



**EHSS Phosphates Business Unit Program
Commerical Motor Vehicles**

Commercial Motor Vehicle Program

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1. PURPOSE

To provide for the effective administration of a Commercial Motor Vehicle (CMV) program to comply with the rules prescribed by the U.S. Department of Transportation and the State of Florida, and to provide assurance that all employees are trained and authorized to operate CMV's.

2. SCOPE

This program applies to Mosaic Phosphates Business Unit CMV's and personnel who operate CMV's.

3. APPENDICES

The following appendices are associated with this Program:

Appendix	Appendix Title
A	CMV Operator Handbook
B	Frequently Asked Questions for Commercial Motor Vehicles related issues

4. DEFINITIONS

- 4.1 **Authorized CMV driver (CMV Driver)** – An employee who holds a valid Florida Commercial Driver License, Medical Examination Certificate and Drivers Qualification File and has been placed on the Authorized CMV Driver list by the Program Administrator.
- 4.2 **Commercial Driver License (CDL)** – License meeting the requirements of DOT issued by the State of Florida for the operation on CMVs.
- 4.3 **Commercial Motor Vehicle (CMV) groups** – Vehicle groups means a class or type of vehicle with certain characteristics. The commercial motor vehicle groups are as follows:
 - 4.3.1 **Group A – Combination vehicles** (tractor unit with one or more attached trailers) having a Gross Combined Weight Rating (GCWR) of 26,001 pounds or more, provided the weight rating of the vehicle being towed exceeds 10,000 pounds.
 - 4.3.2 **Group B – Heavy Straight Vehicle** – any single vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more, or any such vehicle towing a trailer of 10,000 pounds or less.
 - 4.3.3 **Group C – Small Vehicle** – Single or combination vehicle that doesn't meet the definition of Group A or B, and it is designed to transport 16 or more passengers



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including the driver, or it is used in the transportation of hazardous materials in placarded amounts.

- 4.4 **Endorsement** – Means an authorization applicable to CDL drivers required to operate certain types of commercial motor vehicle which include:
 - 4.4.1 **H – Hazmat** – Allows a CDL holder to operate a vehicle transporting hazardous materials in placardable amounts materials.
 - 4.4.2 **N – Tank vehicles.** Allows a CDL holder to operate a tank vehicle designated to transport any liquid or gaseous material. Applies to attached or unattached tanks with a capacity of 1,000 gallons or more.
 - 4.4.3 **X – HM+Tank** – Combination of N and H endorsements
- 4.5 **Fleet Administrator** – Person designated within the maintenance group to maintain the list of all vehicles owned or used by the company.
- 4.6 **Program Administrator** – The program is administered by HR Connect representatives.
- 4.7 **Restrictions** – While endorsements allow the operation of certain types of vehicles, restrictions prevent certain types of operations. Examples for CDL restriction codes include:
 - 4.7.1 **E – Manual transmission.** CDL applicant perform the skills tests in a vehicle equipped with an automatic transmission, he or she or he will be restricted from operation a CMV equipped with a manual transmission.
 - 4.7.2 **K – Intrastate only.** Driver who is not qualified to operate in interstate commerce, he or she will ne restricted from operating a CMV outside the state of licensure.
 - 4.7.3 **L – Air-brake restriction.** If applicant fails the air-brake test or performs the skills test in a vehicle not equipped with air brakes, he or she will be restricted from operating equipment with any type of air brakes.
 - 4.7.4 **V – Medical variance restriction.** If the driver has been issued a medical variance, the V code is used to indicate there is information about a medical variance in the driver’s record.

5. RESPONSIBILITIES

- 5.1 CMV Administrator (HR Connect) shall be responsible for:
 - 5.1.1 Conducting CMV annual driver review and certification
 - 5.1.2 Providing CMV driver list to drug and alcohol testing program vendor quarterly.
 - 5.1.3 Maintaining driver information portion of Driver Qualification Files.
 - 5.1.4 Update CMV driver information, including cases where personnel requiring CMV driver status can no longer qualify.
 - 5.1.5 Authorizing reimbursement for CDL fees.
 - 5.1.6 Qualifying and scheduling training for new CMV drivers.



