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1.0 INTRODUCTION

1.1 Purpose

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

1.2 Scope

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

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

2.0 REFERENCES

2.1 Marathon Standards, Policies & Procedures

- GEN-1006, Incident Reporting & Investigation Standard
- HLT-2015, Drug and Alcohol Collection Standard
- SAF-4001, Reporting Occupational Injuries & Illness Incidents and Data Standard
- SAF-4019, Driving Safety
- REF-1056, Safe Use of Electronic Devices
- RSP-1713-000, Motor Vehicle Safety and Driving Standard
- R-11-007, Wharf and Causeway Load Limits
- R-11-024, Safety Signs, Ground Level Warnings and Barricades
- R-11-004, Elevating Work Platforms

2.2 Government Regulations

- 29 CFR 1910.307, Hazardous (classified) Locations
- 40 CFR 302.6, Hazardous Chemical Reporting
- 40 CFR part 40, 1 thru 40.413 and 395, Federal Motor Carrier Safety Regulations

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3.0 ROLES AND RESPONSIBILITIES

3.1 Corporate Refining Responsibilities

3.1.1 Refining Management Team

The Refinery Management Team (RMT) shall ensure:

- A. A refinery Motor Vehicle Safety Procedure is developed that is consistent with the RSP,
- B. Employees are trained to operate Motor Vehicles as appropriate based on whether they will drive a Marathon Vehicle or Motor Vehicle on company business, and
- C. Motor Vehicle safety rules are enforced for all employees driving both on public roads and in the refinery and for contractors driving in the refinery.

3.1.2 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.

3.1.3 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:

- A. Possess a valid state issued driver license with the proper endorsement,
- 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 should inform their Supervisor so alternative arrangements can be made.),
- C. Report Motor Vehicle incidents and driver license suspension, disqualification, or expiration to their Supervisor and/or Human Resources, and
- D. Report law enforcement issued moving violations while driving a Motor Vehicle to their Supervisor and/or Human Resources within 24 hour or the next regular business day.

3.1.4 Contractor Responsibilities

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

4.0 VEHICLES

The use of vehicles is a necessary part of our business.

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Any employee who operates a company-owned motor vehicle shall know and abide by all traffic laws and shall comply with the legal requirements of the State of Washington for operator's license.

While parking a company vehicle, you are required to:

- Put the transmission in the parking position,
- Shut off the motor,
- Set the emergency brake,
- Never lock the doors,
- Always leave the keys in the vehicle, and
- Back-In Park - with the exception of the following:
 - Designed pull through parking areas (forward to park – forward to leave = the best of both Worlds so to speak) - these areas will not be required to Back In.
 - Anytime the parking area is designed for angled parking (i.e., Gate 20 break trailer area – inside the Refinery) – these one way areas will not be required to Back In.
 - Employee parking outside the Refinery fence line will not be required to Back In (Parking Lot near the Cafeteria; Parking Lots near the Admin Building; Parking Lot at Gate 20 outside the Refinery).

5.0 ON-ROAD DRIVING REQUIREMENTS

See RSP-1713-000 Motor Vehicle Safety and Driving Standard, section 4.0.

6.0 OFF-ROAD DRIVING REQUIREMENTS

See RSP-1713-000 Motor Vehicle Safety and Driving Standard, section 5.0.

7.0 MOTOR VEHICLE INCIDENT REPORTING

See RSP-1713-000 Motor Vehicle Safety and Driving Standard, section 6.0.

8.0 PARKING PERMITS

To ensure facility security and to enhance the safety in our employee parking lots, parking in the main Marathon Anacortes Refinery gate one lot will be by permit only. This process will limit parking in the employee lots to Marathon employees, registered guests, registered visitors, and select contractors. Parking by permit ensures adequate parking for employees. Parking by permit readily identifies vehicles that do not belong. These permits follow Marathon Corporate Security guidelines and do not display a Marathon logo or name. Each permit will have a permit number that will positively link the permit to a vehicle, and to an authorized employee. This link is necessary to identify unauthorized vehicles.

