


<b>Doc Custodian:</b> Brian Kirby	 <b>Los Angeles Refinery</b>	<b>Doc No.:</b> HSS-019 <b>Rev No:</b> 2
<b>Approved By:</b> Connie Lema		<b>Safety Standard</b>
<b>Revision Approval Date:</b> 2/1/2024		<b>Next Review Date:</b> 2/1/2027

## HSS-019 Motor Vehicle Safety and Driving Standard

### Overview

<b>Purpose</b>	The purpose of this document is to establish procedures and expectations for the safe operation of all types of Motor Vehicles used by Marathon Petroleum Company LP (MPC). This Motor Vehicle Safety and Driving Standard has been developed for Marathon LAR and is consistent with the RSP.
<b>Scope</b>	This standing instruction covers all Marathon personnel and contractors who operate Commercial Motor Vehicles, non-passenger Motor Vehicles and Motor Vehicles on public roads, for company business, and inside MPC plants or solely inside the refinery perimeter.
<b>Driver's License Requirements</b>	<p>Anyone who operates a MPC Motor Vehicle, for company business, shall possess a valid state issued driver's license.</p> <p>Should any suspension, disqualification, or expiration of a driver's license occur, the affected employee shall notify their Supervisor and/or Human Resources within 24 hours or next normal business day. The employee will not be permitted to operate a MPC Motor Vehicle (on or off road for company business) during the period of not possessing a valid state issued driver's license.</p>
<b>Implementation Schedule</b>	Los Angeles Refinery incorporate Revision 5 updates for this local standard document.
<b>Records Retention</b>	Printed copies of this document should not be retained more than 12 months. Any revision to this document will be retained indefinitely.

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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

## Table of Contents

Motor Vehicle Safety and Driving Standard .....	1
Overview.....	1
Purpose.....	1
Scope.....	1
Driver’s License Requirements.....	1
Implementation Schedule.....	1
Records Retention.....	1
1.0 References.....	3
2.0 Roles and Responsibilities .....	5
3.0 Commercial Motor Vehicle Management .....	6
4.0 On Road Driving Requirements.....	10
5.0 Off-Road Motor Vehicle Safety Requirements .....	13
6.0 Pre-Use Vehicle Inspection .....	16
7.0 Motor Vehicle Incident Reporting.....	16
8.0 Training.....	17
Appendix A: Terms and Definitions.....	18
Appendix B: Carson Restricted Roadways Map & Table.....	22
Appendix C: Carson S&H Tank Vehicle Entry Map.....	25
Document Revision History.....	<del>22</del> 26

Printed copies should be used with caution. The user of this document must use the current approved version of the document is being used.

Deleted: 2

Deleted: 2/1/2024

Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

## 1.0 References

### 1.1 Refining References

The table below lists the Refining references used with this document.

<b>Numb</b>	<b>Description</b>
<a href="#">GEN-1006</a>	Incident Reporting & Investigation Standard
<a href="#">HLT-2015</a>	Drug & Alcohol Collection Standard
<a href="#">SAF-4001</a>	Reporting Occupational Injuries & Illness Incidents and Data Standard
<a href="#">SAF-4019</a>	Driving Safety
<a href="#">REF-1056</a>	Safe Use of Electronic Devices
<a href="#">HSS 013</a>	Site Access
<a href="#">HSS 015</a>	Smoke Free Facility
<a href="#">HSS 201</a>	Safe Work Permit
<a href="#">HSS 602</a>	Mobile Crane Safety
<a href="#">SEC 011</a>	Access Control System/Access/Egress
<a href="#">SEC 015</a>	LAR Vehicle, Pedestrian and Premises Inspections
<a href="#">FS 406</a>	Hazardous Material Handling, Transportation and Training
<a href="#">FS 730</a>	Proper Observance of Barricades
<a href="#">FS 1007</a>	Drug, Alcohol and Firearms Policy

### 1.2 Industry References

The table below lists the industry references used with this document.

<b>Number</b>	<b>Description</b>
<a href="#">ANSI/ASSE Z15.1-2017</a>	Safe Work Practices for Motor Vehicle Operations

### 1.3 Government References

The table below lists the industry references used with this document.

<b>Number</b>	<b>Description</b>
Code of Federal Regulations	Title 49, Chapter II Federal Rail Administration parts
Code of Federal Regulations	Title 49, Chapter III Motor Carrier Safety Administration parts 300-399
California Vehicle Code	Division 11 Rules of the Road, Chapter 10 Removal of Parked and Abandoned Vehicles, Article 1 Authority to Remove Vehicles Section 22658
29 CFR 1910.307	Hazardous (classified) Locations
40 CFR 302.6	Hazardous Chemical Reporting
49 CFR part 40.1 thru 40.413 and 395	Federal Motor Carrier Safety Regulations

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**1.4 Terms**

The following terms are used in this document:

