



Vehicle Use Agreement

I, _____, acknowledge I have read the Montana Board of Regents of Higher Education policy 1002.2 Vehicle Policy and Procedures, effective November 19, 2021 which is available here: <https://mus.edu/borpol/bor1000/1002-2.pdf>

I understand in accordance with the Administrative Rules of Montana (ARM) 2.6.205:

- If I am required to drive for my job, I am required to report any single infraction of five(5) or more conviction points accumulated while driving any rented, college 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 I may not be allowed to operate any vehicle for college business.

I further understand:

- Only state employees or registered students on university-related business or activities may drive college-owned vehicles. Except in emergency situations, non-state employees or non-students cannot drive state vehicles unless approved in advance by campus CEO/Dean or designee and Risk Management and Tort Defense.
- Only college employees and registered students, independent contractors conducting business on behalf of the university system; a disabled state employee's aide; a guest or client of the university conducting , participating in, or providing a benefit to the university system 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 college owned vehicle, leased or loaned vehicle and no alcoholic beverage containers may be transported in the passenger compartment of a college-owned, leased, or loaned vehicle.
- Drivers and passengers must use installed seat belts at all times.
- No smoking is allowed in college-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 policy or collective bargaining agreement where applicable.

Employee Signature

Date

Please return completed form to Human Resources, Great Falls College MSU