



## Safe Driver

### EHS Phosphate Program – Vehicle and Roadways, Appendix F

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#### 1 Purpose:

Appendix F is designed to instill enhanced safe driving habits which improve driver performance and reduce risk of vehicle related incidents. This document is intended to improve driving behaviors with the use of technology, coaching, and driver feedback.

#### 2 Scope:

This document applies to vehicle operators (or drivers) using Mosaic Phosphate Business vehicles equipped with an in-cabin digital event recorder (ER) or “DriveCam” system to include:

- Light Duty Vehicles (SUV, pickup trucks - 1500, 2500, and 3500)
- Super Heavy Vehicles (dump truck, bucket truck, flatbed, boom truck, etc.)
- Enclosed cab Heavy Mobile Equipment
- Locomotives and Shuttle Wagons
- All rental mobile equipment with enclosed cabs and all rental vehicles intended for use periods of 90 days or more are required to have a DriveCam system installed prior to deployment.

#### 3 General Capabilities and Settings:

- 3.1 DriveCam will be equipped with Machine Vision and Artificial Intelligence (MVAI) that is used to identify at-risk behaviors inside the vehicle cabin.
- 3.2 All drivers shall be provided a DriveCam login and password that will allow them to view their event recording video and driving performance statistics.
- 3.3 The DriveCam will not capture audio recording or permit live streaming of video.
- 3.4 The fleet tracking GPS capability will be enabled.
- 3.5 DriveCam systems record 100 hours of continuous video of the road-facing and interior-facing views when the vehicle is in operation. After 100 hours, the recorded footage is looped over automatically.
- 3.6 All drivers will be issued a DriveCam badge and shall badge in at the start of each trip. Each trip begins when the ignition switch is turned on.
- 3.7 All vehicles equipped with DriveCam will have:



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- A sticker placed on the inside cabin informing users that video recording activities occur inside and outside of the vehicle.
- A sticker placed on the rear of the vehicle stating that the vehicle's speed is monitored by GPS.

## 4 DriveCam Functionality

### 4.1 The device

- 4.1.1 The DriveCam is a palm-sized digital recorder that is mounted in the vehicle. The recorder captures two views – one facing the road ahead and one facing the inside of the cab.
- 4.1.2 The DriveCam continuously records both views while the ignition is in the ON position.
- 4.1.3 The DriveCam captures “event clips” that are exception-based video recordings (no audio recording) triggered by unusual driving actions, such as a collision, speeding, hard braking, running stop signs, or a sudden swerve. When an event is triggered, the device saves 8 seconds of footage before the event and 4 seconds of footage after the event, then uploads that recording to a secure website for third-party professional review.
- 4.1.4 When the DriveCam is activated to capture an event clip, the LED lights on the DriveCam will flash informing the driver that an event has been triggered.
- 4.1.5 Event clips are reviewed by a third-party professional to identify at-risk behaviors selected by Mosaic. The event clips are prioritized and delivered to the driver's Supervisor/Manager for review and driver positive reinforcement or coaching when needed.
- 4.1.6 A coaching session with the driver will be scheduled when an event clip video contains driving behavior that is concerning, prohibited or represents exceptionally positive driving behavior.
- 4.1.7 There are two blue buttons on the DriveCam for the vehicle operator to activate recording manually. The manual recording will capture a 12 second video clip (8 seconds prior to activating manual recording and 4 seconds after).
  - **Note:** *Manual events are not systematically reviewed, so notify your supervisor if there is a manual event that needs to be viewed.*



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#### 4.2 Driver Identification

- 4.2.1 For identification, drivers shall badge into the DriveCam prior to the start of each trip. The DriveCam will flash a blue light for 5 minutes upon turning on the ignition indicating that the system is ready to scan badge.
- 4.2.2 Driver badge in is conducted by holding their DriveCam ID badge in front of the in-cab lens (this may take up to 30 seconds for DriveCam to acknowledge badge). Once the DriveCam has acknowledge driver ID badge the blue lights will turn off and a solid green light will appear.



**Note:** The badge in procedure is located on the back of each driver's badge.

#### 4.3 Machine Vision Artificial Intelligence and Audible Alerts

- 4.3.1 MVAI enables the DriveCam to recognize objects of interest such as seatbelts, cell phones, and smoking. MVAI can scan for potential hazards, evaluate the environment, and alert the driver to potential risks in the cab.
- 4.3.2 When MVAI detects an at-risk behavior the DriveCam will provide the driver an audible alert providing real-time in-cab coaching moment.
- 4.3.3 The following is a lists audible alerts enabled.