- [A.1. Areas of Explosion & Flammability Hazard Carbon Filter](#)
- [A.2. Authorized Driver](#)
- [A.3. Commercial Motor Vehicle](#)
- [A.4. Component](#)
- [A.5. Driving](#)
- [A.6. Employee](#)
- [A.7. Hand-Held Mobile Telephone Equipment](#)
- [A.9. Motor Vehicle](#)
- [A.10 Motor Vehicle Incident \(MVI\)](#)
- [A.11 MPC Vehicle](#)
- [A.12 Non- Preventable](#)
- [A.13 Off-Road](#)
- [A.14 On-Road](#)
- [A.15 Portable Electronic Device](#)
- [A.16 Preventable](#)
- [A.17 Rollover](#)
- [A.18 Significant Off-Road Accident](#)
- [A.19 Work Relationship for MVIs](#)

**Reference:** For details, see [Appendix A: Terms and Definitions](#).

Deleted: 2/1/2024

Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02


## 2.0 Roles and Responsibilities

**2.1 Roles and Responsibilities** The table below describes the roles and responsibilities related to this document.

<b>Roles</b>	<b>Responsibilities</b>
LAR Refinery Management Team	The LAR Refinery Management Team (RMT) shall ensure: <ul style="list-style-type: none"> <li>a) Employees are trained to operate Motor Vehicles as appropriate based on whether they will drive a Marathon Owned Motor Vehicle or Personal Motor Vehicle on company business, and</li> <li>b) Motor Vehicle safety rules, in this document, are enforced for all employees driving both on public roads and in the refinery and for contractors driving in the refinery.</li> </ul>
Learning and Development	Learning and Development has implemented MPC Driver's License Verification Program, (An Annual Company Self-Certification of License Status) to verify a valid driver/operator license or a process to otherwise determine driver capability.
Supervisor Responsibilities	Each MPC Supervisor and Manager is responsible for ensuring that employees who drive a Motor Vehicle inside the refinery are trained in the use of the specific Motor Vehicle being operated and that they follow safe driving practices and Refinery Safety Rules when operating the Motor Vehicle.
Employee Responsibilities	MPC employees are responsible to operate a Motor Vehicle in compliance with state laws, Refinery Safety Rules and all applicable requirements established in this RSP including: <ul style="list-style-type: none"> <li>a) Possess a valid state issued driver license with the proper endorsement (as required),</li> <li>b) Use good judgment to determine the need to drive, evaluate a safe driving time and route, and assess their ability to drive (fatigued, on medication, etc.) (Note: If an employee believes that there would be an adverse safety risk while driving, they shall inform their Supervisor so alternative arrangements can be made.),</li> <li>c) Report Motor Vehicle incidents involving company vehicles and/or on company property and driver license suspension, disqualification, or expiration to their Supervisor and/or Human Resources, and</li> <li>d) Report law enforcement issued moving violations while driving a MPC Motor Vehicle to their Supervisor and/or Human Resources within 24 hour or the next regular business day.</li> </ul>
Contractor Responsibilities	<ul style="list-style-type: none"> <li>• Contractors are required to follow all Refinery Safety Rules for operating Motor Vehicles inside the refinery.</li> </ul>

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### 3.0 Commercial Motor Vehicle Management

3.1 CDL Requirements	<p>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 shall possess a valid CDL and appropriate endorsement.</p> <p>3.1.2 CDL is required when driving licensed Motor Vehicles on public roads meeting the following criteria:</p> <ul style="list-style-type: none"> <li>a) Any combination of vehicles with a gross combined weight of greater than 26,001 pounds,</li> <li>b) Emergency Vehicles (e.g., Fire Apparatus) during non-emergencies, unless exempted by State regulations,</li> <li>c) Placarded HAZMAT loads (HAZMAT Endorsement required and Cargo Tank Endorsement if transporting bulk quantities), and/or</li> <li>d) Buses carrying more than 16 passengers (Passenger Endorsement Required).</li> </ul> <p>3.1.3 Should any suspension, disqualification, or expiration of the CDL occur the person shall notify their supervisor within 24 hours or the next regular business day and they will not be permitted to operate a Commercial Motor Vehicle that requires a CDL.</p> <p>3.1.4 If the refinery has Commercial Motor Vehicles that will be operated on public roads and meet the criteria listed above, then the refinery shall include the management of CDL requirements in their local procedures. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>a) CDL physical Examination Requirements,</li> <li>b) DOT/CDL Drug &amp; Alcohol Testing,</li> <li>c) Maintenance of a CDL driver qualification file, and</li> <li>d) For temporary or part-time drivers, such as a contracted driver, a letter from the driver’s employer certifying that the driver meets all of the driver’s DOT requirements and a copy of the driver’s CDL license with endorsements.</li> </ul>
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3.2 Requirements While Driving a Commercial Vehicle	<p>While operating Commercial Motor Vehicles, MPC employees shall meet the following requirements:</p> <ul style="list-style-type: none"> <li>(a) Current enrollment in the DOT physical examination program,</li> <li>(b) Current enrollment in the DOT/CDL Drug &amp; Alcohol testing program,</li> <li>(c) Current CDL with appropriate endorsement, and</li> <li>(d) Copy of DOT physical examination on the person while operating a Commercial Motor Vehicle on public roads.</li> </ul>
3.3 Commercial Motor Vehicle Requirements	<p>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:</p> <p><b>3.3.1 Commercial Motor Vehicle Inspections:</b></p> <ul style="list-style-type: none"> <li>a) Required DOT periodic re-qualifications not to exceed 12 months,</li> <li>b) Periodic re-qualifications or inspections shall be conducted by a qualified individual who has successfully completed a State or Federal approved training program, and</li> <li>c) Drivers shall complete a written pre-trip vehicle inspection and submit it to the appropriate MPC supervisory personnel. Before operating the vehicle, MPC shall repair any items in the report that affect safety and certify on the report that the repairs were made or were deemed unnecessary.</li> </ul> <p><b>3.3.2 Commercial Motor Vehicle Marking:</b></p> <ul style="list-style-type: none"> <li>a) Name of Operating carrier (e.g., Marathon Petroleum Company LP) and home office location (Findlay, OH),</li> <li>b) Motor carrier Identification Number (e.g., US DOT 717188 or US DOT 2400808),</li> <li>c) Annual Commercial Motor Vehicle Inspection sticker displayed on the vehicle and trailer, if applicable, and</li> <li>d) Date of periodic requalification marked on the Commercial Motor Vehicle, as required.</li> </ul> <p><b>3.3.3 Hands-Free Mobile Telephone Requirement:</b></p> <ul style="list-style-type: none"> <li>a) Effective January 3, 2012, the Department of Transportation prohibits the use of a hand-held mobile telephone while driving a Commercial Motor Vehicle</li> <li>b) All Refining personnel operating Commercial Motor Vehicles should refrain from using a mobile telephone while operating the vehicle. If</li> </ul>

