1. Applicability

- Crude
- Refined Products/Natural Gasoline
- Highly Volatile Liquids (HVLs) / High Vapor Pressure (HVPs)
- CO2

2. Scope

This procedure provides general safety guidance and instruction for the use and operation of company automobiles, trucks, and other motorized equipment. The Fleet & Driver Policy section of the KM HR manual contains detailed information on driver requirements, operating guidelines, personal use, etc. and should be referred to in conjunction with this procedure. This procedure does not cover Commercial Motor Vehicles or Powered Industrial Trucks. For information on those procedures see:

- T O&M Procedure 153, Powered Industrial Trucks
- CMV Policy

3. Core Information and Requirements

3.1 Truck and Automotive

3.1.1 General Safety

The following shall be followed when operating a vehicle covered under this procedure:

- It is recommended that employees who drive vehicles (company, rental, or personal) on company business complete a Defensive Driving Training.
- When state law does not prevent the use of cell phones when driving, employees should minimize the use of cell phones (text messaging prohibited) during the course of driving while on company business (includes company, leased/rental, or personal vehicles). See Fleet and Driver Policy, Vehicle Operating Guidelines.

If a situation necessitates the use of a cell phone while driving, the following precautions or actions should be taken:
1. Determine if the traffic situation or pattern presents a period where a conversation can be conducted safely before making or receiving a call. If not, then pull over to a safe location to make/receive the call or ask the caller to call back later.

2. In addition, make or receive calls using hands-free equipment where available.

- **Accidents and Vehicle Damage** - Refer to Environmental Health & Safety’s EHS Policy Manual: Section II – Health & Safety; Tab 02 – Vehicle Accident Reporting and [T O&M Procedure 159, Incident Reporting and Investigation](#).

- Seat belts must always be in good working order and worn by all occupants while the vehicle is being operated, regardless of applicable state laws

3.1.1.1 First Move Forward

The company has a vehicle backing guideline entitled, "First Move Forward." This guideline should be utilized when driving a company vehicle or personal/rental vehicle for company purposes. The guidelines are simple and easy to implement.

1. **MAKE YOUR FIRST MOVE FORWARD.** Park your vehicle where you will not have to back out when leaving. Avoid pull-in parking (parking in the first parking space of a double space when the space in front is open) whenever possible. Pull through to the front space.

2. If you must use a pull-in parking space, back into the space (angle parking spaces are not designed to be backed into) upon arrival. Back into the space only when option 1 above is not available. Some degree of judgment must be used to determine when a greater hazard may result from backing into a space, versus pull-in parking. Do not attempt to back into a parking space, if doing so would require you to go against normal traffic flow.

3. Whenever backing your vehicle, get assistance if it is available. Also, use the “Buddy” system. If there is more than one person in the vehicle, the passenger should assist the driver in backing.

4. Always walk around the vehicle before leaving to "GET THE BIG PICTURE".

Emphasis should be placed on a driver’s first move being forward when moving a vehicle or on backing into rather than backing out of parking spaces.

3.1.2 Inspection, Servicing, and Repair

Company vehicles shall be inspected, serviced, and repaired in accordance with guidelines in the [Fleet & Driver Policy](#) section of the KM HR manual. Inspections are to be documented on the Vehicle Inspection Checklist (Fleet Form FL012). All Company vehicles are required to have labels affixed to the window, dashboard, or other suitable area within a driver’s line of site referencing that seatbelts are required. These labels should be replaced if they show wear or wording becomes illegible.
3.1.3 Vacuum Trucks

Vacuum tank trucks provide a fast and efficient method for removing and hauling product from sumps, tanks and other containers during maintenance operations.

Follow these general guidelines and those in API Publication 2219 (Safe Operation of Vacuum Trucks) when using these type vehicles:

3.1.3.1 Precautions

- The vacuum truck operator must be trained to identify or recognize hazards associated with truck operations including spills, hose failures, and discharges of flammable and toxic vapor.
- The truck operator shall be provided with and trained in the use of all required personal protective equipment. In addition, the truck operator shall be trained in recognition of potentially flammable conditions and fire prevention, first aid, and the proper use of portable fire extinguishers and other fire extinguishing techniques.
- Department of Transportation regulations in 49 CFR 172 Subpart H require the truck operator to be trained and tested on the hazardous materials regulations.

