



RULES AND RESPONSIBILITIES FOR THE OPERATION OF UNIT VEHICLES AND WATERCRAFT

1. Unit vehicles and watercraft are to be used for official business only in association with approved projects and activities at the Cooperative Fishery Research Unit and Montana State University. All other uses are prohibited. When not in use and to insure vehicle security, unit vehicles must be parked at an approved University parking lot. Unit vehicles may not be parked at a personal residence except under unusual circumstances with the approval of Unit Staff (Unit Leader, Assistant Unit Leader, or Administrative Officer).
2. Unit vehicles and watercraft must be operated at all times in accordance with the laws of the State of Montana or any other pertinent jurisdiction. Employees and Unit volunteers will adhere to the State of Montana State Vehicle Use Policy when operating unit vehicles or other vehicles while on work-related travel or projects. All vehicle operators must hold a valid driver's license, be a State of Montana employee or Unit volunteer, sign the MSU-Bozeman Vehicle Use Form that acknowledges receipt and reading of the State of Montana State Vehicle Use Policy, and take a defensive driving course. All watercraft operators must have completed the USDI Motorboat Operator Certification Course.
3. The State of Montana and the U.S. Federal government are self insured; however, it is highly recommended (but not mandatory) that you have additional broad-form non-owned vehicle liability coverage. You should check with your insurance agent regarding liability coverage while driving state and/or federal vehicles.
4. Unit vehicles and watercraft will be operated in a safe, prudent and responsible fashion. Seatbelts must be worn by all vehicle occupants at all times except when launching or retrieving boats at boat ramps.
5. Any vehicle defects affecting the mechanical integrity or safety of the Unit vehicles or watercraft (lights, engines, drive train, windshield, brakes, stalling, etc.) should be reported immediately to the Unit Staff and promptly repaired.
6. Any accidents or damage to Unit vehicles or watercraft, should be reported immediately to authorities and Unit Staff. An "In Case of Accident" form is included in each vehicle log book and should be completed at the time of the accident.
7. Operation of the Unit vehicles or watercraft while under the influence of alcohol or drugs or both is strictly prohibited, and will be punished by dismissal as well as legal sanctions provided by the State of Montana or other jurisdictions where the vehicle or watercraft is used.

8. In accordance with state and federal regulations, no personal firearms will be transported at any time in Unit vehicles.
9. Unit vehicles should be cleaned and the fuel tank filled prior to returning the vehicle. Be aware of any oil changes or scheduled maintenance and inform Unit Staff as the need approaches. During prolonged field work, be sure to have oil changes and maintenance done as scheduled.

By my signature below, I certify that I have read the rules and responsibilities above and agree to comply. I also certify that I have been provided, have read, and understand Montana State University's Drug and Alcohol Abuse Policy and Statement on a Drug-free Workplace.

Signature

Date

Driver's License #

State

Expiration Date