Alert Type	Audible Alert	Behavior Defined
Food/Drink Distraction	Distraction	The driver was identified eating or drinking while the vehicle was in motion, and it resulted in significant pulling driver visual attention away from the roadway or affected the driver's safe control of the vehicle.
Handheld Device	Distraction	The driver was holding and/or actively using a handheld device.
Posted Speed	Speeding	The event was triggered when the driver exceeded the posted speed limit (by 10 mph or more).
Smoking	Distraction	The driver was smoking or holding a cigarette, cigar, pipe, or e-cigarette inside the vehicle. This does not include a passenger smoking.
Inattentive	Distraction	The driver's attention may be unfocused. This may be due to a secondary object or the driver's physical condition, such as fatigue or drowsiness.
No Seat Belt	Check Seatbelt	The driver is not wearing a seatbelt or if it is worn improperly, such as the shoulder harness placed underneath an arm.



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ER Obstruction	Please Check for Lens Obstruction	Something blocked the view of the event DriveCam and resulted in an obstruction that reduced our ability to effectively review the event. This includes a lowered sun visor blocking the event recorder.
Rolling Stop	Please Stop at Stop Signs	The vehicle was continuously moving at 3 mph or greater through a stop sign.
Following Distance	Following Distance	Distance to the vehicle directly ahead was approximately 1.5 seconds and not increasing for at least 4 consecutive seconds.
Critical Distance	Critical Distance	Distance to the vehicle directly ahead was approximately 0.6 seconds or less for 4 or more consecutive seconds and speed was at least 25 mph.

4.3.4 The following flow chart explains how audible alerts work:





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#### 5 Driver Privacy

- 5.1 To ensure driver privacy while the vehicle is not in motion the following controls have been implemented:
- 5.2 The in-cab lens will automatically turn off 5 minutes after the ignition has been placed in the OFF position.
- 5.3 The road facing lens will automatically turn off 15 minutes after the ignition has been placed in the OFF position.
- 5.4 To manually disable the in-cab lens while the ignition is in the ON position, the driver may enable the parking brake while the vehicle is in park and the in-cab lens will turn off. If the DriveCam senses movement of the vehicle while the parking brake is applied the in-cab lens will automatically turn back on.
- 5.5 To automatically disable the in-cab lens while the ignition is in the ON position, the driver may place the vehicle in park and leave idled for 5 minutes and the in-cab lens will automatically be disabled. If the DriveCam senses movement of the vehicle while the parking brake is applied the in-cab lens will automatically turn back on.
- 5.6 Event clips are to only be viewed by authorized users.

#### 6 Safe Driver Coaching Matrix

- 6.1 The table below outlines Primary At-Risk Behaviors that may be captured by DriveCam and provides criteria for coaching or disciplinary action.

Events Requiring Progressive Discipline			
Event	Description	Audible Alert	Action Required
Failed to Stop	The driver failed to stop at a stop sign or speed remained above 5 mph.	**Yes	Progressive Discipline
Red Light	The driver failed to stop at a red traffic light.	No	Progressive Discipline
Posted Speed Violation	The driver exceeded the posted speed limit by 10 mph or more for 4 continuous seconds.	Yes	Progressive Discipline
Handheld Device	The driver was holding and/or actively using a handheld device.	Yes	Progressive Discipline

**Note:** \*\*When driver hears the audible alert 'Please Stop at Stop Signs' the coaching event has already been captured



