



**SECTION 4**

**CHAPTER 25**

**TRANSPORT / VACUUM TRUCKS**

**General Policy**

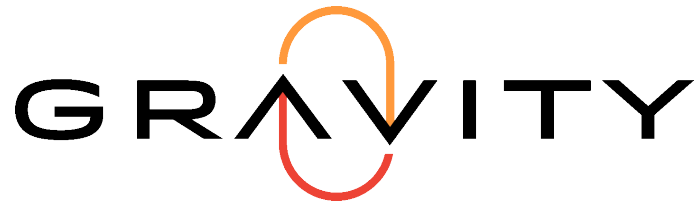
<p><b>Driver Responsibilities</b></p>	<ol style="list-style-type: none"><li>1. All truck drivers for the Company shall have completed the DOT Pre-Access Testing, hold a valid CDL with the appropriate endorsement, and meet all other Company requirements for employment as a driver.</li><li>2. It is a governmental regulation, as well as a Company policy, that vehicle inspections shall be made by drivers on a regular basis. D.O.T. and the Company require pre-trip and post-trip inspections of both tractor and trailer for each day the equipment is used. Post trip inspections shall be turned in daily and kept at the area office for 90 days. There is also a required monthly inspection that shall be completed and turned in monthly by supervisors. <b>No piece of Company equipment will be used before an inspection of that equipment is made.</b></li><li>3. Drivers who are required to prepare record of duty status (logs) shall note the occurrence of a roadside inspection on the log grid and in the comments section of the log.</li><li>4. No driver for the Company shall be allowed to operate a piece of equipment before he/she has been trained in the safe operating practices of the equipment and its related equipment.</li><li>5. Trucks shall be driven with headlights on at all times.</li><li>6. No type of open flame or torch shall be used to thaw brakes, valves, or sight glasses on vehicles.</li><li>7. Employees shall not smoke or carry lighter or smoking materials within 100 feet of the wellhead, pit, tank battery, etc.</li><li>8. Care shall be exercised to ensure that guy lines or power lines are not contacted by equipment. Hazards are to be identified prior to moving a vehicle.</li><li>9. Drivers shall stay with trucks and man valves while loading or unloading.</li><li>10. All spills shall be reported immediately to the supervisor.</li><li>11. Drivers shall not enter any storage tank unless approved by management. The Company's Permit Required Confined Space Policy shall be followed.</li></ol>
---------------------------------------	---



	<p>12. A driver shall not take a truck or trailer off the yard if any one of the following conditions exists:</p> <ul style="list-style-type: none"><li>▪ Any brake light, signal light, or headlight is not working at all times</li><li>▪ More than one (1) lug nut per wheel is missing</li><li>▪ Brakes are not adjusted properly as per the Federal Motor Carriers Safety Regulations (FMCSR)</li><li>▪ It does not have an operative fire extinguisher, hazard triangles and extra fuses</li><li>▪ A fuel tank is leaking</li><li>▪ It does not have a current safety inspection (i.e., DOT, State)</li><li>▪ It does not have a current license plate</li></ul> <p>13. Drivers shall keep the inside of the truck free of trash and loose items. The exterior of trucks and trailers will be kept clean and free of oil contamination.</p> <p>14. Drivers shall report any hazards encountered or observed while on the job and all near misses.</p> <p>15. If fluid is being vented back into a tank on location, all engines shall be shut down to prevent explosions. The truck is to be parked with the cab upwind.</p> <p>16. Under no circumstances shall a Company employee in control of a vehicle allow any other person or employee to ride in or on any place that is not designed for passenger occupancy.</p> <p>17. Only Company employees are allowed to ride in trucks.</p> <p>18. Drivers shall shut off the engines and remain with their trucks while fueling. Ignition sources (open flames, smoking) shall not be within 100 feet of the fueling operations.</p> <p>19. Drivers shall shut off the engine, set the brakes, remove the keys, close, and lock the doors, anytime they leave their truck unattended.</p> <p>20. Some parking conditions require more than setting the brakes to ensure the vehicle does not move while unattended. Chock blocks may be required. Chock blocks shall be used when maintenance is performed on the truck. Some customers require chock blocks on location, in this event chock blocks shall be used.</p> <p>21. At no time shall anyone work under a truck with the PTO or pump in gear (follow the Company's Lockout/Tagout/Try Procedures). The pump shall be out of gear when attempting to tighten packing and engine shall be shut off with the ignition key removed.</p>
--	---