3.1.3.2 Vacuum Truck Inspection and Operating Procedures

The truck operator shall complete an inspection before the truck is operated and ensure:

- All valves are operating freely.
- Floats for liquid-level indicators are working properly.
- Rubber stoppers on scrubber shutoffs are in good condition and seated properly.
- Dome gaskets are in good condition and seated tightly when the domes are closed (this can be checked by applying pressure to tank).
- Hoses, connections, and fittings are in good condition, and the materials of construction are appropriate for the application.
- All connections and other equipment are leak-free and in good working order.

_T OM100-74, Vacuum and Tank Truck Pre-job Checklist_ is available for use if needed.

3.1.3.3 Internal Valves

Internal valves are not required on tanks that have been specifically exempted by the U. S. Department of Transportation; however, a copy of the exemption must be carried on the truck.

3.1.3.4 Operating Environment

- Because truck engines are an ignition source, they should be operated upwind of any pickup point and outside path of vapor travel.
- If there is any question whether the area is gas-free, a gas test should be performed using a combustible gas indicator before any operation is started. The area must be vapor free.
**WARNING:** When volatile flammable or toxic liquids are loaded, the vacuum pump exhaust should be extended downwind by attaching a length of hose sufficient to allow venting to a hazard-free area away from people, ignition sources, and so forth. Note: Some states or municipalities may require special filtering (e.g., charcoal) of exhaust fumes. Check with your EHS representative for guidance.

- A vacuum truck should be permitted into a diked tank area only after a Safety Permit has been issued, and the area has been tested and found to be gas free.
- In the area where product will be discharged from the vacuum truck, vapor travel and sources of ignition must be considered.

### 3.1.3.5 Static Electricity

With nonconductive hose, any exposed metal, such as a hose flange, can accumulate static electricity and act as an ignition source if the metal touches or comes close to ground. Therefore, if nonconductive hose is used to discharge a flammable liquid into an open area (such as a pit or an open tank) or discharged where any source of flammable material is present near the hose's exposed metal parts, the metal parts shall be bonded, the hose and the tank or receiving vessel shall be bonded, and the bonding system shall be grounded. (Refer to NFPA 30, Flammable and Combustible Liquids Code). As it is difficult to distinguish between conductive and nonconductive hose and both may be used, it is recommended that all exposed metal on any hose be grounded. Exception to this would be a closed system with tight connections at both ends of the hose. An alternative to grounding in such cases is verifying, by means of electrical testing, that the hose is conductive.

### 3.2 Trailer Towing

The company has a variety of equipment that is periodically required to be towed from one location to another in order to perform a job task. Examples are:

- Boats (for emergency response use)
- Equipment Trailers (for emergency response use)
- Portable Air Compressors
- Utility Trailers
- Fire Equipment Trailers
- Foam Tank Trailers

The trailers and equipment include a variety of hitching systems and weight/class ratings. For non-emergency towing the company guidelines for towing a trailer/equipment on public roads and highways are:

- Driver shall have a current, valid driver's license for the state in which they are based and preferably be a driver in good standing under the commercial motor vehicle program.
- If possible, CMV driver should use a tow vehicle covered under the company commercial motor vehicle program.
3.3 All Terrain and Utility Vehicles

All terrain (ATV's) and utility vehicles include any motorized off highway vehicles that travel on four or more low pressure tires, having a bench or seat to be straddled by the operator and a handlebar or wheel for steering control. Following are general safety guidelines regarding all terrain and utility vehicle use by company employees:

- Under no circumstances will an employee use a three-wheeled ATV for company use.
- All ATV’s and utility vehicles will have the proper warning placards affixed to them. These placards include the general safety requirements, weight capacities, and tire pressures assigned by the manufacturer.
- All company employee operators of ATV’s and utility vehicles will complete a General ATV/Utility Vehicle Safe Operations training course.
- A pre-ride inspection shall be performed prior to operating an ATV or utility vehicle.
- Transporting passengers on an ATV is strictly prohibited unless the manufacturer specifically provides a bench seat for that purpose. Passenger/weight limits shall be adhered to for utility vehicles.
- Seat belt use is required on utility vehicles (if the vehicle is equipped with them).
- ATV’s and utility vehicles are not to be operated on public roads or public drives unless allowed by local traffic laws.
- Proper Personal Protective Equipment (PPE) shall be worn when operating an ATV (Utility vehicles such as Gators and golf carts are excluded). This includes:
  - A DOT, Snell, or ANSI approved helmet with face shield and/or impact resistant goggles.
  - Long sleeved shirt and long pants.
  - Proper gloves. (Leather, heavy cotton, or company issued work gloves are suitable.)
  - Steel toe boots that fit over the ankle.
  - Other PPE that may be required for the conditions (e.g., dust mask).
- ATV’s and utility vehicles should be operated at low speeds (<20 mph) and never on extremely steep inclines.
- All equipment carried on an ATV or utility vehicle must be properly secured.
- Never exceed the maximum weight capacities of an ATV or utility vehicle.