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No Seat Belt	The driver or passenger is not wearing a seatbelt or if it is worn improperly, such as the shoulder harness placed underneath an arm.	Yes	Progressive Discipline
Aggressive	The driver exhibited unsafe and/or unlawful actions (e.g., tailgating, weaving through traffic) showing a disregard for the safety of themselves, other drivers, pedestrians, or property.	No	Progressive Discipline up to Termination
ER Obstruction	Something blocked the view of the DriveCam and resulted in an obstruction that reduced our ability to effectively review the event. This includes a lowered sun visor blocking the event recorder. The interference with the proper functioning of the DriveCam event recorder is considered a violation of the Mosaic Critical EHS Device Program.	Yes	Progressive Discipline up to Termination
Equipment Tampering	Employees shall not tamper with or allow others to tamper with the DriveCam event recorder or its components. The intentional damage or tampering of the DriveCam event recorder is a violation of Mosaic standards of conduct. The interference with the proper functioning of the DriveCam event recorder is considered a violation of the Mosaic Critical EHS Device Program.	Yes	Progressive Discipline up to Termination
Events Requiring Coaching Prior to Progressive Discipline			
Event	Description	Audible Alert	Action Required
Driver Smoking	The driver was smoking or holding a cigarette, cigar, pipe, or e-cigarette inside the vehicle.	Yes	3 coaching within a 12-month rolling period; escalate to progressive



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			discipline on the 4th occurrence
Other Communication Device	The driver was using a communication device other than a cell phone (such as a CB radio, two-way radio, or walkie-talkie) while the vehicle was in motion on a public roadway. <i>Note: Hand actuated use of CB radios / two-way radios while operating vehicles or mobile equipment is allowed on Mosaic property, provided the driver maintains eyes on the road and is not visibly distracted.</i>	Yes	3 coaching within a 12-month rolling period; escalate to progressive discipline on the 4th occurrence
<b>Events Requiring Further Investigation for Follow-Up Action</b>			
Event	Description	Audible Alert	Action Required
Near Collision	The driver was involved in a near collision that could have been reasonably avoided.	No	* Human Resource Investigation and Intelix Reporting
Collision	The vehicle impacted another object that may have resulted in injury or property damage.	No	* Human Resource Investigation and Intelix Reporting
Drowsy	The driver appears to be sleepy or not fully awake. Indicators include multiple eye closures for 1 or more seconds, frequent yawning, rubbing eyes, continuous squinting when not sunny, head “bobs” or leans back for an extended period of time.	Yes	* Human Resource Investigation and Intelix Reporting
Falling Asleep	Situations where this is selected include but are not limited to instances where the driver appears to have fallen asleep, the driver’s eyes are closed for an extended period of time or where the driver’s head falls backward, forward, or to the side.	Yes	* Human Resource Investigation and Intelix Reporting



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Events Requiring Driver Recognition			
Event	Description	Audible Alert	Action Required
Near Collision - Unavoidable	The driver was involved in a near collision that could not have been reasonably avoided. The driver's quick response and decisive actions ensured the safety of all parties involved.	No	Driver Recognition and Intellex Reporting

 **Note:** \*HR Investigation Required – The facility will follow standard Human Resource investigation process to determine if coaching, progressive discipline, and/or disqualification is required.

## 7 Lytx Software Coaching Action Plan

7.1 The Action Plan enables People Leaders to choose the appropriate coaching level for a Driver, based on the Safe Driver Coaching Matrix. To complete the coaching session in Lytx, the People Leader must select one of the four Action Plan options within the Lytx software.

### 7.1.1 Coaching Session with Driver Not Documented with Human Resources

- This action applies to at-risk behaviors Driver Smoking or Other Communication Device – Distracted.
- The People Leader is affirming that they have reviewed the driver's 12-month rolling driving period that the driver has not received three (3) coaching sessions for the same at-risk behavior. Therefore, Progressive Discipline is not required for this event.

### 7.1.2 Progressive Discipline Documented in Coordination with Human Resources

- This action applies to at-risk behaviors, Failed to Stop, Posted Speed Violation, Aggressive, Red Light, Handheld Device, No Seat Belt, ER Obstruction and ER Tampering.
- The People Leader is affirming that they have consulted with Human Resources representatives to ensure that the appropriate level of progressive discipline has been applied in accordance with the North America Progressive Discipline Policy.

### 7.1.3 Human Resource Investigation and Intellex Reporting

- This action applies to at-risk behaviors Near Collision, Collision, Drowsy, and Falling Asleep.





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- The People Leader is affirming that the near miss or incident has been entered into Intelex, and a Human Resources investigation has been initiated to review the event and determine appropriate next steps.

#### **7.1.4 Driver Recognition and Intelex Reporting**

- This applies to Near Collision – Unavoidable.
- The People Leader is affirming that the near miss has been entered into Intelex and recognized driver for their quick response and decisive actions, which ensured the safety of all parties involved.