	<ol style="list-style-type: none"><li>22. Anytime a unit is parked on/near a roadway the hazard lights should be used and the warning triangles set out at the required spacing front (10') and back (100' and 100')</li><li>23. Only the employee operating the pump will open and close all valves. Never stand over or in front of a valve while opening it. Open all valves slowly.</li><li>24. Hoses should not be placed under vehicles, equipment or in traffic ways unless it is absolutely necessary, and it can be assured that the vehicle or equipment will not be moved. Under no circumstance shall hoses with flammable fluids be placed under vehicles, equipment or in traffic lanes.</li><li>25. Only approved hoses with embedded conductive wiring and brass ends shall be used when transferring liquids.</li><li>26. All vehicles and auxiliary equipment should be located at least 100 feet from the wellhead, outside the guy lines and not within 10° of the centerline (fall line) on either side of the derrick. Some locations will not permit the recommended distance. In this case, notify the customer representative, supervisor/manager of the need to position equipment closer than 100 feet from the wellhead.</li><li>27. When working around trenching or excavating operations, employees shall be aware of the possible hazards or cave-ins. The Company's Permit-Required Confined Space Policy shall be followed if the area is more than four feet deep. Local management approval is required prior to entering a permit required confined space.</li><li>28. Employees shall not work on top of tanks unless the top is designed as a safe working surface. Appropriate fall protection equipment shall be used.</li><li>29. When gauging a tank is necessary, stay upwind and do not smoke. Never get into a tank to gauge it. Never use matches or a lighter to see inside a tank.</li><li>30. Intrinsically safe flashlights shall be used anytime work conditions require additional light and explosive environments are possible.</li><li>31. When load binders are necessary, ratchet-style load binders shall be used. Lever-type load binder shall not be used.</li><li>32. When climbing out of the cab, the driver shall check the ground for tripping hazards before exiting; step down facing the cab and use the handhold on the side of the cab (3-point contact at all times).</li><li>33. After hooking up to any fifth wheel-type trailer (after any partial or total disengagement), the driver or designee shall ensure that the trailer is secured to the truck prior to moving.</li><li>34. DOT heavy trucks shall not exceed 35 mph within 100 feet of both sides of a railroad crossing.</li></ol>
--	---



	<ol style="list-style-type: none"><li>35. The winch line shall remain attached to the trailer with enough slack for turning with the winch locking dogs set.</li><li>36. DOT heavy vehicles shall be equipped with a minimum of one-five-pound portable ABC fire extinguisher.</li><li>37. Employees operating these trucks shall be trained in the safe operating practices of the truck and related equipment.</li><li>38. The truck and related equipment shall be inspected before operations begin.</li><li>39. Static lines and ground cables shall be installed on all trucks before operations begin. Prior to starting transfer operations of liquids, the vacuum truck needs to be grounded. A safe and proper ground to earth may be achieved by connecting to any properly grounded or bonded object.</li><li>40. Cellular phones and other non-intrinsically safe electrical devices shall be left in the vehicle cab when the driver is performing activities at an oil or gas facility where the potential for combustible vapors exists.</li><li>41. Employees shall ensure that valves are positioned correctly before pumping operations begin. During any pumping operations, the controls of the pump shall be attended at all times by a qualified employee. Never pump against a closed valve.</li><li>42. When pumping through an open-ended hose, the employee shall anchor the hose to prevent whipping.</li><li>43. All valves on load line and tank hatches shall be closed during roading to prevent unwanted release of fluid.</li><li>44. All connections shall be removed from the back valves of trailers before roading, including spray attachments used for watering roads.</li><li>45. Trailers with hose racks shall have everything in the rack secured.</li><li>46. Trapped pressure shall be bled off before disconnecting a hose.</li><li>47. Dust caps may have trapped pressure and shall be removed carefully. Never stand in front of a dust cap when removing it.</li><li>48. When filling the trailer tank or other tank, the employee shall remain alert and ensure that it does not overflow.</li><li>49. After unloading, the employee shall ensure the hoses are clear of fluids before disconnecting them by closing the valve on the receiving tank and putting the pump in reverse with the engine idling.</li><li>50. During loading and unloading operations, employees shall operate the pump according to the manufacturer's recommendations and his/her supervisor's instructions.</li></ol>
--	---



