

Vehicle Take-Home Request Form

Employee Instructions & Approval Guide

1. Purpose

This form is used by employees assigned a Mosaic company-owned, leased, or rented vehicle who are requesting authorization to store a company vehicle at their residence and use the vehicle for approved business-related commuting and operational purposes.

Approval, if granted, is valid for a maximum of 12 months from the date of final approval.

Requests that remain necessary beyond 12 months require submission and approval of a new Vehicle Take-Home Request Form. Approval does not automatically renew.

2. Business Need Requirement

Requests for take-home vehicle authorization must demonstrate a legitimate business or operational need and be in the best interest of the business. Approval will only be considered when the documented business benefit outweighs the associated vehicle security, operational, liability, tax, and company vehicle exposure risks.

Requests based solely on employee convenience, personal preference, or reduced commuting time are generally not considered sufficient justification for approval.

3. 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.

4. Required Approval Route

The form must be reviewed and approved in the following order:

- Immediate Supervisor/Manager
- Human Resources / Compensation Representative
- General Manager or Director
- Vice President
- Safety Department Record Retention

5. Record Retention

Upon final approval or denial, forward the completed request and supporting documentation to Nichole Gizzi, Safety Department, for record retention and program administration.

Vehicle Take-Home Request Form

The Take-Home Vehicle Authorization Request is used to document, review, and approve requests for employees seeking authorization to store a company vehicle at their residence due to a valid business need.

This request represents an exception to Mosaic's standard vehicle assignment and storage requirements and requires formal approval.

1. Employee Information

- Employee Name: Enter Employee Name
- Employee ID: Enter Employee ID
- Job Title / Role: Enter Job Title/Role
- Department: Enter Department Name
- Employee Type: Choose an item.
 - If Other, please explain: Enter text.
- On-Call Position: Choose an item.
- Employee's Assigned Location Name: Enter Work Location
- Employee's Assigned Location Address: Click or tap here to enter text.

Request Date: Enter a date.

2. Approval Routes

- Immediate Manager: Click or tap here to enter text.
- HR/Compensation Representative: Click or tap here to enter text.
- General Manager/Director: Click or tap here to enter text.
- Vice President: 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.

3. Vehicle Information:

- Vehicle Make: Enter Make
- Vehicle Model: Enter Model
- Vehicle Number / Asset ID: Enter Vehicle Number
- License Plate Number: Enter Plate #

4. Duration of Request

- Request Duration of Exception: Choose an item.
- If One-Time or Temporary Request is selected:
 - Start Date: Select Date
 - End Date: Select Date

5. **Assigned Vehicle Location Information**

- Vehicle's Assigned Location Name: Enter Location Name
- Vehicle's Assigned Location Address: Enter Location Address
- Employee Home Address: Enter Address
- One-Way Distance from Assigned Work Location to Alternate Parking Location (*Miles*): Enter Miles

6. **Vehicle Security**

- Can the vehicle be securely parked at the proposed storage location? Choose an item.
- Is the vehicle parked in a secure area when not in use? Choose an item.
- Will equipment, tools, or sensitive items be stored overnight? Choose an item.

7. **Personal Use Review**

- Will the vehicle be used for personal purposes? Choose an item.
- Provide a clear and detailed explanation of the business justification for limited personal use:
Click or tap here to enter text.
- Select anticipated personal use frequency per month: Choose an item.
- Maximum personal use distance from home (one-way): Choose an item.
- Will mileage records be maintained? Choose an item.
- Employee Certification:
 - ☐ I agree to accurately maintain and provide mileage records upon request, including business and personal use, as required.

8. **Primary Business Justification**

- Primary Business Justification: Choose an item.
 - If "Other" is selected, please explain: Click or tap here to enter text.
- Provide a clear and detailed explanation of the business need for take-home vehicle authorization:
Note: Requests based solely on employee convenience, personal preference, or reduced commuting time are generally not considered sufficient business justification.

Click or tap here to enter text.

