



Procedure for AZSPU Driving Safety Standard

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1 PURPOSE /SCOPE

Purpose

The purpose of this procedure is to assist all who operate transportation as a scope of work for BP, to prepare for and execute road transport operations safely. This procedure includes clear regulations that must be complied with, and other useful information for guidance.

This procedure is not simply a set of regulations about how to drive well, it is also a guide to the conduct, which will lead to the safer use of vehicles both on the job and away from the workplace.

It deals with drivers' and passengers' behaviours, vehicle operation and maintenance standards. This procedure provides a recommended way of managing risks of driving for the workforce and vehicles on BP business.

The procedure includes the overall aim of reducing the number of driving related incidents

The Safe Driver's and Safe Passenger's Codes, which follow, summarise the essential behaviour, which is expected of all those who drive for BP as a scope of work and their passengers.

Scope

The contents of this procedure are applicable to all BP owned or managed project, operation, sites, structure and other asset in Azerbaijan SPU. Contractors operating transport on or to and from BP owned or managed project, operation, sites, structure and other asset of Azerbaijan SPU also responsible for alignment with this procedure.

This document does not replace the procedures prepared and adopted by specialist contractors. Neither does it supersede any national and local regulatory requirements.

This procedure contributes to compliance with the OMS Part 2 - Elements of Operating Including Group essentials, 3 - OMS Performance Improvement Cycle and 4 - Governance and Implementation. The procedure supports delivery of the following OMS Group Essentials.

Sub-element	Group Essentials
2.2 People and Competence	2.2.3, 2.2.5
3.2 Personal Safety	3.2.1
3.4 Health and Industrial Hygiene	3.4.4, 3.4.5
3.7 Transportation	3.7.1, 3.7.2, 3.7.3, 3.7.4, 3.7.5, 3.7.6
5.3 Asset Operation	5.3.1
5.4 Inspection and Maintenance	5.4.2, 5.4.3, 5.4.4

All guidelines contained in this procedure shall be regarded as the minimum requirements for BP owned or managed project, operation, sites, structure and other asset in Azerbaijan SPU.

Legislation & Standards

The aim of the Procedure for AZSPU Driving Safety Standard is to achieve "no accidents", "no harm to people" and "no damage to the environment". To achieve this aim, this procedure complies with National Legislation, the terms of the Production Sharing Agreement (PSA) and BP Group Recommended Practice GRP 3.7-0002 Driving Safety issued on 16th December of 2009.

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The best International Oil Industry practice and relevant goal setting legislation have been adopted to reduce the level of risk to as low as reasonably practicable and therefore well below that mandated by applicable statutory laws and regulations.

In the absence of local regulations, appropriate UK and US regulations and industry best practice will apply as required. In addition, BP Group Recommended Practice GRP 3.7-0002 Driving Safety has been considered in setting suitable goals and targets.

2 DEFINITIONS

TRA	Task Risk Assessment
DCTA	Driving Compliance Technical Authority
JMP	Journey Management Plan
ALARP	As Low as Reasonably Practicable
LV	Any motorized vehicle for transporting passengers or goods and with Gross Maximum Vehicle Mass equal or less than 3500 kg as per local legislation
HGV	Any motorized vehicle for transporting personnel or goods with Gross Maximum Vehicle Mass more than 3500 kg as per local legislation
ERV	Emergency Response Vehicle
ETD	Estimated Time of Departure
ETA	Estimated Time of Arrival
JMC	Journey Management Controller
IMS	Incident Management System
Individual seat belt	A seat belt designed for one person only
CS (CAM)	Contract Specialist (Contract Accountable Manager)

3 GENERAL REQUIREMENTS

Company Requirements

It is a company requirement that all driving operations are subject to an assessment of risk to demonstrate that risks have been reduced to as low a level as reasonably practicable (ALARP). This can be achieved by complying with the Company's existing standards. Where compliance with Company standards can not be reasonably achieved, a formal level 2 Risk Assessment will be undertaken to identify any additional controls to ensure that risks remain as low as reasonably practicable. Procedure of AzSPU Driving Safety Standard is non-negotiable.

Stopping Unsafe Work

To stop the continuation of potentially unsafe driving at the earliest possible stage, this Driving safety Standard Procedure make it very clear that all drivers and passengers are obliged and have the authority to **"STOP"** driving that they consider to be unsafe.

Deviations

This procedure contains general regulations for the operation of road transportation, which must be fully complied with by all who operate such transportation, as a scope of work for BP. Requirements and endorsement from BP AzSPU Driving Compliance Technical Authority (BP DCTA) must be obtained before any deviations from these regulations may be authorised. In emergency situations where approval is either unavailable or impractical, BP Senior line management are authorised to make deviations, provided that an adequate risk assessment has been conducted and firm control is implemented. All such deviations must however, be reported to BP RSA within 24 hours.

Any form of deviation from this procedure, including but not limited to local rules, shall be requested and authorised in accordance with SSOW, Deviations from Regulations and Procedures procedure (Doc. No: AZSPU-HSSE-DOC-00011-2).

Document Review

This document will be reviewed on an annual basis when users from the project, operation, sites, structure and other asset in Azerbaijan SPU will have an opportunity to propose changes to the existing processes and procedures. The Driving Compliance Technical Authority will be responsible for coordinating this review.

Audit, Compliance and Assurance

Performance Units (PU) are accountable for implementing the Standard and for providing auditable evidence of compliance.

Monitoring compliance to this Standard by BP employees and in respect of BP and contractors' vehicles, and reporting on progress of implementation must be included as part of the annual HSSE assurance process for each PU.

Compliance with Standards is mandatory for all BP driving workforce operating vehicles on BP business. Verification of compliance is the responsibility of relevant PU. PUs must be able to demonstrate compliance with the Standard and must have an action plan to address any gaps.

AzSPU Specific Cross References & Related Procedures

This procedure shall, where appropriate, be used in conjunction with this suite of AzSPU Procedures referenced below.

Document Number	Title of Procedure
AZSPU-HSSE-DOC-00011-2	Deviations from Regulations and Procedures
AZSPU-HSSE-DOC-00060-2	Permit To Work
AZSPU-HSSE-DOC-00054-2	Incident Investigation & Reporting
AZSPU-HSSE-DOC-00063-2	Task Risk Assessment

Language Facilitation

Due to the various languages spoken at project, operation, sites, structure and other asset in Azerbaijan SPU, there is a necessity to assist all with "an ease of understanding". Therefore, the development and use of information tools are available.

