



## Vehicles and Roadways Program

<b>Document Title:</b> Phosphates Vehicle and Roadways Program		<b>Document Identifier:</b> <Generated by Content Server>	
<b>Applies To:</b> Phosphates		<b>Managed By:</b> EHS PMO	
<b>Document Owner:</b> Director, NA Health & Safety Department		<b>Document Approver:</b> VP EHS	
<b>Current Version Effective Date:</b>	5/15/2025	<b>Formal Review Cycle Due Date:</b>	Annual

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### 1. PURPOSE

To provide for the effective administration of a powered motor vehicle program to comply with the rules prescribed by U.S. Department of Transportation (DOT). Also, to provide assurance that all employees are properly trained, licensed, and authorized to operate Mosaic owned or leased motor vehicles.

### 2. SCOPE

This program applies to all Mosaic Phosphates Business Unit personnel who operate Mosaic owned or leased motor vehicles on or off company property, and to contractors and vendor's motor vehicles being operated on company property. Golf Carts and Utility Task Vehicles (UTVs/ATVs) are covered in section 5 in this procedure.

### 3. DEFINITIONS

- 3.1 Authorized Driver - A driver holding a valid license for the class of vehicle that they are operating and who has been directed by Mosaic to operate a company vehicle.
- 3.2 Commercial Driver's License (CDL Class A, B, and C) - License must meet the requirements of DOT issued by the state of origin and requirements of Commercial Motor Vehicles Policy.

- 3.3 Class E is a non-commercial driver license for vehicles weighing less than 26,001 lbs.
- 3.4 Commercial Motor Vehicle Driver (CMV Driver) - An employee who holds a valid Commercial Driver's License, Medical Examination Certificate, current Drivers Qualification File and has been placed on the authorized CMV Driver List by the CMV Program Administrator.
- 3.5 Defensive Driving Training - A training program for employees involved in motor vehicle accidents, and found to be at fault, with any company/leased vehicle.
- 3.6 Distracted Driving – According to the National Safety Council it is inattention that occurs when drivers divert their attention from driving to focus on another activities. Distractions may be from using electronic devices such as cell phones or navigation systems, or other types of distractions such as eating or even talking to passengers.

Types of Distractions include:

- Cognitive: The mental workload associated with a task that involves thinking about something other than driving.
- Manual: Tasks that require the driver to take a hand off the steering wheel and manipulate a device.
- Visual: Task that require the driver to look away from the roadway.
- Visual/Manual: Tasks that draw eyes and a hand off steering wheel to manipulate a device.

Types of Task include:

- Primary – Task that receives higher cognitive focus
  - Secondary – Task that is monitored in the background
- 3.7 Fleet Administrator - Person assigned to maintain the list of all vehicles owned or used by the company.
  - 3.8 Qualified person - For vehicle recovery this is a Supervisor who has received training in General Awareness and Supervisor Responsibilities for Vehicle Recovery.
  - 3.9 Restrictions – Restrictions placed on each license holder by the State of origin.
  - 3.10 Wireless Communication device-cellular telephone, personal digital devices with e-mail capability.

#### **4. REQUIREMENTS**

##### **4.1 General**

- 4.1.1 Only Authorized Drivers shall operate Mosaic owned or leased vehicles.
- 4.1.1 Employees operating licensed or unlicensed company motor vehicles (automobiles or trucks) either inside or outside Plant and Mine boundaries must possess a valid driver's license.
- 4.1.2 Employees operating their own vehicles on approved Company business must possess a valid driver license.
- 4.1.3 The Vehicle Chart / License Classes (in Appendix A) will be followed for proper licensing of drivers.
- 4.1.4 A Driver shall be de-authorized and disqualified from jobs which require operation of motor vehicles when:
  - a. Violations of US DOT statutes requiring cessation of operation or mandatory suspensions of driver's license;
  - b. Failure to provide accurate information as requested for the administration of this program;
  - c. Violation of company driver rules which have resulted in appropriate disciplinary action.

