

Contractor Vehicle Operator Authorization Request

Employee Instructions & Approval Guide

1. Purpose

This form is used to request authorization for contractor personnel to operate a Mosaic-owned or leased vehicle when a documented business need exists and contractor-provided transportation is not practical.

Contractors are expected to provide transportation necessary to perform the contracted scope of work. Authorization to operate a Mosaic-owned or leased vehicle is intended to be a limited exception and will only be considered when a valid business justification is provided and all required qualifications, documentation, and approvals have been completed.

Approval, if granted, applies only to the specific project, drivers, and time period identified in the request. Authorization may not exceed 12 months. Requests extending beyond 12 months require submission and approval of a new Contractor Vehicle Operator Authorization Request.

2. When to Use This Form

Complete this form when requesting approval for contractor personnel to operate a Mosaic-owned or leased vehicle in support of a specific project or Statement of Work (SOW).

3. Contractor Vehicle Expectations

Contractors are responsible for providing transportation necessary to perform the contracted scope of work.

If a vehicle is required, the contractor must utilize a contractor-owned vehicle or obtain a rental vehicle under the contractor's company name and charge all associated costs directly to the applicable Statement of Work (SOW) or project.

Requests for rental vehicles are not eligible for approval through this process.

4. Approval Requirements

During the initial implementation of this program, all approvals must be documented directly on the form.

Handwritten signatures are required from all designated approvers until the electronic workflow is implemented.

The electronic approval process is currently being developed and is anticipated for implementation in 2027. Until that time, email approvals or verbal approvals will not replace the required signatures on the form.

Contractor Vehicle Operator Authorization Request

Use this form to request approval for contractor personnel to operate a Mosaic-owned or leased vehicle. Approval is granted only when a documented business need exists and all required qualifications, documentation, and approvals have been completed.

1. Requestor Information

- Employee Name: Enter Employee Name
- Job Title / Role: Enter Job Title/Role
- Department: Enter Department Name

Request Date: Enter a date.

2. Project Information

- Project Name: Click or tap here to enter text.
- Project Cost Center: Click or tap here to enter text.
- Statement of Work (SOW) Number: Click or tap here to enter text.
- Project Start Date: Click or tap to enter a date.
- Project End Date: Click or tap to enter a date.

Note: Authorization is valid only for the approved project scope and may not exceed 12 months from the approval date.

3. Approval Routes

- Immediate Manager: Click or tap here to enter text.
- Buyer: Click or tap here to enter text.
- General Manager/Director: Click or tap here to enter text.
- Safety Department Record Retention: Nichole Gizzi

Note: If you are identified as an approver within the approval route (e.g., Supervisor/Manager, or General Manager/Director), your approval step will be automatically skipped, and the request will be routed to the next required approver.

4. Contractor Information

- Contractor Company Name: Click or tap here to enter text.
- Is the contractor a subcontractor? Choose an item.
 - If Yes, Subcontractor Company Name: Click or tap here to enter text.
- Select ISN Rating: Choose an item.

Note: Contractors with an ISN Rating of "F" are not eligible for approval to operate a Mosaic-owned or leased vehicle.

5. Contractor Driver Qualification

- Number of Drivers Requiring Authorization: Click or tap here to enter text.

Note: Any addition, removal, or replacement of approved drivers requires review and approval through a revised authorization request.
- Verified that all identified drivers possess a valid driver's license appropriate for the type of vehicle they will be authorized to operate? Choose an item.
- All identified drivers have reviewed Phos-EHS Program – Vehicles and Roadways? Choose an item.

6. **Mosaic Vehicle Information:**

- Vehicle Source Requested: Choose an item.
Note: Requests for rental vehicles are not eligible for approval through this process. Contractors must obtain rental vehicles under their company name and charge all associated costs directly to the applicable Statement of Work (SOW) or project.
- Vehicle Type: Choose an item.
- Number of Vehicles Required: Click or tap here to enter text.
- List Vehicle Asset Number(s) and License Plate Number(s) that are Required:
Click or tap here to enter text.
- Vehicle Use Area: Choose an item.
 - If Other, please explain: Click or tap here to enter text.
- Expected Vehicle Utilization: Choose an item.

7. **Primary Business Justification**

- Can the work be completed using contractor-owned or rental vehicles? Choose an item.
- Why can contractor-owned vehicles not be utilized?
Click or tap here to enter text.
- Describe why a Mosaic-owned or leased vehicle is necessary to support the scope of work.
Click or tap here to enter text.

8. **Required Documentation**

Attach the following documentation and verify submission:

- Hold Harmless / Indemnification Agreement: Choose an item.
- Certificate of Insurance (COI): Choose an item.
- Insurance Includes Auto Liability Coverage: Choose an item.
- Motor Vehicle Record (MVR) for Each Driver (Previous 12 Months) has been reviewed and is acceptable: Choose an item.
- Copy of Valid Driver's License for Each Driver: Choose an item.
- Roster of All Drivers Requiring Approval: Choose an item.