Deleted: 2/1/2024

Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

	<p>the driver must use a mobile telephone, it must be used with a hands-free device.</p> <p>c) Drivers operating any Commercial Motor Vehicle are not allowed to send or read text messages while driving.</p> <p><b>3.3.4 Commercial Motor Vehicle Accident Reporting:</b>  In addition to the motor vehicle incident reporting requirements in Section 8.0, 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 shall be reported immediately to the Corporate ESS&amp;PQ DOT Coordinator, who will determine if a telephone report or a written report shall 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 shall 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) shall 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.</p> <p><b>3.3.5 Driver Record of Duty Status Log Requirements:</b></p> <p>a) MPC employees driving a Commercial Motor Vehicle within 100 air miles of the refinery are exempt from the requirement to keep a driver logbook.</p> <p>b) 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 shall keep a record of duty status (driver logbook) of each 24-hour period the Commercial Motor Vehicle is driven.</p> <p><b>Notes:</b></p> <p>(1) The driver record of duty status should be kept in a commercially available driver logbook.</p> <p>(2) In addition, the driver shall have had 10 hours off duty prior to starting and shall have a record of hours worked for each of the previous seven days.</p> <p>(3) Those hours cannot exceed 60 hours in 7 days or 70 hours in 8 days depending on the log being used.</p> <p><b>3.3.6 The following conditions must be met to be eligible for the 100 air mile exemption:</b></p> <p>a) The driver must operate within a 100 air mile radius from the normal work location.</p>
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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

	<p>b) The hours worked for each driver must be recorded and retained for six months which includes:</p> <ul style="list-style-type: none"> <li>➤ time driver reports for work each day,</li> <li>➤ total hours on duty each day,</li> <li>➤ time driver is released from duty each day, and</li> <li>➤ total time worked for each of the preceding seven days.</li> </ul> <p>c) The driver must return to normal work location and be released from duty within 12 hours each day</p> <p>d) The driver can only drive 11 of these 12 hours</p> <p>e) The driver must have 10 hours off between 12-hour shifts.</p>
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## 4.0 On Road Driving Requirements

4.1 Requirements for Driving on Public Roads	<p>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.</p> <p>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.</p> <p>4.1.3 Smoking is prohibited in an MPC owned, leased or assigned Motor Vehicles.</p> <p>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 shall be suspended until the situation is assessed and alternatives are considered before resuming safe driving.</p> <p>4.1.5 Employees are subject to the MPC Drug and Alcohol Collection Standard (HLT-2015), including but not limited to, the Policy’s strict prohibition against driving under the influence of substance(s) that may impair one’s driving capabilities.</p>
4.2 On Road Seat Belt Use	<p>4.2.1 All new MPC-owned Vehicles shall be equipped with seat belts for each occupant.</p> <p>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.</p> <p><b>Note:</b> Passengers in buses not originally equipped with seat belts that are used to transport employees and contractors shall remain properly seated within the Motor Vehicle at all times while the Motor Vehicle is in motion</p>
4.3 Portable Electronic Devices	<p>Using mobile communication devices shall be consistent with the requirements of <a href="#">SAF-4019</a> and <a href="#">REF-1056</a>:</p> <p>4.3.1 Use of two-way radios within a refinery and along company rights of way, or equipment movement is acceptable provided adequate safety precautions are employed.</p>