8.1 Temporary Parking Permits

Temporary Parking Permits will be issued on a daily basis as required for:

- Employees that drive a vehicle without a permit, rental, loaner, etc.

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- Registered visitors and guests.
- Registered contractors attending PSM Training.

Temporary Parking Permits will require registration of driver's name, vehicle make, model, color, and plate number. A Parking Permit Placard will be issued for one day.

Temporary parking for registered guests and visitors is in front of the main Administration Building. Temporary parking for registered PSM and overflow guests and visitors is the first row of the employee lot nearest Gate 15 (i.e., Warehouse gate). Registration for all Temporary Parking Permits will be made at the Main Gate before parking the vehicle.

8.2 Application

To apply for a Parking Permit, visit the Main Gate and request a Parking Permit Request Form. Complete the form and return to the Main Gate. Up to four permits will be issued to employees. Permits will be issued within one week of submission of a request form. The processed form and permits will be placed in interoffice mail.

If you are requesting a new permit due to the sale or transfer of your previously permitted vehicle, please note this on the form.

8.3 Placement

The permit is an adhesive sticker placed in the upper left side, (driver's side) on the inside of the windshield. Temporary Parking Permit Placards will be placed on the dash as to be visible from outside.

8.4 Motorcycles

Motorcycles will not be issued permits. Registration of your motorcycle is requested so that security can determine unauthorized vehicles.

8.5 Cancellation

Upon sale, transfers, or loss of your permitted vehicle, contact Security to cancel your previously issued permit. Remove the sticker prior to transfer of your vehicle.

8.6 Violations

Violation of this process will initiate a warning on the unauthorized vehicle. Repeat violators may be subject to Supervisor notification. Marathon Anacortes Refinery reserves the right to tow any vehicle parked under suspicious circumstances.

9.0 SPEED LIMIT

The maximum speed limit within the refinery is 20 miles per hour unless otherwise posted. The Wharf Causeway is 15 miles per hour. In congested areas such as around the Maintenance Shops, the speed limit is reduced to 10 MPH.

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10.0 ADDITIONAL RESTRICTIONS FOR WHARF/CAUSEWAY

- When the red light at the head of the Causeway (i.e., shore end) is flashing, traffic is restricted to essential vehicles and personnel only.
- Causeway speed limit is 15 mph.
- Parking is restricted to the marked spaces on the laminated area at the east end of the Wharf. Vehicles on the Wharf must use back in parking. Vehicle access to the control house is allowed by permit only.
- Vehicles shall be backed into the designated parking sites with engine off and keys left in the ignition.
- When parking on the Causeway for maintenance activities, keep vehicle tight to the rail, folding in mirror if possible. Watch out for other vehicle traffic.
- Refer to R-11-007 for Wharf and Causeway load restrictions.

11.0 BICYCLES

The use of bicycles within the Marathon Anacortes Refinery facilitates our daily business. Bicycles allow movement of personnel and light tools without the use of an automotive permit. The operator of a bicycle is the one primarily responsible for rider safety and must assure that the bicycle is in safe working condition when used. To encourage responsible ownership, bicycles will be assigned to individuals or individual jobs by using placards and should be registered with the garage mechanic.

Persons riding bicycles shall observe all traffic regulations for automotive equipment. Under no circumstances shall bicycles be ridden on firewalls, dike walls, or any non-recognized roads. The riding of bicycles in operating units shall be restricted to main access ways and a prudent speed maintained. Bicycles must not be ridden in any Shops. Bicycles used for carrying sample bottles must be equipped with a rack or carrier of suitable construction to prevent damage to bottles. Riders must not carry bottles or other objects which prevent holding handle bars with both hands. Bicycle baskets are not intended to carry more than 20 pounds, and care must be exercised to prevent overloading.

Marathon Anacortes Refinery contractors must follow the same rules for inspecting and maintaining their bicycles, and will be held accountable for safe operation at all times.

All bicycles must be equipped with anti-slip pedals, and be inspected by the Garage with an authorized Inspection Sticker of compliance.