	<p>51. Never shift the power take off (PTO) without disengaging the clutch. The employee shall remain in the seat when operating the clutch to change gears.</p> <p>52. During cold weather, the PTO shaft shall be turned by hand to ensure that it is not frozen prior to engaging the pump.</p> <p>53. When there is pressure on the tank, no attempt shall be made to open any hatch or valve until the pressure is relieved.</p> <p>54. For vacuum trucks, after unloading, the employee shall open the pressure-relief valve on the tank and bleed off the air.</p> <p>55. When bleeding pressure off a line (into a vacuum truck), pressure over 100 psi shall require the use of a hose rated for 2500 psi or greater. For pressures over 1000 psi a flow back truck will be used.</p> <p>56. Check valves shall be installed in line whenever pumping operations to a potential pressure source take place. Potential pressure sources include wells, tanks, treater vessels, flowlines, etc. The check valve shall be installed as close to the pressure source as possible.</p> <p>57. Vacuum trucks are not permitted to be in areas with known hydrocarbon vapors in the flammable range. Due to the high discharged temperatures associated with vacuum pumps and blowers. If there is any question whether the area is vapor or toxic gas, a qualified person using properly calibrated and adjusted detectors should perform atmospheric testing.</p> <p>58. When transferring fluid w/ known vapor sources the employee shall vent the exhaust. The vent line shall be extended downwind away from the truck to an area that is free from potential hazards, ignitions sources and personnel.</p> <p>59. Employees shall not attempt to shut down “runaway” engines. In these situations, all personnel shall immediately move away from the “runaway” engine and all ignition sources in the immediate area. Normal engine shutoff methods will not function as long as flammable vapor continues to enter the intake system.</p>
--	---



## **Driving and Vehicle Policy**

### **Qualifications of a Driver**

1. Only employees on the Approved Drivers' List are authorized to operate a Company vehicle (i.e., any vehicle owned, leased, or rented by the Company).
  2. To be on the Approved Drivers' List, any employee must:
    - Have a valid driver license of the appropriate classification for the type of vehicle being driven
    - Meet all insurance requirements. The Company will check driving records at least annually
-



**Disqualification  
of a Driver**

1. Current or prospective drivers of Company vehicles will be removed from the Approved Drivers' List for 1 to 3 years (depending on the violation) or possibly discharged for violation of any of the following:
  - Within the past three (3) years, leaving the scene of an incident which results in death or personal injury
  - Currently suspended license
  - Any conviction for DWI or operating a vehicle under the influence of alcohol, amphetamine, narcotic, or hallucinogen within the last three (3) years
  - Receiving more than three moving violations or vehicle incidents in the past (3) years
  - Violating criminal laws, especially with respect to those offenses which tend to demonstrate unfitness to drive in the course and scope of employment

Meeting these criteria demonstrates the quality of a driver and the ability to perform safely.

Receiving any DWI or DUI conviction (or refusing to submit to a drug and/or alcohol test when requested by a law enforcement officer) while driving a Company vehicle will result in disciplinary action and removal from the approved driver's list.

All approved drivers must notify their supervisor of the receipt of any moving violation, vehicle incidents, or DWI/DUI within seven (7) days.

The Company reserves the right to suspend any employee charged with DWI or DUI until his/her case is resolved.



**Use of Company Vehicles**

1. The use of Company vehicles is restricted to those employees who are on the Approved Drivers' List and have a need to operate a vehicle in the course and scope of official Company business.
2. Employees on the Approved Drivers' list may use a Company vehicle for other than official business only on an exceptional basis and then must receive prior consent from the responsible manager.
3. Employees are strictly prohibited from allowing non-Company personnel to operate a Company vehicle except in emergency situations. The definition of an emergency situation shall be left to the discretion of the responsible manager.
4. In emergency situations that preclude the assigned driver's ability to operate the Company vehicle safely, an employee or other driver may operate the Company vehicle.
5. Only Company employees, authorized customer representatives and other authorized personnel determined by the responsible manager are permitted to ride in a Company vehicle, all other passengers are strictly forbidden.
6. Employees, who are on the Approved Drivers List and, because of their job responsibilities, are subject to 24-hour "call out", may receive personal use authorization from the responsible manager.
7. Employees must have permission from the responsible manager to use a Company trailer for personal use.
8. Drivers shall be knowledgeable of and follow all Company, DOT, state, and local regulations.
9. As required by regulation, commercial driver's license (CDL) drivers who are convicted of a moving violation in any type of motor vehicle in any state shall notify their supervisor in writing of the conviction by providing the Company with a copy of the ticket. This notice shall be given within 30 days of the conviction.
10. As required by regulation, any CDL driver who has a driver's license suspended, revoked, or canceled by a state or jurisdiction, who loses the right to operate a commercial motor vehicle in a state or jurisdiction for any period, or who is disqualified from operating a commercial motor vehicle for any period, shall notify his/her supervisor of this occurrence. This notice shall be given no later than the next business day following the day the employee received notice of the loss of privilege.
11. The driver of a commercial motor vehicle receiving a law-enforcement roadside inspection shall deliver the inspection report to the yard in which the driver reports to within 24 hours of receipt of the inspection report, regardless of if any violations are noted.





