



Safe Driving Standard

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Revision History

Version	Description	Date	Approver
3.1	<ul style="list-style-type: none"> Added clarity in section 4.3 regarding hands free device usage 	2020-01-30	Mgr. HSER Programs & Reporting
3.0	<ul style="list-style-type: none"> Combined the Driver Distraction Practice with the Vehicle Operations Practice and removed topics redundant with the Fleet Vehicle Standard. Removed the ban on hands free phone usage. 	2019-12-02	Group Lead, HSER Programs

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1.0 Purpose

The purpose of this standard is to provide an overview of the required behaviours and activities to achieve compliance with OHS legislation, provincial and federal laws and regulations, and/or Cenovus standards, including Life Saving Rule – Follow safe driving rules.

2.0 Scope

This standard is applicable to all Cenovus staff who operate motor vehicles at Cenovus sites or who operate personal/rental vehicles while on Cenovus business. It includes all drivers of vehicles identified in the Fleet Vehicle Standard. Contractors and other third parties working at Cenovus worksites, where contractor personnel may be required to operate motor vehicles, are expected to develop their own safe operating practices and procedures as per section 12.37 of the Contractor Health and Safety Program Requirements.

Cenovus functions and/or assets/worksites have the ability to establish further expectations for their areas based upon risk and other relevant business requirements.

3.0 Roles and Responsibilities

The HSER Accountabilities Guideline apply to this standard.

4.0 Standard Requirements

When operating a motor vehicle, safe driver behaviour is one of the most effective controls to reduce driving incidents. Staff are expected to follow all safe driving requirements, including but not limited to:

- Following posted speed limits
- Obeying traffic laws
- Driving to road conditions
- Being alert, capable, and distraction free
- Maintaining safe driving distances, and preparing for the actions and reactions of others who share the road
- Following the Journey Management Guideline to identify and manage hazards and eliminate exposure to unnecessary travel

4.1 Driving defensively

4.1.1 Speed control

When operating Cenovus vehicles, drivers are expected to comply with posted speed limits and operate the vehicle in a responsible and safe manner in accordance with all applicable laws and regulations.

4.1.2 Driving to conditions

When operating a Cenovus vehicle, drivers are required to take into consideration a number of additional factors to safely operate the motor vehicle, such as weather and/or road conditions and to adjust driving behaviour accordingly. This includes

reducing vehicle speed, maintaining safe following distance, and adjusting braking and turning behaviour.

4.2 Safe vehicle operation

4.2.1 Seatbelts

Drivers and passengers are required to wear provided seat belts while travelling in moving vehicles. Drivers have the responsibility to ensure that all occupants of the vehicle are properly wearing a seat belt before starting to drive. Drivers and/or passengers should intervene when fellow vehicle occupants are not wearing seat belts properly.

4.2.2 Vehicle selection, inspection and maintenance

When using a vehicle for work, consideration must be taken to ensure that the vehicle to be utilized is fit for purpose and properly equipped. Vehicles are not to be overloaded with passengers, material, a trailer or any of the combination that exceeds the vehicle's gross vehicle weight rating (GVWR).

Vehicles are to be inspected and maintained in accordance with manufacturer's recommendations, or company maintenance procedures, whichever are more stringent. Drivers are required to conduct pre-use inspections of the vehicle and note deficiencies that require follow up. Priority should be given to items that may impact the integrity and safety of the vehicle and its occupants.

4.2.3 Load securement

All loads are required to be properly placed and secured, and projections properly flagged with a red flag. Tie-down straps, nets, and other securing devices must be rated for the size and weight of the item being secured.

4.3 Distracted driving

Distracted driving is defined as the diversion of attention away from activities and behaviours critical for safe driving as a result of a competing activity or event. As a result, the driver's situational awareness, decision-making abilities, and driving performance are reduced.

Drivers are required to be aware of the road conditions and the surrounding environment in which they are operating and drive their vehicle accordingly.

Use of any hand-held device, while a vehicle is being operated (even when stopped, such as a red light) is prohibited in accordance with the Alberta Traffic Safety Act. Devices may include, but aren't limited to, cell phones, smart phones, tablets, laptop computers or video devices of any type. Programming Global Positioning Systems (GPS) or other geolocation devices, portable audio players, or vehicle displays while operating a vehicle is also prohibited.

In alignment with the Alberta Traffic Safety Act, hands free devices may be used so long as they are one touch or voice activated.

Drivers should be mindful that other distractions, even if not explicitly prohibited, could result in violations of this standard and/or related laws. This includes activities such as eating, drinking beverages, changing radio stations, etc.

Drivers should also consider that other distractions, such as objects that are placed in a manner that may interfere with their ability to access vehicle controls or that may obstruct their clear vision in any direction may result in violations of this standard and/or related laws.

Where applicable, site specific requirements may be specified that exceed these requirements. Please verify expectations with your relevant supervisor or site representative.

4.3.1 Compliance and enforcement

In addition to Cenovus requirements, where driver distraction laws exist, drivers are required to meet whichever of the two is most stringent. Drivers who cause or contribute to a collision or are observed driving unsafely while using a hand-held cell phone or other device, could be charged under applicable laws, including, without limitation, dangerous driving, careless or reckless driving, and criminal negligence causing death or injury.

Drivers charged with any infractions, including the use of hand-held electronic devices while driving, will be responsible for paying any fines, penalties and/or associated costs. Drivers involved in a collision while on company business or operating a company vehicle will be subject to an incident investigation including, without limitation, confirmation of adherence to the Fleet Vehicle Standard and the Life Saving Rules.

Violations of this standard may include up to and including additional training, loss of vehicle privileges, or termination of employment or service agreements.

4.3.2 Exceptions

Two-way radio use is essential in some operating areas as it is the primary means of communication and, on certain radio-controlled roads, such use is mandated. Two-way radio use is permitted where essential business-related communication is required (radio-controlled traffic management, convoy management, and/or emergency situations) while driving a company vehicle or a personal/rental vehicle on company business, provided that use while stationary and parked is not possible. Mounting of the radio and microphone should take into account the ease of use of the driver.

4.4 Fit for duty

Cenovus employees and contractors are expected to remain fit for duty in accordance with Cenovus' Fit for Duty Policy and related standards. Fit for duty means being physically and mentally fit to perform assigned duties with competence and in a safe manner. When operating a motor vehicle, it is imperative that drivers are fully alert, rested, and fit to drive.

5.0 Program Compliance

5.1 Compliance measurement

Compliance with this standard shall be assessed through program assessments and internal audits, or other measurement criteria as specified in the 7.2 Assurance COMS Standard. Measurement can also be accomplished through the tracking of

appropriate Key Performance Indicators (KPIs). As a Life Saving Rule, adherence to this standard can be verified and measured through the use and trending of Life Saving Rules Field Verifications (Intelex). Appendix A is to be used to measure implementation of this standard.

6.0 References

6.1 Related information

- 3.1 Risk Management COMS Standard
- 7.2 Assurance COMS Standard
- Alberta Traffic Safety
- [Alberta Traffic Safety Act](#)
- [British Columbia Motor Vehicle Act](#)
- Contractor Health and Safety Program Requirements
- Fatigue Management Procedure
- Fit for duty
- Fleet Vehicle Standard
- HSER Program Revision Process
- Journey Management Guideline
- Life-saving rules
- Toolbox Talk: Life Safety Rule - Driving

Appendix A: Driving Safety Audit Checklist

Use the Driving Safety Standard Audit Checklist to measure implementation of this standard.