



# VEHICLE USE AGREEMENT

To be completed by persons operating any vehicle for state business.

I, \_\_\_\_\_, acknowledge I have read a copy of the [State of Montana Vehicle Use Policy](#) effective March 2013, and the [Montana Board of Regents of Higher Education Vehicle Policy](#) effective May 28, 2010 which is available for viewing through the links above.

I understand 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 five(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 the Controller 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 the Controller 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 MUS/State business.

I further understand:

- Only state employees or registered students on university-related business or activities may drive MUS/State-owned 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 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 MUS/ state-owned vehicle, leased or loaned vehicle and no alcoholic beverage containers may be transported in the passenger compartment of a MUS/state-owned, leased, or loaned vehicle.
- Drivers and passengers must use installed seat belts at all times.
- No smoking is allowed in MUS/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 policy or collective bargaining agreement where applicable.

SSN/Banner ID Number \_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

**\*\*Please return completed form to CFO, Great Falls College MSU\*\***