



Montana

I have read a copy of the attached State of Montana Vehicle Use Policy, and the Montana Board of Regents of Higher Education Vehicle Policy and Procedures. Violations of these policies shall be handled in accordance with appropriate university policy or collective bargaining agreement where applicable.

I understand that, in accordance with these policies the following applies to driving conviction points:

- Non-probationary employees required to drive as part of their job who have accumulated 12 or more conviction points according to the schedule specified in 61-11-203, MCA, over the most recent 36 months may not drive a state vehicle or personal vehicle for state business until having successfully completed a certified safe driver course approved by the RMTD and received authorization to drive from their agency head and RMTD. State employee drivers who have accumulated 15 or more conviction points according to the schedule specified in 61-11-203, MCA, may not drive a state vehicle or a personal vehicle for state business until the accumulated point total is less than 12 within the past 36 months.
- Non-probationary employees who have accumulated 18 or more points in the immediately preceding 36 months may not drive a state vehicle or a personal vehicle for state business until two years have passed during which they have not accumulated any conviction points according to the schedule specified in 61-11-203, MCA, have successfully completed a certified safe driver course approved by RMTD, and received authorization to drive from their agency head and RMTD.
- A state employee required to drive as part of the employee's job shall report any single driving infraction of five or more conviction points according to the schedule in 61-11-203, MCA, accumulated while driving a state vehicle or a personal vehicle for state business to the employee's supervisor within ten days of conviction.
- A state employee required to drive as part of the employee's job shall report an accumulation of conviction points of 12 or more according to the schedule in 61-11-203, MCA, for the past 36 months immediately preceding the infraction, whether accumulated while driving a state vehicle, a personal vehicle for state business, or accumulated while driving a motor vehicle for any purpose within ten days of the accumulation of 12 or more points to the employee and supervisor (s) and will read and comply

MSU Start Date: _____

Date: _____

State of Montana Vehicle Use Policy

Administrative Rules of Montana (ARM)

<http://www.mtrules.org/gateway/Subchapterhome.asp?scn=2%2E6%2E2>

2.6.201 INTRODUCTION

- (1) The following rules define acceptable uses for state-owned or leased motor pool vehicles as provided in 2-17-424, MCA. State employees or authorized individuals may be subject to additional guidelines, policies, insurance coverage exclusions, or regulations for vehicle/equipment fleet operations, provided that they do not conflict with these rules.
- (2) Drivers and passengers must use installed seat belts at all times.

2.6.202 DEFINITIONS

As used in this subchapter, the following definitions apply:

- (1) "State" as defined in 2-9-101, MCA.
- (2) "State employee" as defined in 2-9-101, MCA.
- (3) "State vehicle" means a motor vehicle, trailer, snowplow, or other vehicle designed for travel on public roads that is subject to motor vehicle registration, including any machinery or apparatus attached to the vehicle. The term includes the following:
 - (a) A "leased vehicle" obtained by the state through an open-ended lease or lease with an option to buy contract;
 - (b) A "loaned vehicle" provided to the state as a gratuity;
 - (c) An "owned vehicle" to which the state has title; and
 - (d) A "rented vehicle" rented by the state for a fee, typically for short-term use in Montana or for out-of-state use.

2.6.204 AUTHORIZED PASSENGERS AND USES

(1) Except as otherwise provided in this rule, the following individuals may ride as passengers in a state vehicle.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

11. Cell Phones: Drivers are encouraged to safely stop and park the vehicle to use a cell phone to conduct a conversation. Keep in mind that cell phone use rules may change from state to state and drivers are expected to observe the cell phone use laws of the jurisdiction.

12. Routine Maintenance:

5. Cargo:

- (a) No roof racks are allowed without written authorization and permission by the campus risk management and safety department.
- (b) Cargo must be dispersed throughout the van in accordance with the manufacturer's specifications and van safety training. Also, it must not be loaded above the bottom level of the van windows.
- (c) Cargo will not be placed in a manner that in any way impairs the ability of the driver to observe road and traffic conditions to the front, side or rear. Clear visibility must be maintained.

6. Trailers. No towing is allowed with any 15-passenger van without written authorization of the campus risk management and safety department.

7. Van Phase-Out. Effective with the adoption of this policy, the purchase, lease or rental of full-size passenger vans (those larger than 10 passengers, including the driver) is prohibited. Effective with the adoption of this policy, all existing campus full-size vans shall be eliminated from the campus fleets with all possible speed. A phase-out plan shall be presented to and approved by the commissioner of higher education. During the phase-out, the operation of the full-size passenger vans shall be in compliance with the requirements set forth in Section E above. [Section E has been revised to apply to all full-size passenger vans].

8. Van Acquisitions. Campuses, agencies, and departments are required to consult with the campus risk management and safety department for alternatives or recommendations to acquiring multi-passenger vans.