4 KEY RESPONSIBILITIES

Within this procedure the following responsibilities are assigned:

Site Manager

- Ensure overall operation of the AzSPU Driving Safety Standard procedure on their site and ensuring that the elements described in this document are consistently followed.
- Ensuring that the Driving Safety process is subject to regular monitoring and auditing, acting upon the results of these audits to maintain the integrity of the system and proposing any recommendations for system improvement.
- Ensuring that the training and competency standards, as defined in this document, are followed
- Ensuring that drivers incentive and disciplinary programs are in place and followed
- Approves deviation raised and ensures that the deviation process followed.
- Approval of all Level 2 Risk Assessments (Normal), Operational Risk Assessments (ORA) , Stand Alone Risk Assessments (SARA) and Isolation Risk Assessments (IRA).
- Approval of lessons learned and audits.

Transport Manager

The Transport Manager is responsible for:

- Ensuring adequate resources and funding (equipment, personnel, training, etc.) are allocated for the implementation and operation of this procedure.
- Organizing and conducting regular safety briefings in conjunction with HSE: and making arrangements for all drivers to attend.
- Preparing a schedule of monthly driver safety meetings that permits every driver to attend at least one meeting per month.
- Maintaining and auditing quarterly and monthly safety meeting attendance records.
- Ensuring that discrepancies in the vehicle inventory or vehicle condition are reported and corrective actions taken.
- Implementation of the Transport Safety Management Procedure.
- Ensuring the vehicle inspections are conducted on all BP and Contractor owned vehicles and contract vehicles operating on BP own or leased project, operation, sites, structure and other asset in Azerbaijan SPU and ensuring that results of the inspection are verified by the appointed workshop mechanic.
- Ensuring and verify that workforce drivers have valid Driving License and BP Driver Permit.
- Ensuring and verify that workforce drivers conducting pre-use vehicle checks on acceptable level as per procedure.
- Appointing a qualified mechanic who shall be designed as a Vehicle Safety Inspector.
- Ensuring that the Vehicle Safety Inspector implements and monitors the effectiveness of this procedure by carrying out audits and inspections.
- In collaboration with the BP Land Transportation Departments, ensuring that Defensive and other Driver Trainings and Assessment courses are scheduled, conducted and the all training and assessment records up to date.
- Investigation of all vehicle accidents and communicate lessons learned to the workforce
- Ensuring effective disciplinary action is taken against drivers who do not observe the rules set forth in this procedure.
- .

Passengers

Passengers play a significant role in road safety issues and are not only customers, but also supporters of the driver. Passenger behaviour can positively or negatively influence the Driver's performance.

Passengers must report unsafe driving practices, defective safety equipment, and unsafe vehicle or road conditions, to the Transportation Department. Passengers should also recognize good driving practices and safe driving performance.

Vehicle passengers are to be fully briefed during the company induction, regarding the safe code of practice and their expected behaviour.

Vehicle occupants must be encouraged to warn report or stop other occupants, who blatantly deviate from the established rules and regulations (SOC, Stop-cards, etc.)

Safe Passenger Code

Proudly adhering to this code will bring the benefits of fewer accidents, less stress, and a more responsible approach to passenger safety. This can be summarized by the following:

1. Always wear your seatbelt. Be certain that it operates correctly and that it is in good condition
2. Make sure your cargo is secured by placing all heavy items within the cargo space. Laptop is a load, which ideally should be placed in cargo space. No objects should be in front of airbags
3. Be on time and never attempt to rush the Driver, he will not comply
4. If you are in doubt of the vehicle's roadworthiness, then consult the vehicle's checklist and request a confirmatory check
5. Assist the driver while manoeuvring, if required
6. Do not smoke inside the vehicle
7. Advise the Driver if he fails to comply with the Safe Driver's Code
8. Confirm, that your Driver has filed a Journey Management Plan (more than 100 km round trip)
9. Always ensure that your headrest is properly adjusted
10. Do not eat or drink while vehicle is in motion – please avoid any hot-drinks while travelling
11. If you are feeling tired suggest a 5-minute break. Remember, if you sleep, you cannot effectively support the Driver, relying entirely on his professionalism and that of other passengers! It is recommended that at least one passenger remains awake while the vehicle is in motion

Remember!

Road safety is a matter of mutual responsibility of both the driver and his passengers.

Responsible Passenger

The "Responsible Passenger" is defined as the front seat passenger or the most senior employee seated in the vehicle. The senior passenger and the driver are equally responsible for ensuring compliance with this AzSPU Driving Safety Standard and ensuring the vehicle is operated in a safe and courteous manner.

The Responsible Passenger is responsible for:

- Ensuring that the motor vehicle observes the correct speed limits.
- Ensuring that the vehicle is driven in safe manner with due regards to the prevailing road and weather conditions.
- Reporting to Transport Manager any unsafe driving acts, conditions and incidents of speeding observed.

Vehicle Passengers

Vehicle passengers shall:

- Wear seatbelts whenever the vehicle is in motion.
- Ensure that the vehicle driver obeys the Traffic Law and BP Standard.
- Observe the requests of the driver with regard to passenger safety requirements.

Drivers

General

No matter how excellent the vehicle is, or how good the road, the majority of road traffic accidents happen because drivers are not observing, planning or adequately responding to the hazards, which can often be predicted or avoided.

By definition '**an accident**' is an unexpected event resulting in loss of control. Therefore, **ALL DRIVERS CAN AVOID ACCIDENTS** by staying firmly in control of all aspects of their journey by planning it, driving safely, and recovering from any unforeseen problems encountered.

BP and Contractor Drivers

BP Drivers and Contractor Drivers are responsible for:

- Ensuring that their vehicle is fit for purpose and maintained to be in a safe road worthy condition.
- Possession of a valid Driving License and BP Driver Permit.
- Ensuring that their vehicle is driven in a safe and courteous manner and obeying all safe-driving requirements contained in this procedure.
- Immediately reporting all accidents and incidents to the Transport Manager
- Attendance at safety meetings in accordance with the published schedule.

