Equipment and

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Structures. For piping color coding requirements based on pipe material, see MPC Refining Core Specification SP-50-03 Piping Material, as applicable.

3.6 Enforcement

3.6.1 Traffic Enforcement Requirements

- 3.6.1.1 1st Violation - Security Department will forward an e-mail to employee's Direct Supervisor containing the date, location and type of violation. (Copy of Citation forwarded to GBR HESS Manager)
- 3.6.1.2 2nd Violation – If within 12 months of 1st violation, Security Department will forward an e-mail to employee's Direct Supervisor, Division Manager and Human Resources containing dates, locations and types of both 1st and 2nd violations. (Copy of Citation forwarded to GBR HESS Manager)
- 3.6.1.3 Violations of Motor Vehicle and Driving Safety Policy could result in disciplinary action and/or loss of driving privileges.

3.6.2 Parking Enforcement Requirements

- 3.6.2.1 1st Violation – Warning, Security Department will forward an e-mail to employee's Direct Supervisor containing the date, location and type of parking violation. (Copy of parking citation forwarded to GBR HESS Manager)
- 3.6.2.2 2nd Violation – If within 6 months of 1st violation, Security Department will forward an e-mail to employee's Direct Supervisor, Division Manager and Human Resources containing dates, locations and types of both 1st and 2nd parking violations. (Copy of parking citation forwarded to GBR HESS Manager)
- 3.6.2.3 Violations could result in disciplinary action and/or loss of driving privileges.

3.7 Motor Vehicle Incident Reporting

3.7.1 Motor Vehicle Incident Reporting

- 3.7.1.1 GBR must report and track all on-road and off-road Motor Vehicle incidents. All Motor Vehicle incidents must be investigated for compliance with GEN-1006-DN Incident Investigation.
- 3.7.1.2 There are two required reporting mechanisms for Motor Vehicle incidents:
 - 3.7.1.2.1 In order to comply with corporate standard GEN-91008-DN (Driving Metric) an accident report must be completed in DataPipe for any "Reportable" incidents (see definition in Section 3.7.2.1.2).
 - 3.7.1.2.2 GBR shall complete an accident report on all work-related Motor Vehicle incidents in Intelex. The following information must be included in Intelex for each accident report:
 - 3.7.1.2.2.1 Date of Incident – The date of incident,
 - 3.7.1.2.2.2 Location – Exact location in-plant and/or public road,
 - 3.7.1.2.2.3 Incident category (0 through 4),
 - 3.7.1.2.2.4 Number and Extent of the injuries (Fatality, Lost Time, Recordable) – Using the OSHA definition,

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- 3.7.1.2.2.5 Roll-over (Yes/No) – Self-explanatory,
- 3.7.1.2.2.6 Able to Drive (Yes/No) – Self-explanatory,
- 3.7.1.2.2.7 On-road (Yes/No) – Self-explanatory,
- 3.7.1.2.2.8 Speed – Approximate speed of all Motor Vehicles involved, and
- 3.7.1.2.2.9 Preventable / Non-Preventable

3.7.2 Motor Vehicle Incident Categories

GBR will use the following Motor Vehicle incident categories for tracking and reporting purposes:

3.7.2.1 DATAPIPE Reporting:

3.7.2.1.1 “Reportable” – all work-related incidents regardless of fault, preventable or non-preventable, which meet one or more of the following criteria:

- 3.7.2.1.1.1 Any incident (on-road or off-road) which results in an OSHA recordable injury to an employee or third-party person; or
- 3.7.2.1.1.2 Any incident (on-road or off-road) which results in a rollover; or
- 3.7.2.1.1.3 Any incident (on-road or off-road) where the vehicle cannot be driven from the scene under its own power in a roadworthy state; or
- 3.7.2.1.1.4 Any other on-road incident where one of the vehicles involved was traveling more than 15 mph.

3.7.2.1.2 “Reportable” incidents are those incidents meeting one or more of the above criteria that involve the following over-the-road vehicles:

- 3.7.2.1.2.1 Cars,
- 3.7.2.1.2.2 Vans,
- 3.7.2.1.2.3 Sports utility vehicles (SUV),
- 3.7.2.1.2.4 Light trucks,
- 3.7.2.1.2.5 Heavy trucks, or
- 3.7.2.1.2.6 Buses.