Deleted: 2/1/2024

Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

	<p>4.3.2 Mobile communication devices shall not be used for reading or composing text messages, email messages, instant messages or other similar functions while driving a Motor Vehicle.</p> <p>4.3.3 Use of a mobile communication device while driving an MPC Motor Vehicle outside the refinery fence line shall comply with all local, state, and federal local laws and should be limited to business conversations that are essential to the daily operations of the company or emergency response situations. 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:</p> <ul style="list-style-type: none"> <li>a) Stopping the Motor Vehicle in a safe location to continue the conversation,</li> <li>b) Suspending potentially distracting conversations until the Motor Vehicle is stopped (These include highly complex or emotional conversations.),</li> <li>c) Avoiding answering or making calls while in difficult driving conditions (e.g., heavy traffic, bad weather), or</li> <li>d) Using hands-free devices such as speakerphone, wired or wireless headsets or vehicle hands-free system.</li> </ul>
4.4 Distracted Driving	4.4.1 Each employee shall devote full attention to driving when operating a Motor Vehicle. Any activity that detracts or distracts from the ability of a driver to operate their Motor Vehicle safely should be minimized or avoided.
4.5 En-route Security	<p>4.5.1 Employees should use good judgment and be cognizant of potential security threats while traveling on company business</p> <p>4.5.2 Motor Vehicles shall be locked and secure when unattended when outside.</p> <p>4.5.3 Valuables, including computer and electronic equipment, should be removed from the Motor Vehicle, stored in the trunk, or stored out of sight to the extent possible.</p> <p>4.5.4 Park as close to the entrance of your travel destination as possible, and preferably in a well-lit area.</p> <p>4.5.5 Be aware of personal safety and security while traveling in unfamiliar areas.</p>
4.6 Motor Vehicle Documentation	4.6.1 All Motor Vehicles that travel on public roads require that the appropriate documentation be maintained including insurance information, accident reports and vehicle registration in the vehicle.
4.7 On Road Motor Vehicle	4.7.1 Employees shall take the appropriate steps necessary to report Motor Vehicle Incidents (MVI) per applicable MPC Incident Reporting Guidelines

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Deleted: 2/1/2024

Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

4.8 Incident (MVI) Reporting	<p>(<a href="#">GEN-1006</a> and <a href="#">SAF-4019</a>) within 24 hours of the incident. As a reminder, additional notifications required may include:</p> <ul style="list-style-type: none"> <li>a) Notifications to local law enforcement,</li> <li>b) Notifications to Supervisors/Managers,</li> <li>c) Notifications to ES&amp;S Department, and</li> <li>d) Notification to Rental Car Company (as appropriate).</li> </ul> <p>4.7.2 Additional notifications to the Legal Department are required if the incident involves an injury or fatality.</p>
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## 5.0 Off-Road Motor Vehicle Safety Requirements

<p>5.1 Requirements for Driving &amp; Parking near Process Equipment:</p>	<p>5.1.1 Driving Near Process Equipment:</p> <ul style="list-style-type: none"> <li>a) Refinery roads are 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.</li> <li>b) Additionally, at LAR, 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), shall be evaluated and limited as necessary. This may include road closures and/or exclusion zones.</li> </ul> <p>5.1.2 Parking Near Process Equipment:</p> <p>Parking in the process areas in LAR Refinery shall be implemented via a parking plan that specifically designates approved parking locations within the refinery. Consideration shall 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 general rules when parking a vehicle near Process Equipment are the following:</p> <ul style="list-style-type: none"> <li>a) Maintaining two wheels on the road at all times,</li> <li>b) When parking or backing up within the refinery near process equipment ensure a spotter is used when possible.</li> <li>c) A spotter serves as an extra set of eyes for drivers and equipment operators. The spotter must be positioned where they can effectively gauge clearance distance and maintain direct visual or audible communication with the driver.</li> <li>d) 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</li> <li>e) All Motor Vehicles shall be turned off with keys left in the ignition where applicable but always in sight, and all doors unlocked, when not attended or in use.</li> <li>f) When parking any vehicle on Marathon property, and prior to anyone exiting the vehicle, the engine shall be turned off and parking brake shall be applied. This also applies to Marathon vehicles being driven offsite.</li> </ul>
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Deleted: 2/1/2024

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Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

5.2 Mobile Communication Device Use in the Refinery	<p>While driving a Motor Vehicle in the refinery each employee/contractor shall adhere to the following requirements:</p> <p>5.2.1 Use of two-way radios within a facility is acceptable provided adequate safety precautions are employed. Examples include: Operating heavy equipment such as cranes where radio use is necessary for safe operation, emergency situations and incidents.</p> <p>5.2.2 Use of Mobile Communication Devices (e.g. intrinsically safe or not) while driving in the Refinery is prohibited.</p> <p><b>Note:</b> It is acceptable for the driver to use Mobile Communication Device in parked Motor Vehicles inside the refinery. Mobile Communication Device shall be intrinsically safe, if in a Process Area or on a Restricted Roadway.</p>
5.3 Speed Limits	<p>5.3.1 Maximum speed in the refinery is 15 MPH. During poor driving conditions such as heavy rain, fog (which impairs drivers' visibility), or while carrying heavy loads, the speed limit is 5 MPH. Vehicles shall not be operated in zero visibility conditions. During turnaround maintenance activity or in other congested areas 5 MPH signs will be posted to alert drivers of the change in speed limit.</p> <p><b>Note:</b> Security will enforce the established speed limits in the refinery.</p>
5.4 Off-Road Seat Belt Use	<p>5.4.1 When driving on company property, seat belt use is required for all MPC employees and contractors while driving or riding in Motor Vehicles.</p> <p>5.4.2 At no time will persons be allowed to ride in the bed of any truck unless seats with seatbelts are provided specifically for the purpose of transporting people.</p> <p><b>Note:</b> Passengers in buses not originally equipped with seat belts that are used to transport employees and contractors shall remain properly seated within the Motor Vehicle at all times while the Motor Vehicle is in motion.</p>
5.5 Escort requirements for Heavy Equipment & Unlicensed Motor Vehicles	<p>5.5.1 In general, MPC LAR Refinery does not allow unlicensed Motor Vehicles (e.g., golf carts, Mules®, Gators®, forklifts, and pickers, and other heavy equipment) driven on or across state or local roadways to stage for or complete work by our MPC employees. The following must be followed:</p> <ul style="list-style-type: none"> <li>• A licensed escort Motor Vehicle with flashing lights shall follow behind heavy equipment or unlicensed Motor Vehicles while traveling on public roadways, and</li> <li>• A person to direct or stop public traffic while heavy equipment or other slow-moving Motor Vehicles cross public roadways.</li> </ul>