Ensuring that all passengers are wearing seat belts prior to moving the vehicle

The Safe Driver's Code

All those who drive for BP as a scope of work, on duty, and even off duty, must demonstrate a good standard of personal behaviour. People who see us can measure this behaviour. **It is a code of behaviour embodying SAFETY, COURTESY AND DISCIPLINE.**

Proudly adhering to this code will bring the benefits of fewer accidents, less stress, and a more professional approach to the essential task of driving safely. This can be summarized by the following:

1. Completing daily vehicle checks and report defects immediately
2. Planning the journey by use of a map (if required) and informing Base of the journey plan
3. Before setting out on any trip, you must be fit, alert and have the following documents in your vehicle:
 - Your driving license
 - The vehicle's technical passport
 - The insurance certificate
 - The company's authorisation letter
 - BP Driver's Permit
4. Driving the vehicle:
 - Only after everyone's seat belt is fastened (See Appendix J – Vehicle Seat & Seatbelt Policy)
 - Any unsafe passenger behaviour must be corrected immediately and reported
 - Unauthorised passengers are not to be carried
5. Rest breaks:
 - Half an hour after each 3 hrs of continues driving
 - A minimum of 12 hrs after a full 12 hrs shift.
 - If you feel tired at any time, always take a break
6. Being Seen and Heard:

- Headlights on at least 30 min before sunset (dusk) and 30 min after sunrise (dawn) also during poor daytime visibility. (See Appendix L – Headlights use guideline)
 - Use your horn to warn, not to annoy
7. Communication:
- Use your phone and radio only if parked in safe place
 - Keep your radio / phone use to a minimum
 - Never initiate or answer calls whilst driving (see Appendix D – Use of communication equipment procedure)
8. Speed:
- Always drive at a safe speed!
 - Comply with BP maximum speed limits of 90 km/h (70 km/h for vehicles in excess of 3.5 tonnes) on the highways and 60 km/h within the city limit, unless road and weather conditions dictate a lower speed, particularly whilst driving on wet or icy road. A maximum speed limit for driving off-road is 40 km/h. (Please see Appendix O – Maximum Speed Limits)
 - Follow the law 100% - BP will not pay fines!
9. Distance:
- Keep your distance from other road users
 - Show consideration for your passengers and all other road users
10. Accidents:
- Report all collisions and vehicle faults promptly (Please see Appendix E - Incident Investigation and Reporting Procedure)
11. You must not eat or drink whilst driving. Smoking is always prohibited inside the vehicle.

Remember!

Drive each day as though you were on a mission, the goal of which is not to be involved in or cause an accident.

Management Support

All supervisors and managers who administer transportation as a scope of work for BP must demonstrate:

- Compliance with all BP Road Safety regulations and guidelines
- Active support for the BP Road Safety Program, by personal commitment and leading by example

5 PROSEDURE AND PROCESS

Driving Competence

All Drivers must continue to develop their driving skills up to and beyond the BP minimum acceptable standard and familiarise themselves with local hazards. Only Drivers who hold BP Driver's Permits and who believe in and follow the Safe Driver's Code are allowed to drive vehicles as a scope of work for BP.

Driver Core Skills Assessment

BP driving instructors are to conduct core skills assessments prior to Driver recruitment and during scheduled assessments in accordance with the BP Driver's Permitting program. (See Appendix A)

Driver Supporting Skills

In addition to core skills, Drivers must also be able to:

- Demonstrate their knowledge of BP Road Driving Safety procedures
- Effectively use the BP Journey Management system
- Deal with simple mechanical faults, and be able to change a wheel
- Know the National and Local traffic rules and regulations
- Complete vehicle daily checks and understand the vehicle maintenance program
- Use communications equipment safely and in accordance with BP policy
- Understand the basics of how the vehicle works
- Understand how to report accidents in accordance with BP procedures
- Administer basic first aid and fight minor fires
- Demonstrate skills in off-road driving inclusive vehicle winch operation and basic recovery
- Understand and conduct 'Road Risk Assessments'

Driver Special Qualifications

Heavy Goods, Passenger Carrying and Articulated Vehicles

For vehicles, which carry more than eight passengers, weigh more than 3.5 tonnes or pull trailers in excess of 0.75 tonnes, Drivers must attend related training and hold the relevant license categories.



Driver Fitness, Welfare and Hours of Work

Fitness

A medical fitness program for all drivers must be in place – (Please see Appendix H)

- All drivers are to be subjected to a pre-employment medical fitness examination, which is conducted by a BP assessed medical organisation
- Bi-annual medical check-ups are to be scheduled for all personnel who drive for BP as a scope of work
- A system must be in place, which prevents drivers from operating vehicles when they are medically unfit or ill
- A system must be in place, which regularly checks the medical fitness of drivers. (On a daily basis)
- A system must be in place, which requires drivers to report when they are taking a course of physician prescribed drugs
- Drivers must routinely be checked for fitness following road traffic accidents.
- A system must be in place to regularly and randomly check drivers for alcohol / drug abuse. (Bi-annually and at high risk times such as days following; holidays, time off, celebrations etc - Please see Appendix – H)

The BP Driver medical screening programme as a minimum is comprised of:

- A health questionnaire
- A visual and audio examination
- Alcohol abuse check
- Prolonged use of prescribed or other medication
- Other clinical examinations as established by BP HSE Department (Please see Appendix – H)

Welfare

Drivers must be able to:

- Lodge in adequate accommodation, which has been approved by BP, if they are required to stay overnight. If tired, Drivers shall never be ordered to drive or continue driving

- Receive adequate meals – or have expenses to purchase such meals
- Provision for frequent communications with family
- Time off work in the case of family bereavement or other emergency
- Find out their duty in reasonable time in order to make necessary preparations

The company should cover all reasonable welfare expenses

Driver Hours of Work

The following hours of work comply with the BP Group HSE standards. It is recognised however, that it may be impractical to strictly follow these standards in all cases and as such deviations may be authorised. Drivers who operate in excess of their maximum daily hours are only to do so to complete essential work and these occurrences are to be kept to an extreme minimum. All deviations must be reported to BP DCTA and Drivers carefully monitored and controlled. Working hour's requirement shall comply with local legislation. Driving / working in emergency situations shall meet labour code requirements, definitions and conditions.

Requirements	Rules
Maximum <u>working hours</u> within a rolling 24 hour period	12 hours total
<u>Rest</u> after full 12 hours shift	Minimum 12 hours unbroken
Maximum <u>working hours</u>	60 hours over continues 7-day period or 120 hours over 14 days (no more than 80 hours over 7 days with an average of 60 hours a week over an extended period)
Maximum <u>driving time</u> within a rolling 24 hour period	10 hours total (not including the time spent driving to and from work)
Minimum <u>unbroken rest</u> during 24 hours period	6 hours
<u>Work breaks</u> (including meals) during a working shift	Minimum of 30 min break after every 5 hrs
Maximum <u>continuous driving time</u>	3 hours, with minimum 30 min break after. Additional breaks should be taken as felt necessary
Maximum <u>continues driving time</u> at the wheel <u>on night time or for off-road driving</u>	2 hours, with minimum 30 min break after
<u>Off-duty period</u> for every continuous 7 days	Minimum of a continuous 24 hour break
<u>Off duty period</u> for every continuous 14-day period	At least one continuous 48-hour break

Off duty rest must not be taken in the cab of a vehicle, unless the vehicle is fitted with a proper cab bunk.

When driving in severe weather or over difficult terrain, the working hours should be shortened.