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5.1.7 Making sure DOT drug and alcohol training is provided to personnel who supervises CMV Drivers

5.2 Human Resources shall be responsible for:

5.2.1 Maintaining list of job requiring CDL, class of license required, and endorsements needed.

5.2.2 Validating the list of CMV drivers quarterly and providing a copy to the CMV Administrator.

5.2.3 Disqualify personnel from positions requiring a CDL when employee can no longer qualify.

5.2.4 Responding to employer request regarding previously employed CMV drivers.

5.3 Medical Group shall be responsible for:

5.3.1 Providing CMV drivers physicals and DOT drug and alcohol testing

5.3.2 Tracking and scheduling CMV driver physicals.

5.3.3 Providing CMV driver medical certification copy to the CMV Administrator

5.3.4 Providing DOT drug and alcohol testing information to CMV Administrator

5.3.5 Maintaining medical portion of Driver Qualification Files.

5.4 Operations & Maintenance shall be responsible for:

5.4.1 Assure that only qualified CDL drivers operate CMVs.

5.4.2 Pre and Post trip CMV inspections.

5.4.3 Assuring CMVs annual inspections are accomplished.

5.4.4 Providing the CMV Administrator with an accurate list of CMVs.

5.4.5 Assuring personnel performing maintenance on CMVs are qualified.

5.5 Security Group shall be responsible for

5.5.1 Maintaining log of CMV accidents

5.5.2 Investigating all CMV accidents

5.5.3 Assuring that DOT drug and alcohol testing is performed following CMV accidents.

5.5.4 Obtain Florida DMV information on CMV Drivers upon request.

6. GENERAL REQUIREMENTS

6.1 Only Authorized CDL drivers shall operate CMVs on, parallel to, or cross public roads.

6.2 A list of authorized CDL drivers shall be maintained by the Program Administrator and made readily available to field personnel.

6.3 Request for changes to the Authorized CDL drivers list shall be made to the Program Administrator.



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- 6.4 Human Resources in cooperation with Operations and Maintenance shall ensure that jobs requiring operation of a CMV are identified and that changes are reported to the Program Administrator in a timely manner, but at least quarterly.
- 6.5 Employees placed into jobs requiring operation of a CMV shall have 30 calendar days, to meet the requirements of a CMV operator with the correct class CDL, endorsements and without restrictions that would prevent performance of the job.
- 6.6 All CDL drivers shall be qualified to operate vehicles with air brakes.
- 6.7 A CDL driver shall be de-authorized and disqualified from jobs requiring operation of CMVs when:
 - 6.7.1 Violations of DOT or State issuing license rules require cessation of operation or mandatory suspension of CDL.
 - 6.7.2 Failure to maintain current Commercial Driver License and required endorsements.
 - 6.7.3 Failure to maintain a current Medical Examination Certificate.
 - 6.7.4 Failure to provide accurate information as requested for the administration of this program.
 - 6.7.5 Violation of company driver rules which resulted in appropriate disciplinary action.
- 6.8 Vehicles and drivers carrying hazardous materials shall follow the DOT hazmat procedures.
- 6.9 A written vehicle inspection report to be prepared and signed by the driver at the completion of each day's work on each vehicle operated pursuant to 49 CFR 396.11 – Driver vehicle inspection report.
- 6.10 The Program Administrator shall be notified immediately of citations for alleged violations to DOT or state CMV rules or accident involving CMVs.
- 6.11 Vehicle registration, proof of insurance and emergency procedures for any hazardous material carried in placarded amounts shall be always carried in each vehicle.

7. CMV DRIVING RULES

- 7.1 No driver shall possess more than one driver's license.
- 7.2 A copy of the current Commercial Driver's License shall accompany license renewal reimbursement request.
- 7.3 CMV drivers shall provide accurate information concerning their driving record and other information as necessary to administer the CMV program.
- 7.4 CMV Drivers are responsible for maintaining a valid Commercial Drivers License and Medical Examination Certificate. Both must be always carried on the person when operating a CMV.
- 7.5 CMV drivers shall operate within restrictions and endorsements listed on their license.



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- 7.6 CMD driver shall notify the Program Administrator of:
 - 7.6.1 All motor vehicle violations (except parking) as soon as possible but within 30 days.
 - 7.6.2 License suspensions immediately or by the next business day.
- 7.7 CMV drivers shall remain readily available following a vehicle accident for post-accident drug and alcohol testing.
- 7.8 CMV drivers shall operate within the following requirements:
 - 7.8.1 Obey traffic laws and drive in courteous manner.
 - 7.8.2 Drivers shall no operate when ill of fatigued.
 - 7.8.3 Seat belts shall be required at all times.
 - 7.8.4 Radar detectors are prohibited.
 - 7.8.5 Obtain special hauling permits for loads exceeding guidelines.
 - 7.8.6 Properly distribute and secure cargo
 - 7.8.7 Pre-trip, post-trip, air brake, combination vehicle, emergency equipment and cargo inspections as prescribed by the state licensing agency.
 - 7.8.8 Placarded or tank vehicles containing hazardous materials shall stop at all railroad crossings. All other CMVs shall slow down for railroad crossings.
 - 7.8.9 Engines shall be shut off, no smoking permitted, and the fuel nozzle shall remain in contact with the fuel tank filler tube when fueling vehicles.
 - 7.8.10 No un-authorized passengers shall be carried.
 - 7.8.11 Disable vehicles shall be secured in accordance with DOT and State guidelines.

