



Mosaic Commercial Motor Vehicle Drivers Program Requirements

All Mosaic Employees that hold a position that requires a CDL must be enrolled in the Mosaic CMV Program. The below steps will outline information required to be active in the Program.

New Mosaic CMV Drivers:

1. Drivers have 30 day from start of the position to obtain a CDL (unless otherwise specified)
2. Supervisor will contact HR Connect for New CMV Driver Request and Application
3. Once the forms have been received by HR Connect the driver can move onto the next step
4. Employee must complete a DOT physical at Mosaic's medical clinic. If passed a Medical Card will be issued. Employees that are new to the program will be required to have a drug and alcohol screening.

*New drivers must be approved by HR Connect before scheduling appointment.

(Please refer to the DOT Medical Requirements before scheduling physical)

5. All Employees are responsible to self-certify their medical card to the state within **5 Calendar Days** of the exam as Non-excepted Intrastate. *It is recommend to file online <http://www.flhsmv.gov/ddl/cdlmedicalcert.html>
6. Employee is to obtain a CDL Learner's Permit and send a copy along with a color copy of their current drivers license to HR Connect.
7. Employee's MVR, will be run by HR Connect. *(7 years for new hire)*
8. All drivers new to the CMV Program must attend driving school regardless of current endorsement. HR Connect or Site Clerk will coordinate and schedule the driving school dates of attendance.
9. Drivers will only be trained for a class B (Unless class A is required for the operation of a Mosaic vehicle)
10. Driver's training certificate will be kept in the Driver's Qualification File
11. Driver must submit a color copy of their CDL once obtained, to HR Connect .

Approvals: Once all information is received and confirmed an email will go out to the supervisor confirming the employee is qualified to operate Mosaic CMV equipment. Drivers are not authorized to operate equipment until approval has been obtained.



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Current CMV Drivers

1. Maintain a current CDL on file with HR Connect
2. Maintain a current Medical Certification with the State of Florida. Must be filed within **5 calendar days** of the exam. (Please refer to the DOT Medical Requirements before scheduling physical)
3. An Annual Certification of Violations form must be filled out and returned to HR Connect on the 1st of every year. An annual review of MVR (driving record) will be completed (going back 3 years)
4. Notify HR Connect within 5 business days of any changes to status of Driver's License or Endorsements

*If a driver fails to provide documentation to maintain their current CMV status as required, the driver will be suspended from the CMV Program until documentation is current and verified.

Driver Reimbursements

1. Mosaic will reimburse drivers for new/renewal CDL
2. Mosaic will not reimburse for lost or replacement licenses. (Including replacement for filing Medical Certification late)
3. Mosaic will reimburse for mileage to training
4. Mosaic will not reimburse for filing Medical Certification with DOT in person, this can be filed online at no cost (Refer to Instructions to file CDL Medical Card)
5. Mosaic will not reimburse for outside medical appointments, physicians clearance forms, or treatment for personal medical requirements to obtain/retain CDL

The motor carrier (Mosaic) is required to maintain a driver qualification file for each driver it employs. This information will be kept in a secure location by HR Conect



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Supervisor Requirements

1. Notify HR Connect and start New Driver process within 30 days of a new driver moving to crew
2. Notify HR Connect of any changes with a Driver that would remove them from program (Example: work restrictions or change in job status)
3. Once a quarter send HR Connect a list of all CMV operators reporting to you
4. Do not allow a driver to operate a CMV once you have been notified that driver is out of compliance or suspended from the program, until clearance from HR Connect has been received
5. Attend required DOT training for Supervisor's Reasonable Suspicion for Drug and Alcohol Awareness

FAQ:

Q1. I have a current Commercial Driver's License and Medical Examiner's Certificate (physical). Am I authorized to operate a Mosaic CMV?

A1. No. A current Commercial Driver's License and Medical Examiner's Certificate (physical) are only two of the many elements required by law to become a Mosaic Authorized CMV Driver. Questions on who is authorized to operate Mosaic CMV's should be directed to your supervisor, Site HR, EHS, or HR Connect

Q2. Can I be held accountable for knowingly operating a CMV without being a Mosaic Authorized CMV Driver?

A2. Yes. Any Mosaic employee who operates a CMV without being a Mosaic Authorized CMV Driver is subject to disciplinary action by the company. In addition, you could be subject to the laws of the State of Florida should you be stopped by law enforcement and found to operating a CMV without proper authorization.

Q3. Do I have to submit copy of my Commercial Driver's License to operate a Mosaic CMV?

A3. Yes. Mosaic is required by law to have a current copy of proof that you are qualified to operate a CMV on file. Refusal to submit a copy of your license or any other needed documentation may result in disqualification from your current position. This information will be treated as confidential in nature.

Information Links

Click link for a sample test on general knowledge and air brakes, as well as the link to CDL handbook for test prep. <http://www.flhsmv.gov/resource-center/handbooks-manuals/>

Mosaic's Commercial Motor Vehicle Program in Livelink:
<http://doculink.mosaicco.com/livelink/lisapi.dll/open/7792864>

References: Department Of Transportation: <https://www.transportation.gov/>
Federal Motor Carriers Safety Administration: <https://www.fmcsa.dot.gov/regulations>