



SUBJECT:	Financial Affairs		
POLICY:	503.2 Vehicle Use		
PROCEDURE:	Business Office Operations Manual		
EFFECTIVE:	December 2001	REVISED:	REVIEWED: July 2025

Introduction and Purpose

Great Falls College Montana State University owns vehicles for employees to use for official travel. This policy outlines requirements for the use of college owned vehicles. This policy also applies to vehicles rented on behalf of the college for college business.

Policy

Driver must agree to the Montana University System Vehicle Use Policy and Montana Board of Regents Higher Education Vehicle Policy.

Drivers and passengers must use installed seat belts at all times.

Driver must possess a valid driver’s license appropriate to the type of vehicle to be driven.

Only college employees, or non-employees on college business, may drive or ride in a college vehicle.

No person under the influence of alcohol, illegal drugs, or improperly used prescription drugs may drive a vehicle for state business.

Use of tobacco products is not allowed in college vehicles.

All accidents involving any vehicle used while in the course of college business must be immediately reported to local law enforcement and the immediate supervisor.

Related Policy

[Montana Board of Regents Policy 1002.2 Vehicle Policy and Procedure](#)

[Administrative Rules of the state of Montana 2.6.2 State Vehicle Use](#)

[601.3 Tobacco Use](#)