

Purpose

This document is intended to serve as a reminder of safe work practices and is not a complete presentation of this topic. It should be used by individuals trained and competent in this subject. It is not intended to replace or supersede company procedures, industry standards and/or applicable governmental laws and regulations.

Definitions

Defensive Driver: One who makes allowances for the lack of skill and knowledge of other drivers, recognizing that they have no control over the unpredictable actions of others nor over the conditions of the road or weather. Defensive drivers develop defenses against these hazards by conceding the right of way, making concessions to avoid a collision. They commit no driving errors personally and are alert to avoid the incident traps and hazards created by weather, roads, pedestrians and other drivers.

Preventable Vehicle Accident: An accident in which the driver failed to do everything reasonable to avoid it.

Non-Preventable Vehicle Accident: An accident in which the driver did everything reasonable to foresee and avoid the things that caused the incident.

It is often difficult to make a driver understand that they could have prevented an accident.

Applications

• Employees who drive company vehicles	• Contractors who drive company vehicles
• Employees who drive rental vehicles on company business on facilities or roads owned or operated by another company	• Anyone who drives

Hazards

• Poor road conditions such as ice, snow, mud, rough roads, obscured vision	• Collisions with other vehicles or fixed objects
• Loss of job as a result of lost license	• Power lines over roads
• Poorly maintained vehicles	• Un-insurability due to violation of traffic laws

General Information

Driving a vehicle is recognized as the most dangerous daily task performed by many employees in the oil and gas industry. Therefore, employees, supervisors and management should do the following to ensure safe vehicle operation:

1. Ensure they drive safely on public highways, private drives and lease roads.
2. Report the unsafe vehicle operation of others to their supervisor.
3. Maintain their overall driving record so it doesn't inhibit insurability.
4. Report all vehicle accidents, incidents and moving violations to their supervisor.
5. Maintain vehicles in safe operating condition, or ensure they are maintained.

6. Perform, or ensure they are performed, daily and monthly vehicle inspections.

General Information (continued)

7. Attend defensive driver training and/or provide it for drivers they supervise.
8. Be aware of weight and height limitations on public and lease roads.

Guidelines

- Drive Defensively, keeping in mind that attitude is a leading factor in poor driving.
- Ensure proper seat belt usage by all drivers and passengers.
- Operate a vehicle in compliance with laws and in such a way that will minimize wear and tear.
- Maintain a valid driver's license with the appropriate class or endorsements.
- Try to park where the first move of the vehicle is forward. This means that the driver should back into a parking space or stop so they can drive through a location.
- If driving an unfamiliar vehicle, take time to learn the location of vehicle controls, adjust the mirrors, and determine the operating condition of the brakes, lights, seat adjustment, etc.
- Exercise additional care when operating radio or phone communication devices while driving. Choose a safe place to pullover to dial, answer a call, or take notes. Mount radio's or phones so they will be accessible to the driver.
- Maintain the proper documentation for all Commercial Drivers License (CDL) drivers.

References

- ANSI D15.1 - Method of recording & measuring Motor Vehicle Fleet Accident Experience
ANSI D16.1 - Manual on Classification of Motor Vehicle Traffic Accidents