3.7.2.2 INTELEX INCIDENT REPORTING:

Motor Vehicle Incidents shall be categorized in Intelex as follows:

- 3.7.2.2.1 Category 0: Off-road vehicle incident that does not meet any of the criteria for corporate Reportable.
- 3.7.2.2.2 Category 1: Reportable incident that does not result in an OSHA recordable injury.
- 3.7.2.2.3 Category 2: Reportable incident that does result in an OSHA recordable injury or Significant Off-road Accident per Section A.18.

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3.7.2.2.4 Category 3: Reportable incident resulting in multiple OSHA recordable injuries.

3.7.2.2.5 Category 4: Reportable incident resulting in a fatality.

3.7.3 Motor Vehicle Incident Corporate Reporting Requirements

Refining staff will submit an updated report to MPC Corporate HES&S Process Group Manager that includes year-to-date Reportable Motor Vehicle incidents through the end of each calendar quarter.

3.7.4 Motor Vehicle Mileage Reporting

3.7.4.1 Mileage will be used to normalize the number of incidents. The total number of miles must be reported monthly in DataPipe for all Motor Vehicles that were driven by MPC employees on public roadways while conducting company business. For uniformity, it is important to report distance traveled for only those Motor Vehicles for which you would report a Reportable Motor Vehicle incident (see Appendix B).

3.7.4.1.1 Responsibility for mileage input is as follows:

3.7.4.1.1.1 Refinery: All MPC-owned Motor Vehicles (pool cars, plant trucks, etc.),

3.7.4.1.1.2 Corporate: Rental car mileage (business use by MPC Refining employees), and

3.7.4.1.1.3 Corporate: Mileage reimbursement for Refining employee's use of personal Motor Vehicle for business purposes.

3.7.4.2 GBR must include the following information in the DataPipe Vehicle Mileage module on a monthly basis:

3.7.4.2.1 Input mileage for the reporting month,

3.7.4.2.2 Input number of "Reportable" incidents for the month, and

3.7.4.2.3 Input number of employee off-road and contractor off-road incidents in their respective sections for the month.

3.8 Training

3.8.1 Driver Training

3.8.1.1 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:

3.8.1.2 At a minimum, review the requirements this procedure and complete a basic safety training that addresses at least the following issues:

3.8.1.2.1 Defensive Driving, and

3.8.1.2.2 Driving Distractions.

3.8.1.3 Note: Completion of a Web Based Training (WBT) will satisfy this training requirement.

4.0 Definitions

4.1 **Areas of Explosion & Flammability Hazard** – Areas of Explosion & Flammability Hazard are

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areas with a potentially explosive or flammable atmosphere, including but not limited to

- 4.1.1 vehicle fueling areas,
 - 4.1.2 fuel or chemical transfer areas,
 - 4.1.3 any areas classified as Class I, Div. I or Div II, or
 - 4.1.4 any other areas where it is advisable to turn off the Motor Vehicle's engine due to flammability and ignition potential.
- 4.2 **Authorized Driver** – An Authorized Driver is a MPC employee that holds a valid driver license, has completed the appropriate basic driving safety training, and operates a Motor Vehicle on company business.
- 4.3 **Commercial Motor Vehicle** – A Commercial Motor Vehicle is any self-propelled or towed Motor Vehicle used on a highway in interstate or intrastate commerce to transport passengers or property when the Motor Vehicle:
- 4.3.1 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; or
 - 4.3.2 Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
 - 4.3.3 Is designed or used to transport more than 15 passengers (including the driver) and is not used to transport passengers for compensation; or
 - 4.3.4 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.
- 4.4 **Driving** – Driving refers to operating an automobile, truck, van or other motorized vehicle while in motion on a public thoroughfare.
- 4.5 **Employee** – For the purposes of this Standard an Employee is any MPC employee, including full-time, part-time, student co-ops, interns, casual or seasonal employees.
- 4.6 **Hand-Held Mobile Telephone Equipment** – 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.
- Note: This definition specifically excludes radio communication equipment used solely within the confines of an operating facility for internal communications.
- 4.7 **Hands-Free Mobile Telephone Equipment** – For purposes of this Standard, Hand-Free Mobile Telephone Equipment refers to cellular telephone equipment which, through "speaker phone" or headset technology does not require the user to hold the unit during use.
- 4.8 **Motor Vehicle** – A Motor Vehicle refers to all MPC 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. For the purposes of this RSP this includes:
- 4.8.1 Car,
 - 4.8.2 Van,
 - 4.8.3 Light truck,
 - 4.8.4 Motorcycles,
 - 4.8.5 Sports utility vehicle (SUV),
 - 4.8.6 Heavy truck,

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- 4.8.7 Utility vehicle used to transport personnel and equipment,
- 4.8.8 Cranes carrying a load or operating in a congested area,
- 4.8.9 Forklifts operating as plant equipment,
- 4.8.10 Backhoes operating as plant equipment,
- 4.8.11 Track hoes operating as plant equipment,
- 4.8.12 Cherry pickers,
- 4.8.13 Man-lifts,
- 4.8.14 Golf Carts, Mules®, Gators®, and ATVs operating as plant equipment, and
- 4.8.15 Buses.