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- 4.1.5 Vehicles and drivers carrying hazardous materials in placarded amounts shall be in compliance with the Commercial Motor Vehicles Program and the HAZMAT-DOT Program.
- 4.1.6 Daily Vehicle Checklists (Appendix B) shall be completed as specified in the Vehicles & Roadways procedures, inspected prior to use, and the bottom copy maintained in the vehicle. The top copy will be turned in to the Supervisor.
- 4.1.7 Personnel Carrier Inspection Forms (Appendix C) will be completed each day at the start of the shift and then initialed by any subsequent operators.
- 4.1.8 The use of licensed motorcycles or motorized trikes to conduct Mosaic related business is prohibited, including inter or intra site travel. Mosaic employees may utilize licensed motorcycles or motorized trikes as personal transportation to their work location at the start of their workday, from their work location at the end of their workday, or while conducting personal business off site from a Mosaic location during their workday.
- 4.2 Driver Rules
  - 4.2.1 No driver shall possess more than one valid driver's license.
  - 4.2.2 Drivers are responsible for maintaining a valid driver license and shall always be carried by the employee when operating any company vehicle.
  - 4.2.3 Drivers shall operate within restrictions and endorsements listed on their license.
  - 4.2.4 Drivers shall notify their Supervisor of:
    - a. All motor vehicle violations in a company vehicle as soon as possible.
    - b. License suspensions immediately or no later than their next working day.
  - 4.2.5 Drivers shall remain readily available following a vehicle accident for post-accident drug and alcohol testing.
  - 4.2.6 Drivers shall operate within the following requirements:
    - a. Obey all company policies, public traffic laws, and drive in a courteous manner.
    - b. When dragging unstructured equipment (ex.: dragline cable, conveyor belt, or fittings, etc.) a yellow caution light must be placed on top of the vehicle to warn oncoming traffic. Vehicles not having permanently affixed caution lights will use temporary caution lights on top of the vehicle.
  - 4.2.7 Seat belts shall be worn and properly adjusted at all times.
  - 4.2.8 Radar detectors are prohibited.
  - 4.2.9 Properly distribute and secure cargo.
  - 4.2.10 The seating capacity of the vehicle shall not be exceeded.
  - 4.2.11 Riding in the bed of a truck, is strictly prohibited.
  - 4.2.12 No unauthorized passengers (hitchhikers) shall be carried.
  - 4.2.13 Disabled vehicles shall be secured in accordance with applicable Federal and State laws. Vehicles shall be moved off the road if possible and flashers set to operate.
  - 4.2.14 The engine is to be shut off when the vehicle is left unattended unless the job function requires the vehicle to be running.
    - a. When vehicle is left running, transmission must be placed in park, with the parking brake applied, and the wheels chocked where applicable.
  - 4.2.15 Jumping batteries will be done by an Auto Shop mechanic or other qualified person.
- 4.3 Cell Phones and Computers
  - 4.3.1 No calls shall be placed or received by the driver using a handheld wireless communication device when the vehicle is in motion. Hands free may be used where local laws permit.

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- 4.3.2 Laptop computers, tablets or other non-voice communication devices shall not be used by the driver while the vehicle is in motion. The vehicle is considered in motion if it is in drive.
- 4.3.3 Hands free accessories include earbuds, handsets (permits driver to use wireless phone without lifting or holding the handset), and voice activated dialing (permits one to dial a phone by speaking into your wireless phone).
- 4.4 Fueling Vehicles
  - 4.4.1 All vehicles must be shut off while being fueled.
  - 4.4.2 No smoking permitted while fueling vehicles.
  - 4.4.3 All gas cans must be removed from vehicle before being filled.
- 4.5 Vehicle Operation
  - 4.5.1 Speed limits, unless otherwise posted, are:
    - a. Plants - 15 mph
    - b. Mines - 35 mph
  - 4.5.2 Careless driving, speeding or horseplay shall not be tolerated.
  - 4.5.3 Parking
    - a. Mobile equipment shall not be left unattended unless the controls are placed in the park position and the parking brake, if equipped, is set. When parked on a grade, the wheels or tracks of mobile equipment shall be either chocked or turned into a bank.
    - b. No company or personal vehicles shall be parked within the swing radius of a dragline, Excavator, or Crane, unless equipment is shut down for service, fueling, or maintenance.
    - c. Drivers shall make contact with the equipment operator via radio or eye contact prior to entering the equipment's area of operation. Never park behind a piece of equipment or in the operator's area of restricted view.
  - 4.5.4 Backing up
    - a. It is the vehicle operator's responsibility to visually check the area behind the vehicle before backing up.
    - b. Never open the cab door to look behind the vehicle.
    - c. Never back around a corner without a spotter.
    - d. Always back slowly keeping the vehicle under control.
- 4.6 Vehicle Requirements
  - 4.6.1 All Mosaic company vehicles (exception of certain Safety/Security/Senior Staff) shall be labeled (either by a rear-view mirror tag or exterior door sticker/magnet) and placarded in accordance with the current regulations which shall include:
    - a. Company name, vehicle number, and vehicle class
    - b. Hazardous materials markings and warnings as needed
  - 4.6.2 The Manufacturer's Gross Combination Weight Rating or Gross Vehicle Weight Rating shall be used to determine the Class of listed vehicles.
  - 4.6.3 All vehicles shall have the following in good working order:
    - a. Brakes
    - b. Headlights
    - c. Brake lights
    - d. Windshield wipers
    - e. Windows – replaced when badly etched
    - f. Minimum 5lb. ABC fire extinguisher