9. Requestor Acknowledgement

By signing below, I acknowledge and understand that:

- ☐ Approval applies only to the specific project, SOW, and time period identified in this request.
- ☐ Authorization is automatically revoked if a driver's license becomes suspended, revoked, expired, or otherwise invalid.
- ☐ Authorization is automatically revoked if the contractor's insurance coverage lapses or no longer meets Mosaic requirements.
- ☐ I understand that authorization expires at the end of the approved authorization period and may not exceed 12 months from the approval date unless renewed through a new approved request.
- ☐ Approval does not authorize future or ongoing operation of Mosaic vehicles.
- ☐ Only drivers identified and approved through this request may operate a Mosaic vehicle.
- ☐ Contractors must comply with all Mosaic vehicle, safety, and driver requirements.
- ☐ Contractors must immediately report any accident, damage, citation, theft, or security incident involving the vehicle.
- ☐ Mosaic may revoke vehicle authorization at any time.
- ☐ Unauthorized personal use of a Mosaic vehicle is prohibited.
- ☐ Contractors are responsible for safeguarding vehicles, keys, fuel cards, and company-issued equipment.
- ☐ Mosaic vehicles may not be used for personal business, rideshare services, delivery services, or any non-project-related activity.
- ☐ Vehicle operation may not be delegated to individuals not approved through this request.
- ☐ Drivers must not operate a vehicle while impaired, fatigued, distracted, or otherwise unfit for duty.
- ☐ Seat belts are required for all occupants.
- ☐ Required vehicle inspections must be completed and defects reported immediately.
- ☐ Approval does not transfer vehicle ownership, custody, or control to the contractor.
- ☐ Upon completion of the approved work or expiration of the authorization period, the vehicle must be returned to Mosaic unless otherwise approved.

Requestor Signature: _____

Date: _____

10. Manager's Approval

(Skip this section if the requestor is the Immediate Manager. In such cases, route directly to the Buyer for review and approval.)

- ☐ **Approved** - *I have reviewed the request and determined that the documented business need supports approval of contractor operation of a Mosaic-owned or leased vehicle. I have considered the availability of contractor-owned and rental vehicle alternatives, the operational requirements of the work, company vehicle exposure, and the potential auto liability risks associated with granting this authorization.*
- ☐ **Denied** - *I have reviewed the request and determined that the documented business need does not justify approval of contractor operation of a Mosaic-owned or leased vehicle when considering the availability of contractor-owned and rental vehicle alternatives, the operational requirements of the work, company vehicle exposure, and the potential auto liability risks associated with granting this authorization.*

Comments: _____

Manager Name: _____ Title: _____

Signature: _____ Date: _____

11. Buyer Review and Approval

- The SOW does not already include vehicle costs. Choose an item.
 - Request is necessary for project execution. Choose an item.
 - COI reviewed and meets Mosaic requirements. Choose an item.
 - Auto liability coverage verified. Choose an item.
 - Adequate justification has been provided demonstrating that contractor-provided transportation, including contractor-owned and contractor-rented vehicles, is not practical. Choose an item.
- ☐ **Approved** – *I have reviewed the request and determined that the documented business need supports approval of contractor operation of a Mosaic-owned or leased vehicle. I have considered the availability of contractor-owned and rental vehicle alternatives, the operational requirements of the work, company vehicle exposure, and the potential auto liability risks associated with granting this authorization.*
- ☐ **Pending Additional Information** – *I have reviewed the request and determined that additional information, clarification, documentation, or justification is required before a decision can be made. The request cannot be approved until the requested information has been received and reviewed.*
- ☐ **Denied** – *I have reviewed the request and determined that the documented business need does not justify approval of contractor operation of a Mosaic-owned or leased vehicle when considering the availability of contractor-owned and rental vehicle alternatives, the operational requirements of the work, company vehicle exposure, and the potential auto liability risks associated with granting this authorization.*

Comments: _____

Buyer Name: _____ Title: _____

Signature: _____ Date: _____

12. General Manager / Director Approval

- ☐ **Approved** - *I have reviewed the request and determined that the documented business need supports approval of contractor operation of a Mosaic-owned or leased vehicle. I have considered the availability of contractor-owned and rental vehicle alternatives, the operational requirements of the work, company vehicle exposure, and the potential auto liability risks associated with granting this authorization.*
- ☐ **Denied** - *I have reviewed the request and determined that the documented business need does not justify approval of contractor operation of a Mosaic-owned or leased vehicle when considering the availability of contractor-owned and rental vehicle alternatives, the operational requirements of the work, company vehicle exposure, and the potential auto liability risks associated with granting this authorization.*

Comments: _____

Name: _____ Title: _____

Signature: _____ Date: _____

13. Safety Department Record Retention

Upon final approval or denial, forward the completed request and all supporting documentation to:

Nichole Gizzi
Safety Department

for record retention, program administration, and periodic review.

Received Date: _____ Content Server File Date: _____

Approval Date: _____ Approval Expiration Date (12 Months): _____

Safety Department Representative Signature: _____