



# VEHICLE USE AGREEMENT

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

I, \_\_\_\_\_, acknowledge I have read the Great Falls College MSU [Vehicle Use Policy 503.2](#), which is available for viewing on the campus website.

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/or registered students may be passengers.
  - Exceptions:
    - 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
- No person under the influence of alcohol, illegal drugs, or improperly used prescription drugs may drive a rented, MUS/state-owned, leased, courtesy, or motor pool vehicle and no alcoholic beverage containers may be transported in the passenger compartment of a rented, MUS/state-owned, leased, courtesy, or motor pool vehicle.
- Drivers and passengers must use installed seat belts at all times.
- No smoking is allowed in rented, MUS/state-owned, leased, courtesy, or motor pool 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 the Executive Director of Operations\*\***