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**4.7 Accident procedures and investigations**

- 4.7.1 All accidents resulting in vehicle damage of \$2,000.00 or more, extensive property damage or bodily injury shall be investigated by the Security Department.
- 4.7.2 Accident investigations shall include:
- a. Accident descriptions
  - b. Determination of underlying causes
  - c. Identification of corrective actions to prevent recurrence
  - d. Accountability and timetables for corrective actions
- 4.7.3 The driver involved in an accident or the driver's supervisor shall contact the Security Department as soon as practical. If a Security representative is unavailable the Safety Department from the area of occurrence will investigate the accident.
- 4.7.4 Accident Investigations will be forwarded to the Fleet Administrator.
- 4.7.5 Post-accident drug and alcohol testing may be performed if an employee's conduct has caused or contributed or is suspected of causing or contributing to an accident that results in loss of Company materials, product and/or damage to property in excess of \$2000.00. The Security Department shall make a determination if the law enforcement agencies should be notified of accidents on Mosaic property.

**4.8 Vehicle Recovery**

- 4.8.1 When any vehicle or heavy mobile equipment becomes bogged or stuck, it shall be considered in need of "recovery."
- 4.8.2 For the purpose of this section (4.8 Vehicle Recovery) "vehicle" refers to any vehicle (example: light truck, UTV/ATV, heavy mobile equipment, etc.).
- 4.8.3 When a vehicle first becomes bogged or stuck, the operator / driver may attempt to free the vehicle after assessing the situation and determining if a safe attempt can be made. See Appendix D - Vehicle Recovery Operations, for recommended methods to get a vehicle unstuck.
- 4.8.4 Operators / drivers shall not attempt to free any bogged or stuck vehicle once it has been determined that assistance from another person or vehicle is required for recovery. A qualified person shall be immediately called and informed of the situation.
- 4.8.5 Vehicle Recovery situations fall into 2 separate categories: Low-Risk Recovery and High-Risk Recovery. Each category is explained below in Table 1:

<b>Table 1 – Vehicle Recovery Risk Categories and Requirements</b>		
<b>Risk</b>	<b>Stuck Vehicle Situation</b>	<b>Required</b>
Low-Risk	<ul style="list-style-type: none"><li>• Vehicle is horizontal and upright</li><li>• All wheels (tracks) are touching the ground</li><li>• Vehicle chassis is not touching the ground</li><li>• No nearby objects present a danger to the recovery (i.e. electric pole, wires, etc.)</li></ul>	<ul style="list-style-type: none"><li>• Complete a Vehicle Recovery Checklist.</li><li>• Mosaic Supervisor review and approve the Recovery Plan (in person or via phone)</li><li>• Contractor Supervisor approves recovery plan and notifies Mosaic.</li></ul>
High-Risk	<ul style="list-style-type: none"><li>• Vehicle is not horizontal or is near a body of water</li><li>• One or more of the vehicles' wheels or tracks are off the ground</li></ul>	<ul style="list-style-type: none"><li>• Complete an FLHA</li><li>• Mosaic Supervisor review and approve the FLHA (On-location) for</li></ul>

	<ul style="list-style-type: none"> <li>• Axles or chassis are buried in the ground or resting on an object.</li> <li>• Vehicle Recovery using hard shackles</li> <li>• Vehicle has no suitable anchor points</li> <li>• Any situation that is NOT Low Risk</li> </ul>	<p>Mosaic or Contractor vehicles.</p> <ul style="list-style-type: none"> <li>• Conduct an on-location discussion with Supervisor to determine recovery methods and decide if 3<sup>rd</sup> party vehicle recovery service is required</li> </ul>
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4.8.6 Details on vehicle recovery equipment, procedures and guidelines are included in Appendix D, Vehicle Recovery Operations, and shall be consulted prior to any recovery.