Night-work will always cause more fatigue than day-work due to the poor quality of sleep during the day and the feeling of social isolation. Night shifts must therefore be followed by a rest period – never another working shift.

1. Drivers' working hours are to be strictly controlled and comply with local legislation and BP requirements. Working hours must be closely monitored and recorded, which should include time off work, rest breaks and any occasions of deviation from BP requirements. Documents should be made available for auditing purposes.

2. A system must be in place, which reduces the chance of drivers falling asleep at the wheel, through driver education, regular communication, control of the vehicle internal environment and support from passengers. The system should also include:
 - Dispatchers / Transportation qualified personnel who must control daily drivers work-hours, particularly for long journeys and those conducted during the hours of darkness
 - Passengers responsibilities which play a significant role in driver fatigue management; see 'Safe Passenger Code'
 - Journey Management Procedures

6 VEHICLE OPERATION PROCEDURE PROCESS

General

Vehicle operations must never compromise the Safe Driver's or Safe Passenger's Codes. Passengers should never set out on journeys, which place the Driver in the impossible position of breaking the Safe Driver's Code. Good journey planning must prevail. All Employees are entitled to make use of the Company's vehicles when required to travel on approved official Company business. Vehicles should be requisitioned in advance from the Company's vehicle pool (see BP vehicle use policy – Appendix P). Using Company vehicles or equipment for personal use or non-job related purposes as well as transporting of non-business related passengers or load in company vehicles is forbidden.

The most important behaviour is to keep to safe speed limits, follow all warning signs and be courteous to all other road users (cyclists, pedestrians, buses, etc.).

Where BP activities may cause disturbance to other road users, supervisors should control traffic by using flagmen or other clear warning signs.

Vehicle Standards

The following vehicle standards are accepted by BP AzSPU and will apply to all newly purchased vehicles. These standards are also to be observed on the existing Company fleets – any exceptions proposed shall be followed through "Deviation Process". Contractor shall follow minimum required standards. All vehicles' related equipment is to be maintained in a state that is safe and suitable for the intended usage. Requests for deviations to these standards must be forwarded to BP as a Road safety authority via DCTA for consideration and final approval.

(Please see Appendix I - Safe Vehicle Standard & Specifications)

Maintenance

The primary object of the maintenance system is to maintain vehicle roadworthiness - that is, the integrity of all the vehicle systems to enable it to be driven without the vehicle contributing to any form of crash.

A comprehensive vehicle service and maintenance system to be in place.

- All vehicles before using are to be checked to ensure that they are fit for purpose, regularly inspected and confirmed that vehicle's system are mechanically sound, in serviceable condition and in safe working order by full-scale inspection conducted at pre-start and as guided by a Safety Inspection Intervals at or at least every 6 months (See example of minimum required check, guidance and safety inspection intervals guide – Appendix B)
- Assurance must be confirmed that all vehicles are being serviced and maintained strictly in accordance with the vehicle manufacturers' standards and recommendations.

- Assurance must be confirmed that only genuine spare parts are installed, which are specific to the vehicle and in accordance with the vehicle manufacturers' recommendations.
- All vehicles are to be serviced and maintained by fully qualified and competent mechanics.
- All vehicle servicing and maintenance work to be recorded and tracked (See example document Appendix C)
- A register must be maintained of all service manuals for equipment in use or being maintained on a regular basis.
- Quality assurance of completed vehicle maintenance must be established by means of an effective handover and acceptance system from and to the maintenance workshop

Maintenance is a shared task between the Driver, the maintenance workshop and the manager of the team of drivers. The Driver, however, is always the first line of "defence".

Maintenance System

There are four main participants in the BP vehicle maintenance system as follows:

- Drivers
- In-house maintenance Expert / Mechanic
- Contracted service shop(s)
- Transportation managers and supervisors

Their tasks are described as follows:

Driver Responsibilities:

- Check the vehicle at the start of the shift, as defined in Appendix B
- Report defects immediately

Maintenance Expert / Mechanic Responsibilities:

- Periodic safety inspections of all vehicles
- Scheduling / authorising maintenance service trips for each fleet vehicle
- Confirming and authorising defect repair
- Co-ordinating with the contracted service shop(s) for ensuring safe, cost-effective, timely and professional maintenance service of the Company fleet
- Keeping records of all maintenance work carried out

Contracted Service or In House Shop Responsibilities:

- Carry out maintenance service as per the BP issued Service Order and in accordance with the manufacturer's specifications by qualified mechanics only
- Carry out general inspection of the vehicle every time when the vehicle is in service and advise of any necessary spare part replacement/service that will be required in the near future
- Provide safe, high-quality, professional service ensuring roadworthiness of each Company vehicle
- See Maintenance Inspection Sheet to be used by the Service Shop(s) in Appendix C

Transportation Manager / Supervisor Responsibilities:

- Developing fleet maintenance program
- Carry out daily/weekly random checks on any fleet vehicle, using either the Driver's pre-use check or periodic safety inspection report as a guide

- Check contracted service workshop(s) and vehicle records for inspections, defect reporting and servicing

Emergency Response Vehicles (ERV)

BP emergency response vehicles are to operate on a 24-hour basis for addressing immediate transportation requirements during emergencies. At night a specially trained crew of emergency Drivers and a Dispatcher are to be made available to handle all emergency transportation requirements.

The fact that these vehicles could be required to attend the scene of an accident or disaster, all ERV must always be in a good operational condition, with full fuel tanks and equipped with all necessary safety equipment. The safety and telecommunications equipment carried within ERV requires careful consideration by the Transportation Department and its customers.

Journey Management Procedures

1. All journeys' risks, in areas identified as high risk for vehicle accident, shall be assessed and journey risk management plan shall be in place to mitigate those risks.
2. A journey management system must be in place
3. All drivers and passengers must understand and comply with the Procedure and Journey Risk Management Plan.
4. All journeys are to be recorded and tracked appropriately using electronic software or other suitable methods.

Any journey that is to take place outside of 50 km radius (100 km round trip) of the major cities boundaries or outside of normal routine activities area / permanent location requires an approved Journey Management Plan (JMP) and must be controlled by Journey Management procedures.

Taking into consideration geography of Baku city as an exception JMP required for trips greater than 100-kilometres radius from the centre of Baku, or 50 kilometers from Baku boundaries (southward Alyat, northward H.Z. Tagiyev settlement). Journey Management procedures must include the following details:

- Driver's name
- Vehicle registration number
- Vehicle fleet unit number
- Names of passengers
- Start time (ETD) and arrival time (ETA)
- Cargo details (if any)
- Route details and planned rest stops
- Planned calls in to Journey Management Centre

Identified personnel who are responsible for vehicle Journey Management are to ensure that all vehicle movements which fall under JMP are properly administered.