8. VEHICLE REQUIREMENTS

- 8.1 All CMVs shall be marked and placarded in accordance with the current DOT regulations which shall include:
 - 8.1.1 Company name, location, and vehicle number.
 - 8.1.2 Hazardous materials marking and warning as needed.
- 8.2 The fleet administrator shall maintain a current list of CMVs and notify the program Administrator of any changes in a timely manner, but at least quarterly.
- 8.3 Periodic weight checks shall be performed in non-CMV's to assure that the vehicle weight limits are not exceeded.
- 8.4 All CMVs shall be inspected annually by a qualified person pursuant to 49 CFR 396.17 through 396.23 (Periodic Inspection, Inspector qualifications and Periodic Inspection Recordkeeping Requirements).

9. ACCIDENT PROCEDURES AND INVESTIGATIONS



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- 9.1 All CMV accidents resulting in citation of driver, vehicle damage, property damage or bodily injury shall be investigated.
- 9.2 CMV accident investigations shall include:
 - 9.2.1 Accident descriptions.
 - 9.2.2 Determination of underlying causes.
 - 9.2.3 Identification of corrective actions to prevent recurrence.
 - 9.2.4 Accountability and timetables for corrective actions.
- 9.3 The Security Group shall be responsible for CMV accident investigations and assuring that post-accident drug and alcohol testing is performed.
- 9.4 The security Group shall make a determination if law enforcement agencies should be notified of accidents on Mosaic Fertilizer property.

10. MEDICAL EXAMINERS CERTIFICATE

- 10.1 CMV Drivers are to schedule an appointment with the Medical Group.
- 10.2 The nurse shall be responsible for entering the medical information into the computer system and forwarding a copy of Medical Examination Certificate to CMV Administrator.

11. DRUG AND ALCOHOL REQUIREMENTS.

- 11.1 The Mosaic Substance Abuse policy shall be followed. The DOT drug and alcohol testing requirements shall be considered in addition to and not a substitute for the Mosaic Substance Abuse Policy.
- 11.2 Alcohol use by CDL operating CMVs shall governed by:
 - 11.2.1 No consumption of alcohol during a 4-hour period prior to reporting for duty.
 - 11.2.2 No consumption during an 8-hour period following an accident.
- 11.3 CDL drivers may take prescription drugs prior to or during operation of CMVs only when:
 - 11.3.1 Prescribed to the CMV driver by a doctor or Nurse Practitioner, and
 - 11.3.2 Doctor or Nurse Practitioner had advised the driver of no ill effects of the drug(s) to operation of a CMV.
- 11.4 Post-accident drug and alcohol testing shall be conducted as soon as practical following and accident and within the following guidelines:
 - 11.4.1 Alcohol testing shall be conducted within 2 hours of the accident. Attempt to test should continue for 8 hours.
 - 11.4.2 A written explanation must be submitted to the CMV Administrator when alcohol tests are not conducted within 2 hours or attempts to test are suspended.