## **5. SPECIAL SECTION: TRICYCLES / GOLF CARTS / ATV / UTV**

### **5.1 Tricycles**

- 5.1.1 Shall be visible inspected prior to use.
- 5.1.2 Shall not carry more than designed seating capacity.
- 5.1.3 Shall observe all traffic and safety rules.
- 5.1.4 Shall be equipped with:
  - a. High visibility flag
  - b. Operational brakes
  - c. Front and rear reflectors

### **5.2 Golf Carts**

- 5.2.1 Shall be visually inspected prior to use.
- 5.2.2 Shall not carry more than the designed seating capacity.
- 5.2.3 Shall observe and obey all traffic and safety rules.
- 5.2.4 Shall be equipped with:
  - a. Running Lights
  - b. Horn (optional - but if equipped with a horn it must be functioning)
  - c. High Visibility Flag
  - d. Yellow Strobe Light if entering product storage buildings
  - e. Operational Brakes
  - f. Parking Brake
  - g. Fire Extinguisher – when equipped with an internal combustion engine
- 5.2.5 Disabled golf carts shall be towed only with approved safety tow bar or transported with a forklift.
- 5.2.6 Shall not be driven on catwalks, pedestrian bridges or elevators.
- 5.2.7 Operators shall never park carts where they will block emergency equipment, exits, or roadways.
- 5.2.8 Operators shall reduce their speed when entering covered buildings through doorways or openings.
- 5.2.9 All utility carts, where provided must be equipped with safety belts. The operator and passenger are required to wear their safety belts at all times when the vehicle is in motion.

- 5.2.10 Drivers and passengers must remain seated, hands and feet in the confines of a cart in motion.
- 5.2.11 All incidents involving damage to a cart must be reported to a supervisor immediately.
- 5.2.12 When the cart is not in use, the operator must turn the key to the off position, keep the cart in gear and apply the brake. If on a grade chocks shall be used.
- 5.2.13 Follow all manufacturers recommendations for charging the battery.
- 5.2.14 When refueling a gasoline powered cart shut off the engine, remove the gas cap slowly to allow pressure to escape.
- 5.2.15 No smoking during refueling.
- 5.3 ATV/UTVs
  - 5.3.1 **As of 15 February 2023, maximum speed shall be Operator limited to 20 mph** until the permanent requirement for all ATV/UTVs to be governed at a maximum speed of 20 mph is fully implemented (reference Appendix G, ATV/UTV Minimum Standards).
  - 5.3.2 **Refer to Appendix G**, ATV/UTV Minimum Standards, for all ATV/UTV requirements.

## **6. ROADWAYS**

- 6.1 Berms
  - 6.1.1 Berms or guardrails shall be provided and maintained on the banks of roadways where a drop-off exists of sufficient grade or depth to cause a vehicle to overturn or endanger persons or equipment.
  - 6.1.2 Berms or guardrails shall be at least mid-axle height of the largest self-propelled mobile equipment which usually travels the roadway.
  - 6.1.3 Berms may have openings to the extent necessary for roadway drainage.
  - 6.1.4 Where elevated roadways are infrequently traveled and used only by service or maintenance vehicles, berms or guardrails are not required when all of the following are met:
    - a. Locked gates are installed at the entrance points to the roadway;
    - b. Signs are posted warning that the roadway is not bermed;
    - c. Delineators are installed along the perimeter of the elevated roadway so that, for both directions of travel, the reflective surfaces of at least three delineators along each elevated shoulder are always visible to the driver and spaced at intervals sufficient to indicate the edges, and layout of the roadway.
    - d. A maximum speed limit is posted and observed for the elevated unbermed portions of the roadway. Factors to consider when establishing the maximum speed limit shall include the width, slope and alignment of the road, the type of equipment using the road, the road materials, and any hazardous conditions which may exist.
    - e. Road surface traction is not impaired by weather conditions unless corrective measures are taken to improve traction.
- 6.2 Road Maintenance
  - 6.2.1 Water, debris, or spilled material on roadways which creates hazards to the operation of mobile equipment shall be removed. Be alert to roadway areas with poor drainage where storm runoff either accumulates or causes erosion.
- 6.3 Public Road Crossings
  - 6.3.1 Proper uniform traffic control devices shall be used when working on or near public highways (i.e. signage, lighting, traffic vests, etc.)
- 6.4 Company Property
  - 6.4.1 Each mine or concentrate plant road exhibits its own peculiarities and may require signal definition. Proper care must be taken to ensure that all signs installed are at a

height and location that is within the eyesight of drivers operating vehicles with the most restricted visibility.