“Man Lost” Procedure

The aim is to locate and rescue a Driver who has failed to reach his destination by the estimated time of arrival. The basic principles are:

- After no contact has been made for more than 2 hours, the Journey Management Controller (JMC) will make initial investigations as to the possible whereabouts of the vehicle
- A full-scale search will commence if no contact has been made with the Driver for more than 3 hours
- Assumptions are not to be made, debates neither started nor blame for over-reaction given. The system must “default” to over-reaction, rather than under-reaction
- Activate the BP Incident Management System (IMS)
- The search may require all available means of rescue, including helicopters and local emergency services, which are to be controlled by the Incident Commander
- The Senior management present at both the departure and arrival sites will jointly investigate the Journey Management Plan and provide recommendations as necessary and communicate actions to the Operations Section Chief
- A “man lost” incident will be considered as a near miss and an investigation will always be carried out
- If lost, you must always stay with your vehicle until rescued

Driving Off-Road or on Construction Zones

Off-road definition: Any track or ground travelled which is not paved, is not marked by road traffic signs or patrolled by traffic police is classified as off-road and detailed as such in any police report.

Construction zone definition: Any zone that has construction / activities regardless marked or unmarked with heavy machinery / plant and heavy good vehicle intensive movement shall be considered as “Construction Zone”

- Only Drivers who have passed a BP AzSPU competency test in off-road driving skills are authorised to drive off-road for BP as a scope of work
- A maximum speed limit for driving off-road is 40 km/h unless road, zone, site and weather conditions dictate a lower speed, particularly whilst driving on wet or icy road.
- Always strictly adhere to the submitted Journey Management Plan, particularly with regards to the agreed route
- Notify the JMC immediately of any proposed deviations
- Steep ascents and descents must be carefully assessed before being driven
- Avoid traversing slopes whenever possible, if traversing is unavoidable then they must be carefully assessed before being driven
- Travel restrictions - be fully aware of all restricted and potentially dangerous areas such as:
 - Vertical Incline – 35%
 - Sidling Incline – 15%
 - BTC / WREP / AZTRANSGAZ execution zones
 - Military installations / zones
 - Security and other out-of-bounds areas
 - Rivers and steep gradients
- Use dipped headlights at all times, day or night
- Avoid reversing where possible if necessary must be carefully assessed before being driven
- Use cones of flagman if required while reversing
- Where reversing on BP-controlled premises cannot be avoided in areas that contain operational equipment or if the maneuver could put personnel in danger, reversing shall only be undertaken with the assistance of a Banksman.
- If lost, you must stay with your vehicle

Driving During the Hours of Darkness

No night driving!

All night driving is forbidden, apart from the following authorised exceptions:

- Drivers who are tasked for 'Meet & Assist' purposes
- Scheduled shift changes
- Responding to an Emergency as directed by the Incident Commander
- Between the work-site and BP or Contractor camps within the same locality

All other instances must receive prior authorisation from BP Senior line management, in accordance with the Deviation Procedure and requirements stated in clause 1.6 of this document. All deviations from the 'No Night Driving' policy are to be properly risk-assessed, approved by BP Senior management, recorded and tracked. All night driving shall be done only by specially trained on "Night Driving" personnel.

Vehicle Loading

Loads and cargo shall be secured and shall not exceed manufacturer's specifications and legal limits for class of vehicle. Specific "Loading and load restraint" procedures for all types of vehicles being used shall be developed, communicated and followed. All drivers shall understand and comply with these procedures.

- Vehicle loads must not exceed the weight limitations indicated on the vehicle registration document
- Vehicle loads must not extend over the sides of the vehicle
- Any load, which extends beyond the rear of the vehicle, must be marked with a red flag and at night, a red light
- Vehicle loads must be properly secured. Loose items, tools or equipment must not be carried inside the passenger compartment, but placed behind a protective screen or lashed down
- Jerry-cans, of approved metal construction, must be carried outside the vehicle passenger compartment and must be secured in external holders
- The following colour coding must be used for marking jerry-cans:

○ Petrol	=	Red
○ Diesel	=	Yellow
○ Water	=	White
○ Lubricating Oils	=	Green

See Appendix K – Vehicle Loading Policy & Guidelines on "Load restrain & transportation".

Convoy Driving

BP or Contractor vehicle convoy movements must be properly organised. The Convoy Commander must ensure that:

- A pre-journey risk assessment is conducted
- Onsite vehicle maintenance and safety checks are completed
- Journey Management Plan is prepared and supervised by himself
- All vehicles move with dipped headlights day or night
- An adequate and uniform distance is maintained between vehicles
- Vehicles within the convoy do not overtake each other
- No vehicle Driver makes any unauthorised stops
- The convoy travels at the speed of the slowest vehicle
- Communications are maintained between vehicles

Refuelling

During refuelling operations, the Driver of the vehicle being refuelled must ensure that:

- The engine is switched off before the fuel transfer begins
- The windows are closed
- Neither he nor his passengers operate communications equipment
- All mobile telephones are to remain in the vehicle during self – service
- No smoking or open flames are to be used on the station premises, unless in a area designated by the station staff and which is considered to be safe by the Driver

Winter Driving

Before you start a journey, ask yourself:

- Is your journey necessary?
- Are you fit for driving?
- What's the weather forecast?
- Is the vehicle roadworthy?

Other things to consider:

- In the daytime when light levels are low or during heavy rain, use your headlights, reduce your speed and remain alert
- Pedestrians and animals are more difficult to see due to poor daylight quality and longer nights
- Other vehicle movements are difficult to predict, due to poor daylight quality and incorrect use of lights
- On wet or icy roads extend your stopping distance

Please see Appendix – N on “Winter Driving Tips”

7. DRIVERS TRAINING PROCEDURE

BP Driving Assessments, Trainings & Permitting

BP Land Transportation Departments are to maintain records of all Drivers training courses and driving assessments. BP authorised Driving Instructors are to conduct driving competency training , assessments, theory tests and corrective driver training as may be necessary. Additional driver trainings, as defined by matrix, shall be conducted by BP AzSPU recognized trainers. (See Appendix G)

1. All personnel who drive as a scope of work for BP must hold a BP authorised driver permit in accordance with BP Driver Permitting Procedure (Please see Appendix A)
2. Contractors must ensure that all their drivers are assessed in accordance with the BP driving assessment program (Please see Appendix A)
3. Contractors' should either have their own or contracted BP approved Driving Instructor group and shall request for provision of required driver trainings / assessments conducted by this training provider.

Defensive Driving Assessments

Defensive driving assessments are to be conducted to evaluate a Driver's knowledge and practical skills to meet BP minimum driving standards for all those who drive for BP as a scope of work.