3.4 Tractors (ROW and Lawn) & Heavy Equipment

3.4.1 Tractors (ROW and Lawn)

For the purposes of this section, a tractor is defined as “a vehicle having a gasoline or diesel motor and usually large, heavily treaded rear tires, used especially for pulling implements or operating hydraulic and/or PTO (Power Takeoff) driven attachments (front end loader, backhoe, trencher, forks, brush cutter, finishing mowers, disc, plows, etc.).” The following guidelines shall be adhered to concerning design features or the operation of a tractor:

- All employee operators of tractors shall have a documented completion of a Tractor Operation Safety Course.
- All company purchased tractors shall have a rollover protection system (ROPS) and seat belts.
- The purchase of any tractor shall be reviewed/approved by the EHS representative and meet any KM procurement design specifications.
- PTO’s shall be properly shielded.
- Do not start a tractor in an enclosed shed/building unless the shed/building is adequately ventilated.
Each tractor shall have a fire extinguisher and first aid kit unless used exclusively in a facility where these are available.

- Counterweights shall be used in accordance with manufacturer recommendations.
- Never walk or work under a raised loader.
- Do not use a tractor pulled bush-hog to cut right-of-way on steep, hilly terrain.
- Employees must not work in close vicinity to a tractor pulled bush-hog mower because of the danger of flying rocks, wire, and other objects.
- A bush-hog rotary mower must have a guard (small link chains or equal) around the skirt of the blade housing. Use of a back screen is also encouraged to protect the operator.
- When brush cutting machinery impedes visibility, the right-of-way must be inspected ahead of the cutting operation for obscure objects, such as exposed pipe, pipeline appurtenances, etc.
- Before dismounting a tractor the operator shall shift into low gear, set the brake, and turn off the ignition. After dismounting, the wheels shall also be blocked if the tractor is not on a level surface.
- Personnel Protective Equipment should be noted on the Workplace Hazard Assessment and the Job Safety Analysis.

- Tractor operators pulling a “bush-hog” mower must wear safety glasses as the minimum level of eye protection.
- In dusty areas, particulate respirators may need to be worn.
- Loose fitting clothing, scarves or any object which could become entangled in moving parts should not be worn.
- Safety shoes and gloves (See T O&M 120, Personal Protective Equipment) are required to be worn when operating a tractor.

### 3.4.2 Heavy Equipment

While the operation of most heavy equipment is performed by contract personnel, some locations may have equipment that employees occasionally operate. Examples of heavy equipment are backhoes, loaders, dozers, etc. All employee operators of heavy equipment shall have documented completion of an approved Heavy Equipment Operator Safety Course for the equipment they are operating.

### 4. Training

Train all employees initially (new hires and/or transfers) who operate vehicles and equipment covered in this procedure. Cover this procedure periodically in regularly scheduled safety meetings and document. Refer to T O&M Procedure 183, Training and Record Keeping for further training and documentation guidelines.

### 5. Documentation

Document inspections in accordance with the Fleet & Driver Policy section of the KM HR manual on Vehicle Inspection Checklist (Fleet Form FL012).
6. References

- API Publication 2219, Safe Operation of Vacuum Trucks in Petroleum Service
- T O&M Procedure 120, Personal Protective Equipment
- T O&M Procedure 153, Powered Industrial Trucks
- T O&M Procedure 159, Incident Reporting and Investigation
- T O&M Procedure 183, Training and Record Keeping
- Fleet & Driver Policy
- CMV Policy
- T OM 3160Site Transportation
- T OM100-74, Vacuum and Tank Truck Pre-job Checklist