- 6.4.2 Drivers should pay attention while driving on company property to posted traffic signs delineating stopping points, speed limits, entrance to congested areas, curve or intersection warning signs, culvert crossing markers, limited access designators, safety access designators.
- 6.4.3 Pipes used as barricades to block access to company property shall be visibly marked for both day and night applications.

## **7. TRAINING**

- 7.1 Employees at fault involved in a vehicle accident with a company vehicle on or off Mosaic Property should attend a Safe Driver / Defensive Driving Class similar to the National Safety Council's Defensive Driving Class.

## **8. PROGRAM REVIEW / PERIODIC INSPECTIONS**

- 8.1 The daily Vehicle Checklist and the Personnel Carrier Daily Inspection Form will be completed by the first operator on all Non-Staff vehicles prior to first use each day, and initialed by each additional operator.
- 8.2 The Vehicles Chart / License Classes in Appendix A will be updated at least annually by the Fleet Administrator.

## **9. CONTRACTORS**

- 9.1 Contractors will adhere to the Vehicles and Roadways Program, including the vehicle recovery procedure Appendices D and E.
- 9.2 All Contractor vehicles shall be labeled by:
  - 9.2.1 Either by a rear-view mirror tag, door sticker, or other means of identification;
  - 9.2.2 Company name
  - 9.2.3 Hazardous material markings and warnings as needed.

## **10. APPENDICES**

- 10.1 Appendix A - Vehicle Chart / License Classes
- 10.2 Appendix B - Daily Vehicle Checklist
- 10.3 Appendix C - Personnel Carrier Daily Inspection Form
- 10.4 Appendix D - Vehicle Recovery Operations
- 10.5 Appendix E - Low Risk – Safe Vehicle Recovery Check List
- 10.6 Appendix F – Safe Driver
- 10.7 Appendix G – ATV UTV Minimum Standards

## **11. REFERENCES**

- 11.1 MSHA
  - 11.1.1 30 CFR 56.9100 Traffic Control
  - 11.1.2 30 CFR 56.23003 Evaluate and update written program at least annually
  - 11.1.3 30 CFR 56.9200 Transporting persons
  - 11.1.4 30 CFR 56.9201 Loading, hauling, and unloading of equipment and supplies
  - 11.1.5 30 CFR 56.14131 Seat belts for haulage trucks
  - 11.1.6 30 CFR 56.14132 Horns and backup alarms
  - 11.1.7 30 CFR 56/57.14100 Safety Defects; examination, correction, and records



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- 11.1.8 30 CFR 56/57.14101 (a) Brakes / Minimum requirements
- 11.1.9 30 CFR 56/57.14107 Moving machine parts
- 11.1.10 30 CFR 56/57.14109 Unguarded conveyors with adjacent travel ways
- 11.1.11 30 CFR 56/57.14130 Roll-over protective structures (ROPS) and seat belts
- 11.1.12 30 CFR 56/57.14132 Horns and backup alarms for surface equipment.
- 11.1.13 30 CFR 56.23003. Evaluate and update written programs at least annually
- 11.2 OSHA
  - 11.2.1 29 CFR 1926.601 Motor Vehicles
  - 11.2.2 29 CFR 1917.44 General rules applicable to vehicles
- 11.3 Florida Statutes (2022) Title XXIII Chapter 316 Section 302 Commercial motor vehicles; safety regulations; transporters and shippers of hazardous materials; enforcement
- 11.4 Florida Commercial Driver License Manual – Version 2022

## 12. REVISION LOG

Revision Log				
Rev. No.	Requested By	Approved By	Revised By	Rev. Date
0	Initial Issue for Mosaic	Safety Dept.	Safety Dept.	5/14/07
	Reformat for ISO		D. Allen	6/30/2011
1	Review for compliance; requested by Mike Neal		J. Anderson	12/3/2011
2			J. Anderson	6/5/2012
2	Reformat for ISO		R. Withers	6/28/2012
3	Safety Department		R. Withers	12/17/2012
4	Safety Department (RCA)	NAB Health and Safety	PMO	09/01/2021
5	Safety Department (RCA)	NAB Health and Safety	PMO	02/15/2023
6	Safety Department – new MSHA annual review required	Safety Department	PMO	05/15/2024
N/A	Required annual review	EHS	PMO	5/15/2025