Defensive driving assessments are to be conducted at least once annually, in order to re-assess core driving skills of all those who drive for BP as a scope of work. These assessments are conducted to ensure that all Drivers remain in full compliance with current BP defensive driving standards and procedures.

All BP Instructors are authorised to pass or fail any Driver who fails to achieve the BP minimum standard and are to assist in the development of driver training courses.

Drivers who fail to achieve BP minimum driving standards **must not** drive vehicles as a scope of work for BP.

Defensive Driver Trainings

The following groups only, are to conduct defensive driver training on behalf of BP:

- BP authorised driver-training providers
- BP Driving Instructors (as may be necessary)

Driving training Experts could be utilised to conduct continuation-training courses for all BP personnel as required.

The instructors providing trainings and assessments shall

- Complete instructor training prior to providing training
- Approved to provide such as trainings and assessments by AzSPU
- Re-assessed by external provider for competency at least every two years

BP Driver Permitting

All personnel who drive motor vehicles as a scope of work for BP must carry a valid and authorised BP Driver's Permit, shall be able to revalidate trainings and assessments at least annually.

For further details, relating to BP Driver Permitting, Driving assessments and training, (see Appendix A).

BP Driver's Permit

Purpose

The fundamental purpose for the introduction of the BP driver's permit system is to assert greater control over all those personnel who drive vehicles as a scope of work for BP, and to ensure that those drivers' are properly trained and assessed. Drivers', who cannot demonstrate adequate driving competence, are of significant risk to themselves and all other road users.

All personnel who drive a motor vehicle as a scope of work for BP must carry a valid BP Drivers Permit. All drivers must produce their BP Driver's Permit on the request of senior management or any other authorized person.

Authorisation

The following personnel only, are to authorise BP driver's permits.

- a. BP Azerbaijan Land Transportation Manager or nominated representative.
- b. BP Georgia Transportation Team Leader or nominated representative.

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THE CONTROLLED VERSION OF THIS DOCUMENT CAN BE FOUND AT <http://docs.bpweb.bp.com/dkazspu/component/hssesms>

c. BP AzSPU Turkey Transport Coordinator

All authorised permits must show an official date stamp and be signed in ink by an authorising person or his nominated representative. An electronic record of all authorised permits is to be maintained and made available for review on the BP intranet. Each permits identification code is to follow in sequence the first issue being 0001

The permit date stamp is to reflect the actual date that the permit is authorized.

Issuing

BP Driver's permits in each country are produced and supplied by the BP Land Transportation Department. Following their initial issue, all additional requests for permits are to be co-ordinated through the suitable Land Transportation Department.

Photocopies of BP driver's permits are not to be used as an alternative to the officially issued document.

Permits will only be issued to BP and Contractor drivers' who have successfully completed an authorised BP driving assessment.

Only BP authorised Instructors are allowed to make entries in the permit's record of driving trainings and assessments.

Only BP authorised Instructors are to conduct BP driving trainings and assessments. All BP driving trainings and assessments are to strictly comply with the protocol for conducting such driving assessments.

Validity

BP driver's permits will remain valid unless:

- a. They have become defaced or mutilated.
- b. Lost or stolen.
- c. Unofficially altered.
- d. The relevant driving training and (or) assessment dates have been exceeded by more than 30 days.

Permits that have been defaced or mutilated must be destroyed, and a replacement permit issued.

Permits that have been lost or stolen must be cancelled and the BP Transportation Department in each country must be informed immediately. A replacement permit should be issued, which reflects all the details from the lost permit, obtainable from the Transportation Department's electronic records. The old identification code number or next available identification code number could be used for the replacement permit. Electronic records are to be updated to reflect the old permit as being lost and invalid, but must not be deleted from the database. The permit is an accountable document and as such, an investigation is to be made into the circumstances surrounding the loss or theft, and any disciplinary action taken if appropriate.

Permits, which have been altered unofficially, must be destroyed and a replacement permit issued as above. An investigation is to be made into the circumstances surrounding the alteration, and any disciplinary action taken if appropriate.

In exceptional circumstances, the date of expiry of a driving assessment may be extended for up to 30 additional days. The driver's supervisor must make a written request to the BP Land Transportation Department, for such extensions.

The Driver's supervisor within each country is responsible to communicate a list of all those drivers, whose trainings and (or) assessments period will expire in less than 30 days.

BP Driver's supervisor is responsible for keeping all trainings and assessments dates valid.

Permits remain authentic, only when supported by a valid national driver's licence or Police certificate, which contains the appropriate details and vehicle categories.

Identification

Till May 2009 in Azerbaijan and till July 2008 Georgia the permits were supplied in Green and Red formats for identification purposes only, and which are issued under the following conditions:

- a. Green (BP Employees)
- b. Red (BP Contractors)

From May 2008 the permits in Azerbaijan for are supplied only in Green format with records of obtaining trainings and assessments validity. In April 2008 as per S&OI Audit Recommendation a new BP Permit format was implemented for BP Driving workforce.

The permit identification code is a BP AzSPU generated code consisting of a two-letter prefix followed by four digits. The prefix will either be AZ for permits issued in Azerbaijan or GE for those issued in Georgia. The four-digit entry will follow a sequential format that is centrally controlled by the BP Transportation Departments.

Procedure for obtaining a BP Driver's Permit

1. All personnel who drive vehicles as a scope of work for BP must successfully complete the relevant driving trainings and assessments and be issued with a BP driver's permit.
2. Drivers', who have successfully completed a previous BP driving trainings and assessment, which is still in date, can be issued with a BP drivers permit without having to complete a further driving assessment. These permits must however, reflect both the current assessments start and expiry dates. Permits are not to be issued to these drivers however, until they have attended the defensive driving training and successfully completed a BP driver's matrix test and practical assessment, if validity date expired.
3. The validity of driving assessments is 12, or 6 calendar months, as recommended within individual driving assessment reports. No other validity periods are to be used without the prior approval of BP AzSPU Driving Compliance Technical Authority (DCTA).
4. Driving trainings and assessments for BP employees' are to be co-ordinated directly through their respective Transportation Departments.
5. Driving assessments for contractor's employees' are to be co-ordinated directly through the relevant BP Technical Specialist former Contract Accountable Manager (CAM) and Transportation Department. The BP Technical Specialist former Contract Accountable Manager (CAM) is to liaise closely with the contractor, and BP relevant HSE department, to clearly determine which contractor drivers are required to attend BP driving assessments.
6. Minimum driving Trainings and Assessments are to consist of the following:
 - a. Defensive Driving Training