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5.6 Escort Requirements for Cranes	5.6.1 Please review HSS 602 Mobile Crane Safety for details regarding escort requirements for Crane Operations.
5.7 Chemical & Delivery Truck Escort Requirements	5.7.1 Delivery trucks that travel through or near refinery process units to make a delivery shall be escorted by an MPC Employee or approved contractor.  <b>Note:</b> Trucks entering the refinery to be loaded at a designated loading rack and routine chemical delivery trucks do not require an escort unless it is the first time the driver has entered the refinery.
5.8 Motor Vehicles as Ignition Sources	5.8.1 LAR Refinery Owning Department will issue a Safe Work Permit to determine the risks associated with Motor Vehicle traffic on LAR Refinery Units and Restricted roadways. The Vehicle Entry Permit shall at a minimum consider the following: <ul style="list-style-type: none"> <li>a. Process equipment in close proximity to roadways</li> <li>b. Proximity of atmospheric vents to roadways and parking areas,</li> <li>c. Vessel content (LPG, auto ignition temperature),</li> <li>d. Number of potential leak points, and likelihood/potential for a vapor cloud explosion (VCE) event due to a Motor Vehicle ignition source or the Motor Vehicle creating congestion.</li> </ul> <b>Note:</b> The Safe Work Permit for vehicle entry shall follow the guidelines set forth in HSS-201 Safe Work Permit.
5.9 Additional Requirements for Golf Carts, Mules®, Gators® & UTVs	5.9.1 Golf carts, Mules®, Gators®, or other UTVs brought into the refinery shall be equipped with the following safety equipment: <ul style="list-style-type: none"> <li>a) Headlights, if they will be operated at night,</li> <li>b) Taillights, if they will be operated at night,</li> <li>c) Brake lights,</li> <li>d) Windshield. Windshields that are scratched, damaged or cannot be seen through clearly are prohibited in the refinery,</li> <li>e) Seat belts, if they are available by the manufacturer, and</li> <li>f) Reflectors or reflective tape on front and rear bumper.</li> </ul>

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<b>Doc Custodian:</b> Brian Kirby	 <b>Los Angeles Refinery</b>	<b>Doc No.:</b> HSS-019 <b>Rev No:</b> 2
<b>Approved By:</b> Connie Lema		<b>Safety Standard</b>
<b>Revision Approval Date:</b> 2/1/2024		<b>Next Review Date:</b> 2/1/2027

## 6.0 Pre-use Vehicle Check

6.1 Pre-use vehicle check	Operators of Marathon vehicles should conduct an initial 360-degree pre-use check of any Marathon vehicle prior to operation to ensure it is in good working order. Any defects found shall be reported to LAR Garage Personnel. If the defect affects the safe operation of the vehicle do not drive it until the issue has been corrected.
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## 7.0 Motor Vehicle Incident Reporting

7.1 Motor Vehicle Incident Reporting	<p>7.1.1 All MPC LAR employees shall report and track all on-road and off-road Motor Vehicle incidents. All Motor Vehicle incidents shall be investigated in compliance with <b>GEN-1006</b> Incident Investigation.</p> <p>7.1.2 All MPC LAR employees shall complete an accident report on all work-related Motor Vehicle incidents in the incident tracking database (i.e., <b>Intelex</b>). The following information shall be included in an incident report for each accident report:</p> <ul style="list-style-type: none"> <li>a) <b>Date of Incident:</b> The date of incident,</li> <li>b) <b>Location:</b> Exact location in-plant and/or public road,</li> <li>c) <b>Incident category</b> (0 through 4),</li> <li>d) <b>Number and Extent of the Injuries (Fatality, Lost Time, Recordable):</b> Using the OSHA definition and classification confirmed by the site Recordkeeping SME,</li> <li>e) <b>Roll-over (Yes/No):</b> Self-explanatory,</li> <li>f) <b>Able to Drive (Yes/No):</b> Self-explanatory,</li> <li>g) <b>On-road (Yes/No):</b> Self-explanatory,</li> <li>h) <b>Speed:</b> Approximate speed of all Motor Vehicles involved, and</li> <li>i) <b>Preventable / Non-Preventable.</b></li> </ul>
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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02