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- 11.4.3 Drug tests shall be conducted as soon as practical, attempts to test should continue for 32 hours.
- 11.4.4 A written explanation must be submitted to the CMV Administrator when drug tests are not conducted within 32 hours or attempts to test are suspended.
- 11.4.5 Medical treatment shall not be delayed in order to conduct post-accident drug and alcohol testing.
- 11.5 Reasonable suspicion testing for drugs and alcohol shall be in accordance with:
 - 11.5.1 Alcohol tests shall be based on observations by a trained supervisor of the driver's appearance, behavior, speech, and odors.
 - 11.5.2 Drug test shall be based on observations by a trained supervisor of the driver's appearance, behavior, speech, and odors and chronic or withdraw effects.
 - 11.5.3 A written record of the reasonable suspicion observations shall be submitted to the Program Administrator within 24 hours of any reasonable suspicion drug and alcohol.
- 11.6 A CDL driver having a breath alcohol concentration equal or above 0.02% but below 0.04% will be removed from duty and shall not be allowed to work for a 24-hour period following the test and until successfully testing a breath alcohol concentration less than 0.02%
- 11.7 A CDL driver confirmed positive for controlled substances o having an alcohol concentration of 0.04% or greater will be medically disqualified to operate a Commercial Motor Vehicle for the company and will be sent to the DOT Substance Abuse Professional. The duration of the suspension from work while medically disqualified is based on the on the recommendation of the Substance Abuse Professional. A return-to-work negative test is required before an employee can return to work.
- 11.8 Employees de-authorized as CDL driver and disqualified from job requiring operation of CMVs may be permitted to roll into another position if:
 - 11.8.1 This is their first drug or alcohol violation, and
 - 11.8.2 The employee is actively participating in the Mosaic Employee Assistance Program.
- 11.9 An employee who has been de-authorized as a CDL driver and disqualified from job requiring operation of CMVs may become an authorized CMV driver by:
 - 11.9.1 Actively participating in and completing a prescribed rehabilitation treatment plan as recommended by a Substance Abuse Professional and administered by the Mosaic Employee Assistance Program.
 - 11.9.2 Complete a negative return to duty urine drug test as well as submit to, at a minimum, 6 unannounced follow-up urine drug tests within the first 12 months of returning to his/her safety sensitive position and/or,



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11.9.3 Complete a negative return to duty alcohol test (less than 0.02%) as week as submit to, at a minimum 6 unannounced follow-up breath alcohol tests within the first 12 months of returning to his/her safety sensitive position.

11.9.4 Successfully bidding into a job requiring operation of a CMV.

12. CONTRACTORS AND VENDORS

12.1 Contractors or vendors operating CMVs on Mosaic property shall be required to comply with DOT and State regulations.

12.2 Contractors or Vendors allowed to operate Mosaic’s CMVs shall be required to provide an annual certification for each driver to the CMV Administrator annually per 49 CFR 391.65 (Drivers furnished by other motor carriers).

13. NEW WALES, SOUTH PIERCE & BIG BEND MODULE

13.1 Commercial Motor Vehicles

13.1.1 License plates shall be removed from all CMVs.

13.1.2 CMVs shall not be operated on public roads.

13.1.3 CMVs within the Concentrates facilities shall not travel on, parallel, or cross public roads.

13.1.4 Signage shall be installed in each CMV to remind personnel of the restrictions.

13.2 Entrance Roads

13.2.1 Entrance roads to each facility shall be posted as private property.

13.3 CMV Operators

13.3.1 Operators of CMVs in concentrate facilities are not required to have a CDL license but shall have documented task training in the operation of such vehicles.

14. TRAINING

14.1 Training

The following table outlines the training required for Commercial Motor Vehicles program:

Audience	Training Elements / Topics	Frequency	Method
Supervisor	Drug and Alcohol Reasonable Suspicion Training	Initial	CBT
New CMV drivers	Entry-Level Driver Training requirements for a Class A or B CDL as outlined on 49CFR 380 Appendix A or B.	Initial	ILT



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14.2 Retraining

14.2.1 CMV Driver retraining in safety related work practices and applicable changes in this Program shall be performed at the discretion of the CMV Administrator.

15. REFERENCES

References (Number and title)
EHS-Phos Program – DOT Hazmat
Mosaic’s Drug, Alcohol, and Substance Abuse Policy – U.S.
U.S. DOT 49 CFR 40 – Procedures for Transportation Workplace Drug and Alcohol Testing Programs
U.S. DOT 49 CFR 300-399 Federal Motor Carrier Safety Administration (FMCSA)
Florida Statutes, Title XXIII, Chapter 322, Motor Vehicle Driver Licenses
Florida Highway Safety and Motor Vehicles (FLHSMV) - Commercial Driver License Manual
HR Connect Commercial Motor Vehicle Drivers Program Requirements
HR Connect DOT Medical Certification requirement
HR Connect New Mosaic CMV Driver Application

16. REVISION LOG

Rev. No.	Rev. Date	Revised By	Reason for Revision
0	5/2/07	R. Collins HR and Safety Department	Initial release
	7/7/11	D. Allen	Reformat for ISO
1	12/10/11	Mike Neal / R Coghlan	Review for compliance
2	8/30/12	R. Coghlan	Changes in responsibility
3	11/20/14	Operations Control Mgmt.	
4	11/14/23	EHS PMO	Changes in responsibility