12. Supervisors and/or dispatchers shall not schedule nor permit the operation of any motor vehicle between points that will necessitate the vehicle being operated at speeds greater than those prescribed by law or Company policy.
13. Supervisors and/or dispatchers shall not schedule nor permit a CDL driver to violate applicable hours of service regulations.
14. Supervisors or designees are to familiarize themselves with all grade and road conditions to and from locations prior to movement of equipment.
15. Assisting non-company personnel who have vehicle troubles along the road should be primarily limited to calling for help. Individual circumstances of the incident may affect the decision to render aid. Good judgment and precautions shall be required of the Company driver if any assistance is rendered. The Company driver should be fully aware that certain actions may cause the employee, as well as the Company, to get legally involved, particularly if the situation is further aggravated or an incident occurs because of the efforts to help.
16. Company heavy vehicles shall not exceed the following maximum speeds and shall maintain a safe distance between other vehicles:

	DOT Trucks	Rigs
▪ Highways	As Posted	50 MPH
▪ Other paved roads	45 MPH	35 MPH
▪ Gravel, dirt, caliche	30 MPH	20 MPH
▪ Railroad crossings	35 MPH	35 MPH

(Within 100 ft. of the tracks on both sides)

Local management may mandate lower speeds due to specific road and/or traffic conditions. Drivers should be mindful of the speed limit requirements on customer leases. If speed limits are lower than Company requirements, drivers will observe the requirements of the customer.

17. Radar detectors shall not be used in Company vehicles or in leased, rented or personal vehicles used in a mileage reimbursement program while being used in the course and scope of official Company business.
18. Drivers shall not be permitted to stand or sit on the outside of a vehicle (flatbed, running board, etc.) while the vehicle is in motion.
19. The consumption of food and beverages while driving is discouraged. The driver is assigned with the responsibility to control the vehicle at all times, which includes providing for the safety of passengers and cargo. The driver's consumption of food and beverages should occur during scheduled stops.
20. Cup holders shall be used to secure drink containers.



21. Vehicle interiors shall be kept reasonably free of clutter and objects that may interfere with the driver's ability to control the vehicle. Company vehicles/trailers are moving advertisements. Keep them clean and orderly.
22. Management may check employee's driver license periodically to ensure the employee possesses a valid driver's license for the appropriate classification of the vehicle being driven.
23. Drivers will not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the-counter medications that might impair their driving skills.
24. Drivers will report all incidents and traffic violations in a timely manner.
25. Incidents, abuse of a Company vehicle or failure to comply with Company policy on vehicle and trailer use may result in the loss of its use by the employee or more severe disciplinary action (including immediate termination), depending on the circumstances.
26. The driver of a Company owned, leased, rented or personal vehicle used in a mileage reimbursement program is entrusted with the responsibility for its proper use. Any condition that will affect the safe operation of a vehicle must be reported at once and the vehicle must be repaired before any further use is permitted.
27. A Company supervisor will not require (or permit) an employee to operate a vehicle if his/her ability or alertness is impaired by fatigue, illness, etc., that would make it unsafe for him/her to begin (or continue) to operate the vehicle.
28. Any employee operating a Company owned, leased, rented or personal vehicle used in a mileage reimbursement program is required to wear a seat belt and make sure all passengers wear seat belts.
29. Drivers will be fully familiar with the vehicle they are driving and will ensure that it is in safe driving condition at all times.
30. Vehicles will be equipped with suitable highway emergency warning devices in accordance with state and federal regulations. Such devices will be used as warning signals when it is necessary to stop the vehicle on highways after dark, in accordance with applicable state and federal regulations.
31. Only those decals, placards and bumper stickers required by state and federal regulations or Company policy are to be placed on Company vehicles.
32. Diesel and water tanks mounted in crew trucks or tool trucks will have pressure relief valves set at not more than 15 psi. The regulator will be set at 10 psi maximum to transfer water or diesel.



33. Trailers will be electrically wired with weatherproof receptacle/plug devices that provide for tail, brake, turn and emergency lights when the trailer is transported over public roads. Safety chains will be used between the towing vehicle and the trailer being towed. Trailers will not be used if these and any other state requirements are not met.
  34. Drivers of light vehicles will not exceed posted speed limits and will maintain a safe distance between other vehicles.
  35. Drivers will not manipulate radios or other equipment which may cause distractions.
-