7.2 Motor Vehicle Incident Categories	<b>Incident Reporting:</b> Each Refinery shall categorize Motor Vehicle Incidents consistent with the Incident Category Matrix in <i>Appendix B</i> of <b>GEN-1006</b> when categorizing Motor Vehicle Incidents in the incident reporting database.
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## 8.0 Training

8.1 Driver Training	<p>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.</p> <p>8.2.1 The Corporate issued Safe Driver Training is Web Based Training (WBT) that satisfies the corporate training requirement and covers the following topics:</p> <ul style="list-style-type: none"> <li>• Defensive Driving, and</li> <li>• Driving Distractions.</li> </ul>
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Approved By: Connie Lema		Safety Standard
Revision Approval Date: 2/1/2024		Next Review Date: 2/1/2027

## Appendix A: Terms and Definitions

**A.1 Areas of Explosion & Flammability Hazard** *Areas of Explosion & Flammability Hazard* are areas with a potentially explosive or flammable atmosphere including, but not limited to:

- Vehicle fueling areas,
- Fuel or chemical transfer areas,
- Any areas classified as Class I, Div. I or Div II, or
- Any other areas where it is advisable to turn off the Motor Vehicle's engine due to flammability and ignition potential.

**A.2 Authorized Driver** *An Authorized Driver* is an MPC employee that holds a valid driver's license, has completed the appropriate basic driving safety training, and operates a Motor Vehicle on company business.

**A.3 Commercial Motor Vehicle** A *Commercial Motor Vehicle* is any self-propelled or towed Motor Vehicle used on a highway in interstate commerce to transport passengers or property when the Motor Vehicle:

- 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
- Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- Is designed or used to transport more than 15 passengers (including the driver) and is not used to transport passengers for compensation; or
- 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.

**A.4 Component** A *Component* is an MPC operating division or wholly owned subsidiary.

**A.5 Driving** *Driving* refers to operating an automobile, truck, van or other motorized vehicle while in motion on a public thoroughfare.

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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

**A.6 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

**A.7 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.

**A.8 Hand-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.

**A.9 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:

- (a) Cars,
- (b) Vans,
- (c) Light trucks,
- (d) Motorcycles,
- (e) Sports utility vehicles (SUV),
- (f) Heavy trucks,
- (g) Utility vehicles used to transport personnel and equipment,
- (h) Cranes carrying a load or operating in a congested area,
- (i) Forklifts operating as plant equipment,
- (j) Backhoes operating as plant equipment,
- (k) Track hoes operating as plant equipment,
- (l) Cherry pickers,
- (m) Man-lifts,
- (n) Golf Carts, Mules®, Gators®, and ATVs operating as plant equipment, and
- (o) 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.

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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

**A.10 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 **preventable or non-preventable**, subject to the following conditions:

- (a) Examples of an MVI include moving traffic accidents, car-deer accidents, collision with equipment, severe abnormal failure of equipment on an 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.
- (b) 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).
- (c) A Motor Vehicle accident could be classified as an MVI regardless of whether the incident occurs on private or public property. (See the definition of “On-road”)
- (d) 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 an MVI.
- (e) 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.
- (f) Damage to a Motor Vehicle while it is not in operation or not attended by an MPC employee (parking lot damage) is not an MVI assuming it was properly parked.
- (g) Injuries that occur when entering or exiting a properly parked or stopped Motor Vehicle is not an MVI.
- (h) Any incident involving loading or unloading from a properly parked or stopped Motor Vehicle is not an MVI.

**A.11 MPC Vehicle**

An **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).

**A.12 Non-Preventable**

Non-Preventable refers to an event, in this case an MVI caused by circumstances that could not be foreseen or avoided by our employee even though good driving habits were the case and for which all necessary precautions were being exercised. An accident that an investigation determined could not reasonably have been prevented.

**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.

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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

**A.13 Off-Road** For reporting, *Off-Road* means within the refinery perimeter. Off-Road incidents are not included in the performance metric. .

**A.14 On-Road** For 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.

**A.15 Portable Electronic Device** A **Portable Electronic Device** refers to devices such as  
 (a) smart phones,  
 (b) personal digital assistant (PDAs),  
 (c) global positioning system (GPS) or navigation units,  
 (d) portable MP3 players,  
 (e) laptops,  
 (f) stereo headphones, and  
 (g) radar detectors..

**A.16 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. .

**A.17 Rollover** **Rollover** refers to any crash where the Motor Vehicle has flipped to its sides, top and/or rolled 360 degrees via any axis.