9. Employee Acknowledgement

By signing below, I acknowledge and understand that:

- ☐ Take-home vehicle authorization is an exception to standard vehicle assignment and storage requirements and is limited to the employee, vehicle, storage location, and business purpose approved through this request.
- ☐ Approval is valid only while the approved role, responsibilities, work location, assigned vehicle, storage location, and business need remain unchanged. Any change may require a new request and approval.
- ☐ Approval is valid for a maximum of 12 months from the final approval date and does not automatically renew. Continued authorization beyond 12 months requires submission and approval of a new request.
- ☐ Approval does not create an ongoing entitlement and may be modified, suspended, or revoked at any time based on business, operational, compliance, safety, regulatory, or other company requirements.
- ☐ I am responsible for ensuring the vehicle is properly used, secured, maintained, inspected, and operated in accordance with company policies, applicable laws, and the Vehicles and Roadway Program.
- ☐ I will promptly report any theft, vandalism, damage, accident, citation, toll violation, security incident, or material change affecting this authorization.
- ☐ The vehicle may only be used for approved business purposes and authorized commuting. Personal use is prohibited unless otherwise authorized under company policy.
- ☐ No other person may operate the vehicle unless specifically authorized by Mosaic and qualified under company requirements.
- ☐ The Company may verify vehicle location, mileage, usage, and compliance through telematics, inspections, audits, and vehicle records.
- ☐ I understand that take-home vehicle authorization may have payroll and tax implications and that failure to comply with the conditions of this authorization may result in revocation of approval and corrective action.
- ☐ The vehicle will be stored only at the approved home storage location identified in this authorization unless additional approval is obtained.
- ☐ Approval of a take-home vehicle arrangement does not exempt me from any vehicle use, fleet, driver qualification, safety, or other Company policy requirements.
- ☐ I am personally responsible for any fines, citations, toll violations, parking violations, or penalties
- ☐ I understand that take-home vehicle authorization is intended to support a business need and is not provided for personal convenience.

☐ I certify that the information provided in this request is accurate and complete to the best of my knowledge.

Employee Signature: _____

Date: _____

10. Manager's Approval

(Skip this section if the requestor is the Immediate Manager. In such cases, route directly to the HR/Compensation Representative for review.)

- ☐ **Approved** - *I have reviewed the request and determined that the documented business need supports approval of this take-home vehicle authorization. I have considered the associated vehicle security, operational impacts, company vehicle exposure, and potential auto liability risks related to the requested take-home vehicle arrangement.*
- ☐ **Denied** - *I have reviewed the request and determined that the documented business need does not justify approval of this request when considering the associated vehicle security, operational impacts, company vehicle exposure, and potential auto liability risks.*

Comments: _____

Manager Name: _____ Title: _____

Signature: _____ Date: _____

11. Human Resources / Compensation Review and Approval

- ☐ **Approved – No Taxable Benefit Identified** - *Reviewed for compensation, payroll, tax, and policy compliance considerations. No taxable benefit has been identified.*
- ☐ **Approved – Taxable Benefit Identified** - *Reviewed for compensation, payroll, tax, and policy compliance considerations. A taxable benefit has been identified, and appropriate payroll reporting and/or tax treatment is required.*
- ☐ **Pending Additional Information** - *Additional information or documentation is required before a determination can be made.*
- ☐ **Denied** - *After review, the request does not provide sufficient business justification or does not meet compensation, payroll, tax, or policy requirements necessary to support approval.*

Comments: _____

Name: _____ Title: _____

Signature: _____ Date: _____

12. General Manager / Director Approval

(Skip this section if the requestor is the General Manager/Director. In such cases, route directly to the Vice President for approval.)

- ☐ **Approved** - *I have reviewed the request and determined that the documented business need supports approval of this take-home vehicle authorization. I have considered the associated vehicle security, operational impacts, company vehicle exposure, and potential auto liability risks related to the requested take-home vehicle arrangement.*
- ☐ **Denied** - *I have reviewed the request and determined that the documented business need does not justify approval of this request when considering the associated vehicle security, operational impacts, company vehicle exposure, and potential auto liability risks.*

Comments: _____

Name: _____ Title: _____

Signature: _____ Date: _____

13. Vice President Approval

- ☐ **Approved** - *I have reviewed the request and determined that the documented business need supports approval of this take-home vehicle authorization. I have considered the associated vehicle security, operational impacts, company vehicle exposure, and potential auto liability risks related to the requested take-home vehicle arrangement.*
- ☐ **Denied** - *I have reviewed the request and determined that the documented business need does not justify approval of this request when considering the associated vehicle security, operational impacts, company vehicle exposure, and potential auto liability risks.*

Comments: _____

Name: _____ Title: _____

Signature: _____ Date: _____

14. 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: _____