- i. Defensive Driving Presentation
 - ii. Matrix Test
 - iii. A vehicle safety inspection
 - iv. Practical driving training
 - v. Practical assessment (as required)
 - vi. Corrective driver training (if required)
 - b. Off Road Training
 - i. Off road Driving presentation
 - ii. Practical off-road driving training
 - iii. Practical off-road assessment
 - c. Fatigue and Tiredness management Training
 - d. First Aid- Level1 (as per AzSPU Training Matrix)- conducted by external service provider- Driver's supervisor is responsible for training arrangements and keeping training dates valid
7. After the successful completion of all driving trainings and assessments, the driver will be issued with a BP temporary pass certificate or a BP driver's permit. A BP driver's permit will always be issued within 7 days of the driving trainings and assessments completion. The permit is to be authorised in accordance with these instructions and the driving instructor is to enter the training and assessment details in the permit's record of driving trainings and assessments.
8. All BP qualified instructors are to keep up to date electronic reports of all completed driving trainings and assessments and maintain a consolidated electronic 'drivers permits, trainings and assessments file' for each country. These files must be made accessible and protected as 'read-only' on the BP intranet.
9. All drivers who are required to attend a further refresher driving trainings and assessments in 12 months or less are to ensure that they improve their core driving skills to meet the BP standard. Drivers, who fail to improve their core driving skills between driving assessments, will be required to attend a course of driving instruction, which is conducted by a qualified driver training provider. The cost of such instruction will be met either by BP for BP employees or the contractor for contractor employees.
10. BP Land Transportation reserves the right to revoke any driver's BP permit, where the driver consistently demonstrates weak driving skills or a poor attitude to road safety issues.

Termination of Employment

Following the termination of any driver's employment, it is the responsibility of all BP and Contractor Human Resource or Personnel Departments to ensure that all BP Drivers Permits are returned to their issuing authority,

BP Drivers Permits, which are returned to the issuing authority, are to be retained until all the recorded driving assessment validity dates have been exceeded. Permits, which do not contain any valid driving assessments are to be destroyed, after recording the details within the consolidated 'drivers permits and assessments' file.

BP Drivers Permits, which have been returned and still held by the issuing authority, may be re-issued to a driver on his re-employment provided that:

- a. The driving assessments contained within the permit are in date.
- b. The driver was not dismissed due to poor driving issues.

Performance Measures

1. The BP driver's permit system was implemented on 12th April 2001.
2. All existing BP and Contractor drivers will be issued with BP Driver Permits as required.
3. A review of the driver's permitting system will be conducted by BP AzSPU Driving Compliance Technical Authority (DCTA) each year.
4. All drivers will be continually retrained and reassessed in accordance with these instructions.

Queries

1. All queries concerning BP driver's permits must be made through the respective permit-authorising persons in Azerbaijan, Georgia or Turkey.
2. Modifications to the BP driver's permit system must be sought through the BP AzSPU Driving Compliance Technical Authority (DCTA).

8 BP DRIVER TRAINING PROCESS

Every member of Driving Workforce who drives any vehicle (light vehicle, heavy vehicle, motorcycle, mobile plant, forklift, or off-road vehicle) in the conduct of BP business shall be trained and qualified to operate that class of vehicle. All drivers shall successfully complete on-road driving assessment, as part of their recruitment / selection process.

The established defensive driver training program operating within BP is designed to increase the driving expertise within the Company. All Drivers of Company vehicles should be encouraged to actively pursue development of their skills through theoretical and practical trainings, assessments, and testing.

1. Management must demonstrate commitment towards training
2. A designated training department or provider must be available to ensure high quality training for all drivers
3. All drivers must be appropriately trained to perform their expected duties safely and competently, which should include a sound understanding of and assessment in:

Driver core defensive driving skills

Defensive driver training must be provided and include each vehicle category that the driver is expected to drive

The following disciplines are required to be taught as a minimum:

- Vehicle Daily check including ancillary equipment
- Practical defensive driving within the city.
- Practical defensive driving on highways.
- Practical defensive driving within construction zone.
- Railway crossing.
- Bridge/Tunnel crossing.
- Towing procedures.
- Vehicle loading and load restraint.
- Convoy driving procedure.

- Refuelling procedure.
- Snow chains fitting.
- Skid correction (Theory presentation as a minimum)
- Silent direction (reversing with help from a third party)

Off road driving skills

Off-road driver training must be provided and include each vehicle category that the driver is expected to drive

The following disciplines are required to be taught as a minimum:

- Practical off road driving techniques (Vehicles, Drivers, Passengers)
- Steep ascent and descent procedures
- Failed ascent procedure
- Vehicle recovery from mud / sand stuck.
- River crossing
- Winch operation (if required)
- Changing a wheel using Jack base plate

Off-road driver training must be provided and include each vehicle category that the driver is expected to drive

4. A program must be in place to assure and develop drivers' skills, which should include:
 - a) Regular driving training and assessments (At least once annually - Appendix G)
 - b) Continuation training program (defensive driving, first aid, skid-correction etc – please see Appendix G)
 - c) Program of assurance to encompass all driver expectations
5. A system is to be in place to speedily correct identified driving errors and should include:
 - a) External training providers
 - b) Training facilities are to be adequate and, which effectively meet the requirements for the training being performed
 - c) Specific training courses must be available for defensive driving
 - d) Specific training courses must be available for off-road driving
 - e) Training and assessment records for all driver personnel are to be maintained in a central location on a computer database or within other suitable filing systems

Defensive Driver Training Program

BP's current defensive driver training program is a comprehensive package consisting of all fundamental defensive driving skills, accompanied by sound reasoning and attitude development. All BP trained Drivers are required to achieve the minimum standards listed below. All Drivers who complete a course in Defensive Driving techniques are required to demonstrate the following minimum elements and standards of achievement:

- Driver shall display a mature attitude to driving, showing enthusiasm
- Relevant local road and driving statistic
- Causes of collision