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## 8 Secondary At-Risk Behaviors Captured

- 8.1 DriveCam may capture secondary at-risk behaviors that occur in conjunction with the primary event that triggered the coaching review. These secondary behaviors, while not the main cause of the event, may indicate additional unsafe or non-compliant driving practices.

Event	Description
Incomplete Stop	The driver speed was below 5 mph and vehicle did not come to a complete stop at a stop sign or while turning right at a red light.
Food / Drink - Distraction	The driver was identified eating or drinking while the vehicle was in motion, and it resulted in significant pulling driver visual attention away from the roadway or affected the driver's safe control of the vehicle.
Accelerating	Vehicle acceleration that exceeded threshold settings.
Cornering speed	Vehicle braking force that exceeded threshold settings.
Critical distance	Distance to the vehicle directly ahead was approximately 0.6 seconds or less for 4 or more consecutive seconds and speed was at least 25 mph.
Following Distance	Distance to the vehicle directly ahead was approximately 1.5 seconds and not increasing for at least 4 consecutive seconds.
Lane Departure	The vehicle tires touch a lane marker with no turn signal and the vehicle was traveling at least 40 mph.
Other events	This may include collisions and possible collisions, load shifts or abrupt gear shifts.
Failed to keep an out	The driver had the opportunity to maintain sufficient space around the vehicle to avoid a potential traffic hazard yet failed to do so.
Too fast for conditions	Vehicle seems to have been traveling at speed greater than reasonable for the given conditions. Driver may not be exceeding the posted speed.
Unsafe lane change	The driver changed lanes in a potentially unsafe manner. This includes crossing multiple lanes over a short distance or making rapid, hasty lane changes that resulted in a close call with another vehicle.
Late response	The driver is distracted yet responds late and abruptly to a readily risky situation.
Blank stare	The driver is looking forward, has little or no eye movement for at least 5 seconds. And responds late and abruptly to a readily visible risky situation. Commonly referred to as daydreaming.



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Not scanning roadway	The driver responded late to a visible threat coming from the side of the roadways such as pedestrians and merging traffic.
Intersection awareness	The driver entered an intersection without effectively scanning it and this resulted in a potentially risky situation. The situation must occur at or near an intersection and was apparent more than 1.8 seconds prior to the driver's response.
Mirror use	The driver changes lanes or position on the road without sufficiently checking the appropriate mirrors, resulting in a potentially risky situation.


## 9 Incident Investigation

9.1 Each facility shall follow the EHS-Phos Program-Incident Investigation if the following event triggers occur:

9.1.1 Near Collision – Unavoidable

9.1.2 Near Collision

9.1.3 Collision

 **Note:** All Near Collision – Unavoidable, Near Collision, and Collision events are to be entered into Intelex.

9.2 DriveCam historical footage will be utilized for all EHS investigations to include driving and non-driving events when available.

9.3 If in the event that DriveCam footage is requested to be utilized during RCA investigation, the RCA Lead will obtain approval from Sr. Safety Manager and/or Health and Safety Director prior to utilizing.

## 10 Historical Footage

10.1 Access to historical footage is limited to the Safe Driver Administrator and Property Loss Control Team.

10.2 DriveCam historical footage usage is limited to EHS investigations to include driving and non-driving events.

10.3 Historical footage requests are to be submitted through MyServiceDesk to include the following:

10.3.1 Reason for historical footage

10.3.2 Intelex incident record number



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- 10.3.3 Approval from the General Manager, Director, or above
- 10.4 All historical footage requests will not be approved for events that do not meet the EHS investigation criteria.

## 11 Process to Request Reassessment of a Coaching Event

- 11.1 People Leaders may request a reassessment of a coaching event captured by DriveCam if they believe the coaching requirement was assigned in error or mitigating circumstances were not fully considered. The following process must be followed:
  - 11.1.1 DO NOT complete the Coaching Session until a final determination of the event has been provided back to the People Leader.
  - 11.1.2 Login into My Service Desk and complete the Coaching Removal Request Form
  - 11.1.3 The Mosaic Lytx Administrator will review the coaching event along with the notes from the People Leader. If the At-Risk-Behavior was selected in error, then the coaching requirement will be removed from the event.
  - 11.1.4 If the At-Risk-Behavior is not in error and request is based on risk tolerance, then the Coaching Removal request will be forwarded to Mosaic's Health & Safety Director for final review and approval for removal of coaching requirement for the event.
  - 11.1.5 The People Leader will receive email notification when the request has been approved or rejected.