Note: 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.

- 4.9 **Motor Vehicle Incident (MVI)** – A Motor Vehicle Incident (MVI) is an incident involving a Motor Vehicle for company business resulting in injury, or loss/damage, or harm to the environment, whether this impacts MPC, 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:
- 4.9.1 Examples of a MVI include moving traffic accidents, car-deer accidents, collision with equipment, severe abnormal failure of equipment on a MPC 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.
 - 4.9.2 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).
 - 4.9.3 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”)
 - 4.9.4 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.
 - 4.9.5 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.
 - 4.9.6 Damage to a Motor Vehicle while it is not in operation or not attended by a MPC employee (parking lot damage), is not a MVI assuming it was properly parked.
 - 4.9.7 Injuries that occur when entering or exiting a properly parked or stopped Motor Vehicle is not a MVI.
 - 4.9.8 Any incident involving loading or unloading from a properly parked or stopped Motor Vehicle is not a MVI
- 4.10 **MPC Vehicle** – A MPC Vehicle refers to a passenger vehicle or other over-the-road vehicle owned or leased by MPC but not including short-term rental vehicles (e.g., Avis, Hertz, or Enterprise rental vehicles).
- 4.10.1 A MPC Vehicle refers to a passenger vehicle or other over-the-road vehicle owned or leased by MPC but not including short-term rental vehicles (e.g., Avis, Hertz, or Enterprise rental vehicles).
- 4.11 **Non-Preventable** – Non-Preventable refers to an event, in this case a MVI caused by

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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.

- 4.11.1 Examples include Motor Vehicle accidents for which the non-MPC driver is clearly and solely at fault or where the primary cause was beyond the employee's anticipation and control.
- 4.12 **Off-Road** – For the purpose of reporting, Off-Road means within the refinery perimeter. Off-Road incidents are not included in the performance metric.
- 4.13 **On-Road** – 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.
- 4.14 **Portable Electronic Device** – A Portable Electronic Device refers to devices such as
- 4.14.1 smart phones,
 - 4.14.2 personal digital assistant (PDAs),
 - 4.14.3 global positioning system (GPS) or navigation units,
 - 4.14.4 portable MP3 players,
 - 4.14.5 laptops,
 - 4.14.6 stereo headphones, and
 - 4.14.7 radar detectors.
- 4.15 **Preventable** – Preventable refers to 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.
- 4.16 **Rollover** – Rollover refers to any crash where the Motor Vehicle has flipped to its sides, top and/or rolled 360 degrees via any axis.
- 4.17 **Significant Off-Road Accident** – Since these accidents are NOT included in the performance metric, Significant Off-Road Accidents will be determined by the reporting business component and based solely on the opportunity to learn from the incident.
- 4.18 **Work Relationship for MVIs Definition** – For reporting purposes, a Work Relationship for MVIs 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.
- 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:
- 4.18.1 running errands,
 - 4.18.2 obtaining meals for oneself,
 - 4.18.3 driving to a medical appointment, or
 - 4.18.4 detours for personal reasons when traveling on work-related business.

5.0 References

- 5.1 MPC RSP-1713-000 Motor Vehicle Safety and Driving Standard

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- 5.2 MPC SAF-4019-DN Driving Safety
- 5.3 MPC GEN-1006-DN Incident Investigation
- 5.4 MPC GEN-91008-DN Driving Metric
- 5.5 MPC HLT-2015-DN Drug and Alcohol Collection Standard
- 5.6 MPC Standard 307 Reporting Occupational Injuries & Illnesses
- 5.7 MPC Standard 313 Use of Mobile Phone
- 5.8 SSA Drug and Alcohol Policy
- 5.9 OSHA Standard 29 CFR 1910.307 Hazardous (classified) Locations
- 5.10 DOT 49 CFR part 40.1 thru 40.413 and 395 Federal Motor Carrier Safety Regulations