- Guidelines for proper bicycle upkeep
 - Keep tires properly inflated (30-60 psi) and wheels wobble-free.*
 - Keep the chain oiled and adjusted (no more than 3/4" deflection).*
 - Keep the bearings greased. Adjust if any looseness or binding develops. Special care should be given to the main crank and headset bearings.*
 - Make sure seats and handlebars are secure and fit the rider (when you are sitting on the bike with your foot on the pedal your knee should be slightly bent to prevent knee strain).*

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- Make sure the brakes stop well without binding (must be able to bring 5 mph bike to a halt in ten feet).*
- Make sure baskets, fenders, chain guards and all accessories are securely attached and do not interfere. * Chain guards are required equipment.
- Replace loose handgrips and broken pedals.*
- All bicycles are required to have reflectors on both the front, and rear.
 - * Visit the garage for advice, parts or repair if any of the above defects occur. You may do your own repairs using the bike repair stand in the garage on days. The garage mechanic may be able to do more difficult repairs on a scheduled basis. If the bicycle requires extensive repairs, the garage mechanic will determine if it should be repaired, used for parts, or disposed of. Replacement bicycles may be purchased by any department. Huffy coaster brake bikes are available from Ace.
- Guidelines for safe bicycle riding
 - Always stop for traffic when entering a road, especially from an alleyway.
 - Always ride on the right side of the road. Do not travel against traffic.
 - Pedestrians have the right of way.
 - Always check behind you when turning left.
 - Stop at all stop signs and obey all traffic rules within the Marathon Anacortes Refinery. Use caution at all crossings.
 - Use hand signals.
 - Keep control of your bike at all times. No horseplay, no weaving, no racing of bicycles is allowed in the Marathon Anacortes Refinery.
 - Ride at least 3' from parked vehicles in order to avoid unexpected door openings.
 - Avoid dark conditions, narrow roads and roads where heavy equipment is being operated.
 - Do not follow vehicles too closely – you may be in their blind spot.
 - Always be prepared to stop.
 - Keep your hands on the bars unless signaling.

Three-wheeler bikes are often used to haul tools, samples or other materials inside the Marathon Anacortes Refinery. These bikes will tip easily when turning sharply.

Remember, in riding a bike you are actually operating a vehicle and must follow the basic rules of the road.

12.0 PEDESTRIANS

Pedestrians on roadways where there are not sidewalks should always walk on the left side of the street, facing traffic, leaving adequate room for vehicular traffic. It is essential that all personnel exercise extreme care, both pedestrians and motor vehicle operators. They should not make the roadways a public sidewalk, but it is fully acknowledged personnel will walk on the roadway. Before crossing roadways, always take precautions to see that you are not endangered by oncoming traffic from either direction.

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Personnel should not enter or pass through areas that have been roped off or barricaded, unless they have permission from the person who is responsible for the barricade and they are properly attired.

Personnel must not take short cuts through operating unit areas and should stay out of areas unless their work requires their presence in the area. When entering an operating unit, the Operator in charge of the unit must be notified.

Personnel should never run in the plant. Other personnel may assume there is an Emergency and the risk of a slip/trip incident is increased.

The climbing of firewalls, dike walls, or other steep slopes other than at stairs or designated walkways is prohibited. Pipelines are potential slipping hazards; avoid walking on them whenever possible.

13.0 MONTHLY VEHICLE INSPECTIONS

Monthly Vehicle Inspections are required for all vehicles with the exception of forklifts, cranes or any other vehicle with existing formal inspection protocols.

The objective of a Monthly Vehicle Inspection is to ensure that vehicles are operated in a safe and sound condition.

The operator of a company vehicle is responsible to ensure the vehicle remains in safe operating condition. The safety inspection should include a routine check of the following:

- Tires
- Horn
- Rear view mirrors
- Windshield wipers
- Lights
- Brakes
- Steering
- Door Latches/Hinges

Doors that are sprung should be repaired as soon as practical. When a vehicle has a sprung door, the door may spring back while opening and present a personnel hazard, when this condition exists, the operator may be required to obtain another vehicle temporarily until this condition can be rectified.

- Fluid Leaks, of any kind (i.e., glycol, motor or transmission oil)
- Do not operate a vehicle with oil/glycol leaks on the Wharf or Causeway.
- And if applicable, back up warning devices.

