

Driving Safety

N-ID-OSA 011

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Scope	North America
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1 Reference to Superior Document

BASF Global Requirement [G-R-OSA 001: *Occupational Safety*](#) includes road safety requirements.

BASF North America Requirement [N-R-OSA 001: *Occupational Safety*](#) further requires the applicability for North America regional employees.

2 Purpose

The purpose of this document is to establish minimum requirements and to promote recommended safe practices for BASF Corporation (BC) employees and contractors driving on public roadways while on BC business, regardless of vehicle type or source (e.g., personal, rental, fleet, etc.).

3 Definitions

auto-answer

a cell phone convenience feature that automatically answers an incoming cell phone call after a user-programmed number of rings

cellular or other mobile phone

a device (personal or BC issue) used to remotely voice communicate, including but not limited to:

- standard cellular or mobile phone
- 2-way radio

commercial driver's license ("CDL")

license that may be required by states or provinces to drive a commercial (e.g., non-passenger) vehicle that may impose specific requirements and limitations regarding

- driver proficiency
- the type of vehicle
- number of passengers
- permissible cargo, and/or
- weight of vehicle

fleet drivers

employees who are issued a vehicle through the Procurement Fleet Leasing Program

one-touch dialing/answering

dialing a preprogrammed phone number or answering an incoming call by pressing a single phone key

passenger vehicle

a vehicle designed for transporting personnel (e.g., cars, sport utility vehicles, pickups, and minivans)

regular business drivers (applies to driver training requirements only)

employees who drive on BC business monthly, excluding the following:

- driving between an employee's residence and his/her assigned work location(s)
- driving between company locations when one-way travel distance is fewer than 50 miles

safe location

a secure location that is a safe distance off the road where a driver may safely conduct certain activities that are prohibited while driving

Examples include a rest stop, a restaurant or a secure parking lot. The following are not considered safe locations:

- the shoulder of the road
- a service station while fueling the vehicle

voice-activated dialing

dialing a phone number using a programmed voice prompt

4 Requirements and Recommendations

4.1 Driver’s License

Required	Recommended	Prohibited
<p><u>Passenger Vehicle License</u></p> <ul style="list-style-type: none"> • You must have your driver’s license in your possession at all times while driving on BC business. • You must adhere to all personal restrictions on your driver’s license while driving on company business. <p><u>CDL</u></p> <ul style="list-style-type: none"> • Obtain a CDL in accordance with individual state laws. • BC employees who perform company business requiring a CDL must become familiar with all applicable state laws in the states in which they drive. 		

4.2 Vehicle Safety Equipment

Required	Recommended	Prohibited
<ul style="list-style-type: none"> • seatbelts • spare tire and jack • any additional equipment necessary to meet local or state requirements when driving in that location 	<ul style="list-style-type: none"> • first aid kits • anti-lock brakes • three-point restraint type seatbelts on all occupied seats • front passenger and driver side air bags • dual side (both sides of vehicle) and rearview mirrors • rear window wipers and rear defrosters on all vans, SUVs, and station wagons 	<ul style="list-style-type: none"> • Do not install or use anything in vehicles driven on BC business that violates any applicable laws or creates a hazard. • Do not transport anything in vehicles driven on BC business that violates any applicable laws or creates a hazard (e.g., improperly packaged chemicals). • Motorcycles, scooters, all-terrain vehicles, and similar

	<ul style="list-style-type: none"> whiplash head restraints on driver’s side, front passenger, and any other occupied seats 	mobile equipment are not allowed for BC business-related travel.
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4.3 Seatbelt Use

Required	Recommended	Prohibited
<ul style="list-style-type: none"> All occupants must wear seatbelts at all times while occupying a vehicle for BC business. 		

4.4 Other Driving Safety Recommendations

Required	Recommended	Prohibited
	<p>BEFORE TRAVEL:</p> <ul style="list-style-type: none"> Remove snow and ice from windshield, windows, headlights, taillights, and mirrors. Check and ensure functionality of windshield wipers and supply of washer fluid. Ensure that headlights and other indicator lights are operating properly. Check tires for adequate tread and proper inflation. Clear the windshield and rear and side windows from excess dirt, debris, and weather-related accumulations that could hinder visibility. 	

4.5 Cellular and Other Mobile Phone Use

Required	Recommended	Prohibited
<ul style="list-style-type: none"> Avoid engaging in unnecessary phone conversations when driving. Always observe the following when using a phone while driving: <ul style="list-style-type: none"> Use only hands-free systems. Use only one-touch dialing/answering, voice-activated dialing, or auto-answering equipment. Do not allow phone conversations to distract you from the task of driving. If a conversation is in progress when a hazardous traffic situation or distraction arises, you 	<ul style="list-style-type: none"> Turn off the phone while driving, and return any missed calls from a safe location during the next driving break. Ask a passenger to perform all phone-related activities. Keep conversations brief. 	