- Effective decision making
- AzSPU Driving Safety Standard 10 Elements
- Perform daily maintenance checks of a vehicle and ancillary equipment in accordance with the established Daily Vehicle Check Booklet
- Mount the vehicle correctly and before starting the engine, ensure that all safety checks are carried out including braking system, tyres, wheels, nuts securing, hand brake, gear, seating position, headrests, mirrors, seat belts and etc.
- Knowable of Defensive Driving Technique called Five Seeing Habits
- Knowledge of Journey Management Plan and current JMP procedure
- Safely and effectively start the engine by use of the clutch and accelerator
- Move away from the roadside correctly by use of the handbrake, clutch, accelerator, indicators and mirrors
- Steer the vehicle correctly using the push-pull method of steering
- Keep correct speed and distance under varying road and weather conditions
- Maintain lane discipline and use indicators and mirrors intelligently
- Negotiate all types of hazards by sound forward planning and use of the system of car control
- Take appropriate action with regards to road signs, markings and all orders given by Police Officers
- Anticipate the actions of other road users
- Stop at the roadside safely by the correct use of mirrors, indicators, steering, brakes and gears
- Change a wheel that has been deflated by use of the vehicle's jack
- Switch between 2 and 4 wheel drive, using high and low ratios and operate a differential lock
- Reverse the vehicle competently, using sound observations, signals, good control and accuracy
- Reverse parking procedure
- Risk Assessment on road
- Changing a wheel on/off the road
- Accident procedure (actions in case of emergency)
- Start a vehicles engine by using an auxiliary battery
- Operation of communications equipment
- Fatigue and tiredness management
- Night Time driving (if duty requires)
- Anti-skid/Collision avoidance/Vehicle rollover prevention
- Winter driving and winter driving preparation
- Driving in severe weather condition where vision is limited
- Load securing and transportation

Off-Road Driver Training Program

Off-road driver training is currently taught to off-road Drivers but does not form part of the basic defensive driver program. It is essential for all drivers of Company vehicles in an off-road environment to attend suitable training. Off-road driving requires a high level of skill combined with a mature and positive attitude. Drivers who are not properly trained are a liability to the Company. All Drivers that have undergone the off-road driver training are required to achieve the minimum standards listed below.

Considerations:

- a) Engage 4WD
- b) Secure cargo and passengers
- c) Adjust tyre pressures
- d) Fold wing mirrors
- e) Retract antenna

Safely Negotiate:

- a) Rocks
- b) Slopes
- c) River crossing
- d) Sand
- e) Mud
- f) Ditches
- g) Winch recovery techniques

Driving Patterns:

- a) Show vehicle sympathy
- b) Route selection
- c) Mature attitude

Fatigue and Tiredness Management Training

BP's current Fatigue and Tiredness Management training program consist of four hours theoretical class. All categories 1, 2 and 3 drivers shall pass F&TM training as a part of recruitment and refreshment trainings as part of Defensive Driving package to be followed annually.

Skid correction training

A significant factor, which has contributed to the severity of many road traffic accidents in AzSPU is that many drivers are unable to control their vehicles during a skid situation. Skid is defined as - "The involuntary movement of a vehicle due to the grip of the tyres on the road surface becoming less than a force or forces acting on the vehicle".

In order to rectify this training deficiency, BP Transportation Department has acquired a technologically advanced skid correction system, which now allows BP drivers to gain practical skills in skid correction, collision avoidance and vehicle's rollover prevention techniques. The objectives of this training are:

- To understand the three causes and relevant factors which contribute to loss of vehicle control.
- To obtain the practical skills necessary to correct a loss of control situation.

The system allows the driver to safely experience real-life skid situations and to react to them instinctively. Skid correction training is mandatory training for BP category 1 & 2 drivers and shall be refreshed annually. Skid correction training shall also be arranged for category 3 drivers upon availability with minimum follow up every 3 years.

Appendixes (please click the links to view the content)

Appendix A – [BP Driver's Permit program Across Azerbaijan, Georgia & Turkey](#)

Appendix B – [Vehicle Inspection Documents](#)

Appendix C - [Vehicle Maintenance Inspection Sheet for Contracted Garages](#)

Appendix D - [Use of communication equipment procedure](#)

Appendix E - [Incident Investigation and Reporting Procedure](#)

Appendix F – [Specimen questions for LGV & PCV drivers](#)

Appendix G – [Driver Training Format and Matrix](#)

Appendix H – [Driver Medical Screening Program](#)

Appendix I - [Safe Vehicle Standard & Specifications](#)

Appendix J - [Vehicle Seat & Seatbelt Policy](#)

Appendix K – [Vehicle Loading Policy & Guidelines on “Load restrain & transportation”](#)
Appendix L – [Headlights use guideline](#)
Appendix M – [Contracts minimum expectation](#)
Appendix N – [Winter Driving Tips](#)
Appendix O – [Maximum Speed Limits](#)
Appendix P – [BP Vehicle Use Policy](#)
Appendix Q – [BP Vehicle Disposal Policy](#)
Appendix R – [Vehicle Operation Best Practises](#)
Appendix S – [BP Driver Disciplinary Code Guidelines](#)
Appendix T – [Did you know?](#)

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
04 Feb 2008	Alan McNulty CHSSE Manager	CHSSE Team Teymuraz Babayev (CHSSE Driving Compliance Technical Authority)	On Page 10 of the main document: The referred procedure has been changed page 9-10 of the document Driver Fitness Addendum Appendix H Medical check up for drivers
30 April 2008	Alan McNulty (CHSSE Manager)	Teymuraz Babayev (CHSSE Driving Compliance Technical Authority)	General: Throughout the procedure the document for referred procedure has been changed. Addendum. Appendix P: BP Vehicle Use policy. Dispatcher points details Transportation service provision Staff Commuting Shuttle bus service
23 November, 2008	Alan McNulty (CHSSE MANAGER)	Teymuraz Babayev (CHSSE Driving Compliance Technical Authority)	General Throughout the procedure the document for referred procedure has been changed in conformity with ALT Training matrix for 2008, Vehicle Maintenance Sheet and Contract Minimum Expectation. Addendum Appendix G Driver Training format and Matrix Addendum Appendix C Vehicle Maintenance Sheet for Contracted Garage or In House Workshop Addendum Appendix M Medical check up for drivers Refresh Training for Driver Speed limit for vehicle

05 December, 2008	Yuliy Zaytsev (AzSPU Safety & Compliance Systems Manager)	Teymuraz Babayev (CHSSE Driving Compliance Technical Authority)	Authority position/name has changed to reflect org changes in HSE&TD as of December 1st 2008
28 April, 2010	Yuliy Zaytsev (AzSPU Safety & Compliance Systems Manager)	Teymuraz Babayev (AzSPU Driving Compliance Technical Authority)	<p>General Throughout the procedures the document for referred BP Group Recommended Practice Driving Safety 3.7-0002 and OMS wording has been changed Document has been changed to comply with Standardized Document Control Procedure Template AZSPU -HSSE-DOC-000026-2 On page 15 of the main document Journey Management Procedure in conformity with Baku city boundaries. On pages 18-26 of the main document BP Driver's Permit in conformity with BP Driver Permit program BP Driver Training in conformity with current procedure.</p> <p>General Throughout the procedure the document for referred procedure has been changed Appendix A - BP Driver's Permit Program Appendix Vehicle Inspection Documents - added Pre- Trip Vehicle Inspection Manual Appendix G- BP AzSPU Defensive Driving Training for Drivers</p>