All deficiencies should be promptly reported when found. Conditions that present a personnel or environmental hazard should be evaluated by the Supervisor to determine the need for red tagging and removing the vehicle from service.

The following vehicle checklist is to be completed monthly by the vehicle owner or designee, and sent to the garage for filing. Significant repair work should also require an SAP notification.

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Vehicles are sent to the garage periodically for routine maintenance, at that time, the inspection forms will be reviewed by the Mechanic and then deleted.

14.0 POWERED LIFT TRUCKS (FORKLIFTS)

When a forklift is being used in an unclassified area, WAC 296-24-23027 shall be followed.

- Powered industrial trucks must not be driven up to anyone in front of a bench or other fixed object.
- Employers must not allow people under the elevated portion of any powered industrial truck, whether loaded or empty.
- Employers must not allow people to ride on powered industrial trucks unless a safe place to ride is provided.
- The employer must prohibit any body part from being placed between the uprights of the mast or outside the running lines of the truck.
- When leaving a powered industrial truck unattended, load engaging means must be fully lowered, controls must be neutralized, power must be shut off, and brakes set. Wheels blocked if the truck is parked on an incline.
- A powered industrial truck is unattended when the operator is 25' or more away from the vehicle, which remains in view, or whenever the operator leaves the vehicle and it is not in view.
- When the operator of a powered industrial truck is dismounted and within 25' of the truck and still in view, the load engaging means must be fully lowered, controls neutralized, and the brakes set to prevent movement.

When an automotive permit is required (i.e., classified area), all vehicles shall be shut off before leaving the machine.

15.0 TRAINING

15.1 Driver Training

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:

- At a minimum, review the requirements of this RSP or the equivalent Refinery Vehicle Safety and Driving Procedure and complete a basic safety training that addresses at least the following issues:
 - A. Defensive Driving, and
 - B. Driving Distractions.


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

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16.0 REVIEW AND REVISION HISTORY

Revision #	Preparer	Date	Description
0	Mark Willand	12/19/2021	Reformatted and Numbered per Document Control Policy, R-63-001.
1	Jeff Wood	9/22/2023	Line-by-line review.
2	Andrew Johnson	1/26/2024	Updated section 4.0

17.0 ATTACHMENT 1 – MONTHLY VEHICLE INSPECTION SAMPLE (R-11-015-F01)

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Monthly Vehicle Inspection		

Vehicle #: _____ Assigned to: _____ Date: _____
 Mileage Reading: _____ Inspected by: _____

Inspection List	OK	Repairs Needed	Comments
1. Tires	_____	_____	_____
2. Head Lights	_____	_____	_____
3. Tail Lights	_____	_____	_____
4. Backup Lights	_____	_____	_____
5. Turn Signals	_____	_____	_____
6. Horn/Backup Horn	_____	_____	_____
7. Exhaust System	_____	_____	_____
8. Brakes	_____	_____	_____
9. Oil level	_____	_____	_____
10. Check vehicle for oil leaks	_____	_____	_____
11. Steering	_____	_____	_____
12. Windshield Wipers	_____	_____	_____
13. Windshield Washer	_____	_____	_____
14. Rearview Mirror	_____	_____	_____
15. Seat Belts	_____	_____	_____
16. Door Latches	_____	_____	_____
17. Body Condition	_____	_____	_____
18. Glass	_____	_____	_____
19. Registration/Insurance (Licensed Vehicles)	_____	_____	_____
20. Turret Nozzles	_____	_____	_____
21. Fire Extinguishers	_____	_____	_____
• Puncture lever or hand lever locking pin in position and sealed			
• Hose in place			
• Nozzles free of obstruction			
• Hose in good repair, no cracks, etc.			
• Gauge up to pressure, if equipped with pressure gauge			
• PROBLEMS WITH FIRE FIGHTING EQUIPMENT SHOULD BE BROUGHT TO THE ATTENTION OF AREA SAFETY INSPECTOR.			
22. Other Vehicle Items:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

*Submit completed form to Supervisor.
 Supervisor to forward completed forms to garage mechanic.*

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