

**MONTANA UNIVERSITY SYSTEM VEHICLE USE FORM**

I acknowledge that I have read a copy of the State of Montana Vehicle Use Policy ([Administrative Rules of Montana, ARM, 2.6.201 – 2.6.214](#)) effective October 12, 2001, and the Montana Board of Regents of Higher Education Vehicle Policy ([Board of Regents Policy & Procedures Manual, Section 1910 – Vehicle Policy and Procedures](#)) effective July 1, 2007 which are attached or have been made available for review through the links above.

I understand that, in accordance with ARM 2.6.205:

- If I am required to drive for my job, I am required to report any single infraction of 5 or more conviction points accumulated while driving any rented, MUS/State owned, leased, courtesy, motor pool or any other vehicle for state business to Human Resources within 10 calendar days of the conviction, and
- If I am required to drive for my job, I am required to report any accumulation of 12 or more conviction points in a 36 month period to Human Resources within 10 calendar days of conviction. If my conviction points are 12 or more, I understand that I may not be allowed to operate any vehicle for state business.

I further understand that:

- Only state employees or registered students on university related business or activities may drive state vehicles. Except in emergency situations, non-state employees or non-students cannot drive state vehicles unless approved in advance by campus CEO or designee and Risk Management and Tort Defense.
- Only state employees and registered students, independent contractors conducting business on behalf of the university; an disabled state employee’s aide; a guest or client of the university conducting, participating in, or providing a benefit to university business; a nursing infant if the parent is an authorized driver or passenger may be passengers.
- No person under the influence of alcohol, illegal drugs, or improperly used prescription drugs may drive a state owned , leased or loaned vehicle and no alcoholic beverage container may be transported in the passenger compartment of a state-owned, leased, or loaned vehicle
- Drivers and passengers must use installed seat belts at all times.
- No smoking is allowed in State-owned vehicles.
- Use of handheld cell phones or electronic communication devices while driving is strongly discouraged.

Violations of these policies shall be handled in accordance with appropriate university policy or collective bargaining agreement where applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
ID number

\_\_\_\_\_  
Department

Please return to Human Resources