## 12 Driver Recognition

- 12.1 EHS Phos Business will at a minimum recognize Drivers through the Driven to Safety Recognition Program.



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#### 13 Fleet Tracking

13.1 The DriveCam system is equipped with GPS Fleet Tracking Service that provides the following data:

Metric	Description
Routine Time	Time from the start of a vehicle's first trip to the end of its last trip for the selected time period.
Distance Traveled	Distance Traveled – Distance traveled across all trips in the time period.
Trips	Number of trips. Trip start = ignition ON; = ignition OFF.
Stops	Number of stops between trips. Stop = ignition OFF.
Driving Time	Time spent driving.
Engine Hours	Time spent with ignition ON.
Idle Violations	Number of times a vehicle idles longer than the allowed duration, as specified by the idle threshold.
Speed Violations	Number of times a vehicle violates the posted speed limit.
Speeding Duration	Time spent speeding.
Event Recorded	Recorded event alert location.

- 13.2 Access to Fleet Tracking will be provided to People Leaders for their direct team and/or group based on access level.
- 13.3 Additional requests for Fleet Tracking access are to be made to the Safe Driver Administrator.
- 13.4 Geofence alerting is a capability available to People Leaders to set as they deem necessary.



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#### 14 Roles & Responsibilities

14.1 The following Roles and Responsibilities are specific to the Safe Driver Appendix F to the EHS Phos Vehicles and Roadways Program.

Group/Role	Responsibilities
Vehicle Operator	<ul style="list-style-type: none"><li>• Badge into DriveCam system at the start of each trip.</li><li>• Operate vehicle in accordance with Mosaic policies.</li></ul>
Contractor	<ul style="list-style-type: none"><li>• Obtain approval to operate Mosaic vehicles and equipment.</li><li>• Badge into DriveCam system at the start of each trip.</li><li>• Operate vehicle in accordance with Mosaic policies.</li></ul>
General Manager	<ul style="list-style-type: none"><li>• Ensure compliance with the Appendix requirement at their facility.</li><li>• Ensure Safe Driver recognition is implemented at their facility.</li><li>• Ensure adherence to the Safe Driver Coaching Matrix at their facility.</li></ul>
Facility Safety	<ul style="list-style-type: none"><li>• Support Appendix at site level.</li><li>• Provide subject matter expertise and support the implementation of the Appendix at facility level.</li><li>• Maintain facility level Safe Driver recognition compliance with the Appendix requirements.</li><li>• Review dashboard and metrics.</li><li>• Attend /view Safe Driver reviews.</li></ul>
People Leader “Coach”	<ul style="list-style-type: none"><li>• A Working knowledge of how the Safe Driver and technology works.</li><li>• An understanding of the organization’s policies and expectations related to driving company vehicles.</li><li>• Complete Coaching events within secured website in within 14 days.</li><li>• Complete progressive discipline, as specified in the Safe Driver Coaching Matrix.</li></ul>
Human Resource	<ul style="list-style-type: none"><li>• Ensure Coaching Matrix is applied equitable across the organization.</li><li>• Confirm progressive discipline levels to People Leaders.</li><li>• Provide consultative support and documentation as needed.</li><li>• Conduct or assist in investigations as required by Coaching Matrix.</li></ul>



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Fleet Manager/Maintenance	<ul style="list-style-type: none"><li>• Manages event recorder health and vehicle DriveCam assignments.</li></ul>
Safe Driver Administrator	<ul style="list-style-type: none"><li>• Central point of communications between Mosaic and Vendor</li><li>• Manages (with DriveCam) to deployment plan:<ul style="list-style-type: none"><li>○ Installation schedule</li><li>○ Communications</li><li>○ Training</li><li>○ Post-launch go-to person for Q&amp;A</li></ul></li><li>• Manages Safe Driver metrics and ensures its health.</li></ul>
Safe Driver Champion	<ul style="list-style-type: none"><li>• Drives setting of goals and success metrics.</li><li>• Facilitates organization prep planning and communications activities.</li><li>• Top-level oversight of initial performance.</li></ul>

## 13. Reference

13.1 Florida Statutes 286.011