**A.18 Work Relationship for MVIs** 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 included 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:

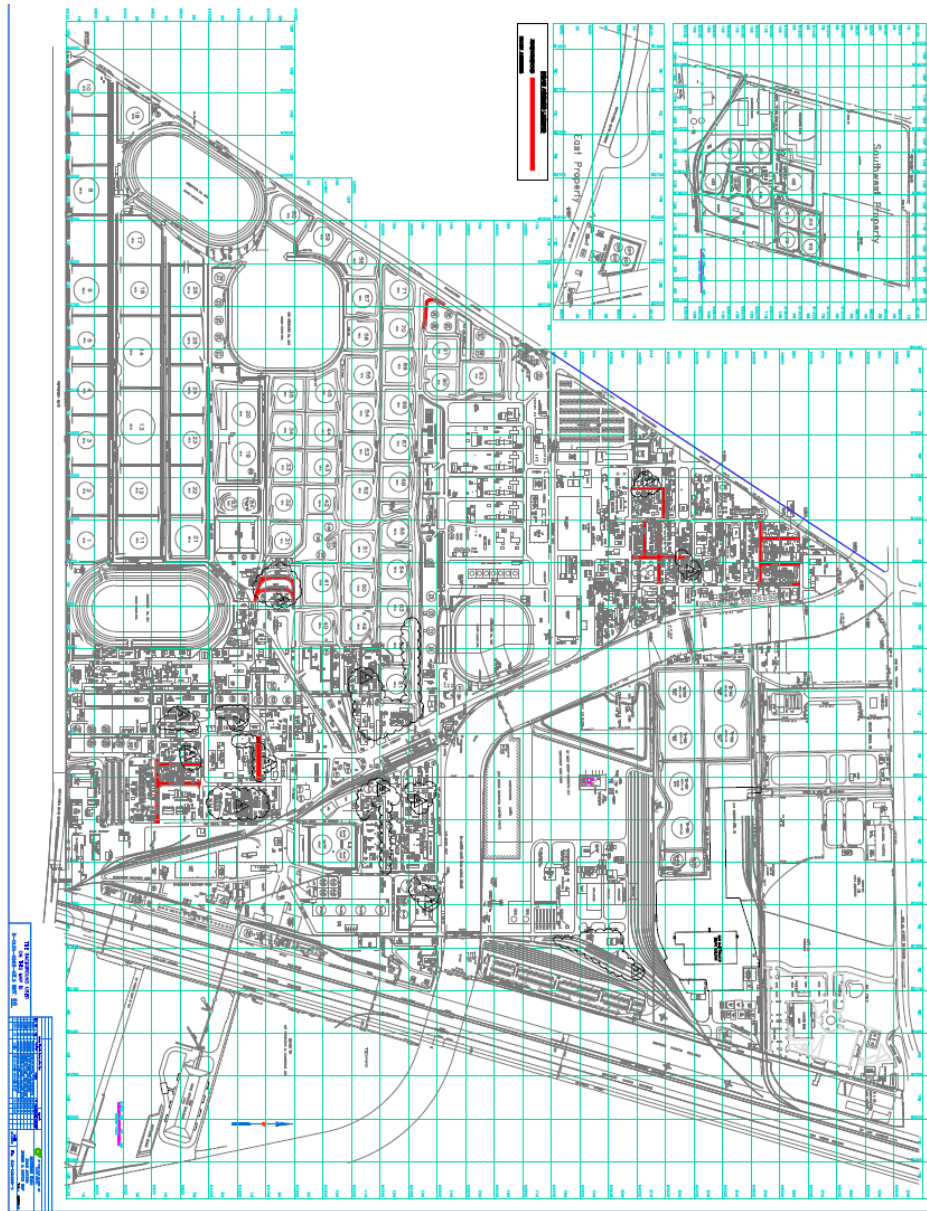
- (a) running errands,
- (b) obtaining meals for oneself,
- (c) driving to a medical appointment, or
- (d) detours for personal reasons when traveling on work-related business.

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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

## Appendix B: Carson Restricted Roadways Map & Table



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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

Area/Unit	Roadway Segment	Location Description	Rationale for Restriction
North Area-Hydrocracker	N Street and Hydrocracker internal roadways	Roadways in Hydrocracker area south of 14 <sup>th</sup> Ave and north of 13 <sup>th</sup> Ave.	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
North Area-FCC	FCC internal Unit roadways	Internal Unit Roadway west of #4 Steam Plant. ,North of 10 <sup>th</sup> Ave and South of 11 <sup>th</sup> Ave	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
North Area- #1 Amine & SRD/LED	M Street West of #1 Amine Unit	Roadway between SRD/LED and #1 Amine Unit	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
North Area-#1 & #2 Amine Units	#1 & 2 Amine Unit internal roadways	Internal Unit roadway between #1 and #2 Amine Units	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
North Area-#1 Reformer	North and west internal Unit roadways.	#1 Reformer internal road ways between 10 <sup>th</sup> and 11 <sup>th</sup> Ave's, and P and Q street's.	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
South Area-#1 Crude/Alky Area-Coker Gas Fract/Dehex	Dehex and Coker Gas Fract. internal Unit access way	Access way North of Coker Gas Fract & Dehex Units. between F and C Street's.	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
South Area-Alky Area	C Street	C St between 3 <sup>rd</sup> and 5 <sup>th</sup> Ave. Roadway between the Coker Gas Fract and Iso-Octene/Alky Fract	Hazop Recommendation Closure: Operations Permission Required for Entry (No VEA)
South Area-Alky/ISOM Area	C Street	C Street south of 3 <sup>rd</sup> Ave and north of 2 <sup>nd</sup> Ave. The roadway between the C4 Alky and Butamer/C3 Splitter.	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
South Area-Alky/ISOM Area	2 <sup>nd</sup> Ave	2 <sup>nd</sup> Ave between Main St and D St. Roadway south of C4 Alky /C3 Splitter and north of the ISOM.	<u>Process Safety Closure:</u> <u>Vehicle Entry Permit Required for Entry</u>
South Area-Alky/ISOM Area	D Street	D St between 2 <sup>nd</sup> and 3 <sup>rd</sup> Ave. Roadway between the South H2 Plant and Butamer/C3 Splitter	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry

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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

South Area-ISOM Area/ C-3 Splitter	C3 Splitter Internal Unit access way.	Internal Unit access way between D and C Street's	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
South Area-Storage & Handling	Storage and Handling Propane/Butane loading rack access roads.	#9 and #13 Propane/Butane access roads, and North /South access roadways.	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry
South Area-Storage & Handling	Butane Spheres 86,87,88,89 Access roadway	Sphere access east of Wilmington Ave.	<u>Process Safety Closure:</u> Vehicle Entry Permit Required for Entry

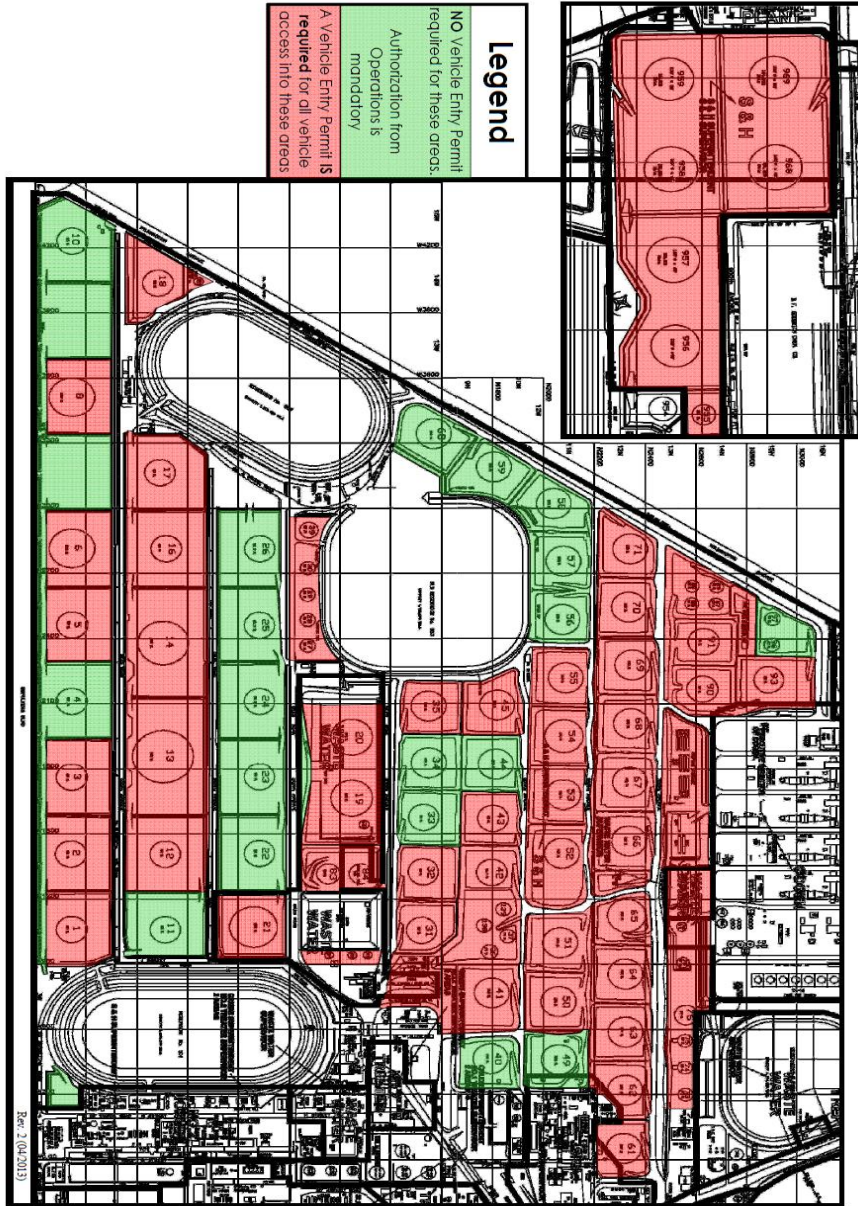
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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

## Appendix C: Carson S&H Tank Vehicle Entry Map



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Los Angeles Refinery	<b>Standing Instruction</b>	
Title: Motor Vehicle Safety and Driving Standard	Doc Number: HSS-019	Rev No:02

## Revision History

**Document Revision History** Complete the following table for each document revision.

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
00	Integrated MPC Motor Vehicle Safety and Driving Standard with Legacy Andeavor Driving Safety Documents.	Brian Kirby	Mike Kulakowski	9-16-20	9-16-20
01	Language added to section 5.3 for driving during zero visibility conditions.	Brian Kirby	Connie Lema	5-24-21	5-24-21
02	Added a section on requirement to set parking brake.	Brian Kirby	Connie Lema	2-1-24	-2-1-24

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