6.0 Attachments

- 6.1 Attachment A: Mileage Guidelines
- 6.2 Attachment B: Driver Qualification Self-Verification

7.0 Revision History

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue. Consolidated site procedure that replaces GBR-HESS-ME-01 and RGD-S121-TC under MOC 61584.	B. D. Weir	V. J. Meeks	5/21/2019	6/7/2019

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-1 Motor Vehicle and Driving Safety	Doc Number: RSW-000024-GB	Rev No: 0

Attachment A Mileage Guidelines

Motor Vehicle Mileage	<p>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).</p> <p>For uniformity, it is important to report distance traveled for <u>only those Motor Vehicles for which you would report a MVI should one occur</u>. This mileage report would typically include:</p> <ul style="list-style-type: none"> • All company owned or leased Motor Vehicles, • Rental car mileage (business use by MPC employees), and • Employee's use of personal Motor Vehicle for business purposes.
Pool/Assigned Motor Vehicles	<p>GBR will be responsible for providing actual or estimated mileage for the following Motor Vehicles:</p> <p><u>Pool Motor Vehicles</u> – Motor Vehicles used to travel on public roadways (e.g., traveling to meetings, conferences). Actual or estimated mileage is acceptable for pool Motor Vehicles.</p> <p><u>Refinery Motor Vehicles</u> – Motor Vehicles used for daily operation of the refinery (e.g., Maintenance trucks, Operations trucks, flatbed trucks for warehouse deliveries). Not included are forklifts, cranes, Motor Vehicles not capable of more than 15 mph, boats, and man-lifts.</p> <p>Note: GBR 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.</p> <p><u>Assigned Motor Vehicles</u> – Motor Vehicles that are assigned to an individual. When accounting for mileage, it is only required to account for miles for business use.</p>
Rental Motor Vehicles	<p>Corporate Refining will take care of estimating mileage for all rented Motor Vehicles.</p> <p><u>Estimation Methodology</u> – Capture Actual Spend for overall Refining Organization and apply the following formula to report miles driven.</p> <p><u>Formula:</u> (Commercial Car Rental Spend)/(\$45/day)*(100 miles/day average).</p>
Personal Motor Vehicle Use for Company Business	<p>Corporate Refining will take care of estimating mileage for all Personal Motor Vehicle Use.</p> <p><u>Estimation Methodology</u> – Capture Actual Spend from Expense Express for overall Refining Organization and divide by IRS Standard mileage reimbursement rate.</p>

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Attachment B

Driver Qualification Self-Verification

MPC employees who drive on MPC business (including company owned or leased vehicles, rental vehicles or personal vehicles) are required to comply with MPC RSP 1713-000 Motor Vehicle Safety and Driving Standard. This form will serve as the employee's self-verification that his/her drivers license is valid. In order to ensure compliance with the expectations of this standard, please complete this self-verification via MarLearn.

Driver Qualification

If you do not have a valid driver's license, you cannot drive **any** vehicle on company business.

- I have a valid driving license I do not possess a valid driving license
- I understand I must wear a seatbelt while driving or traveling on company business.
- I understand that, if equipped, the vehicle air bag(s) shall be operational while driving or traveling on-road on company business.
- I understand that tampering with or disabling any safety device on a MPC Motor Vehicle (e.g., seat belt warning alarm) is prohibited.
- I understand I cannot talk on or use a Mobile Phone, Blackberrie, and Portable Electronic Device while driving on company property.
- I understand I am strongly discouraged from using these devices on public roads while on company business. While strongly discouraged, use of a mobile communication device while driving a Motor Vehicle on public roads 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, I shall make driving the priority activity over the conversation, and additional precautions shall be considered, which may include but are not limited to:
- Stopping the Motor Vehicle in a safe location to continue the conversation,
 - Suspending potentially distracting conversations until the Motor Vehicle is stopped (Note: These include highly complex or emotional conversations.),
 - Avoiding answering or making calls while in difficult driving conditions (e.g., heavy traffic, bad weather), or
 - Using hands-free devices such as speakerphone, wired or wireless headsets or vehicle hands-free system.
- I will adhere to the drug and alcohol policy.
- I will ensure the number of passengers does not exceed the manufacturer's specifications.
- I understand it is my responsibility as a driver to ensure all passengers are wearing a seatbelt.
- I will only drive a vehicle if I am appropriately rested and alert.