<p>must end the conversation immediately.</p> <ul style="list-style-type: none"> You must meet any additional requirements or prohibitions that state or local laws and/or regulations mandate. 		
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4.6 Other Potential Driver Distractions

Required	Recommended	Prohibited
<ul style="list-style-type: none"> Except when using the cell phone feature in compliance with cell phone use requirements and where permitted by law, do not use or manipulate texting/e-mailing features of your mobile phone. Do not manipulate/adjust laptops or GPS navigation devices, other devices, phone lists, documents, or other items that can distract your attention from the task of driving. 	<ul style="list-style-type: none"> Become familiar with driving directions before driving. Limit reading maps and/or driving directions while driving. Adjust convenience controls (e.g., radio, CD player, etc.) before driving. Limit adjustments to times when driving conditions are optimal or when you have stopped. Do not reach for or manipulate items other than the necessary vehicle controls while driving. 	

4.7 Avoiding Driver Fatigue

Required	Recommended	Prohibited
<ul style="list-style-type: none"> Do not start driving if you are excessively tired. Stop driving, and rest if you become excessively tired and/or your concentration is impaired. Take periodic driving breaks, using a frequency of every two (2) hours or 100 miles as guidance. Stop in a safe location, exit the vehicle, stretch, and walk a safe distance from the vehicle. 		

4.8 Driver Impairment

Required	Recommended	Prohibited
		<ul style="list-style-type: none"> Driving a vehicle on BC business while your faculties or judgment is impaired (i.e., by alcohol consumption, medications, and/or controlled substances) is prohibited.

		<ul style="list-style-type: none"> Consuming alcoholic beverages while driving is prohibited.
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Emergency use of a cellular or mobile phone to summon medical or personal security assistance is allowed.

4.9 Accident Investigation

Required	Recommended	Prohibited
<p>Passenger Vehicle License</p> <ul style="list-style-type: none"> You must adhere to N-ID-OSA 010: Incident Notification and Reporting to ensure that vehicular accidents are reported, investigated, and documented. Fleet drivers have additional reporting requirements (See BC014.005: US and Canada Fleet Vehicles Procedure), which include the immediate reporting of incidents to the fleet leasing company. If driver fatigue, distraction, or use of a cellular phone is identified as a contributing factor in an incident, you must indicate this in the report. 		

4.10 Vehicle Breakdowns

Required	Recommended	Prohibited
<ul style="list-style-type: none"> Limit assisting non-BC personnel who have vehicle breakdowns along the road to calling for aid. Assisting a person who is in distress is left to the reasonable good faith judgment of the employee. "Good Samaritans" may incur personal liability if their actions are determined to be grossly negligent or willful. 		

4.11 Passengers

Required	Recommended	Prohibited
<ul style="list-style-type: none"> BC prohibits transporting hitchhikers while driving on BC business and when driving a company-owned/-leased vehicle. 	<ul style="list-style-type: none"> BC discourages transportation of non-business-related passengers while on BC business. 	

4.12 Motor Vehicle Maintenance

Required	Recommended	Prohibited
<ul style="list-style-type: none"> Maintain all vehicles driven on BC business in safe working order and per the manufacturer's recommendations. Fleet drivers have additional maintenance responsibilities as outlined in BC014.005: US and Canada Fleet Vehicles Procedure. 		

4.13 Driver Education and Training

Required	Recommended	Prohibited
<ul style="list-style-type: none"> All regular business drivers must participate in an annual, online driver training program. 		

4.14 Ride Sharing Safety Guidance

BASF does not endorse or recommend use of any specific car sharing service. See [Attachment A: Ride Sharing Safety Guidance](#) before choosing a car sharing service.

5 Supplement

5.1 Revision History

Effective Date	Revision	Section	Short Description of Changes
08/06/2019	1	4.14, 5.3	created Section 4.14, added accompanying attachment
06/21/2017	0	all	initial release

5.2 References

[G-R-OSA 001: Occupational Safety](#)

[N-R-OSA 001: Occupational Safety](#)

5.3 Attachments

[Attachment A: Ride Sharing Safety Guidance](#)

[BC014.005: US and Canada Fleet Vehicles Procedure](#)

[N-ID-OSA 010: Incident Notification and Reporting](#)

[Frequently Asked Questions](#)

5.4 Abbreviations

AIM	accident/incident management
BC	B ASF C orporation
CD	compact d isc
CDL	commercial d river's license
GPS	g lobal p ositioning s ystem