

**MONTANA STATE UNIVERSITY – BOZEMAN**

**VEHICLE USE FORM**

I, \_\_\_\_\_, have read a copy of the State of Montana Vehicle Use Policy ([Administrative Rules of Montana, ARM, 2.6.201 – 2.6.214](#)) effective October 12, 2001, and the Montana Board of Regents of Higher Education Vehicle Policy ([Board of Regents Policy & Procedures Manual, Section 1910 – Vehicle Policy and Procedures](#)) effective July 1, 2007 which are available for review through the links shown. 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 ARM 2.6.205, the following applies to driving conviction points accrued after October 12, 2001:

- I am required to report any single infraction of 5 or more conviction points accumulated while driving any vehicle for stat business to HR/Personnel and Payroll within 10 calendar days of the conviction, and
- I am required to report any accumulation of 12 or more conviction points in a 36 month period to HR/Personnel and Payroll with 10 calendar days. If my conviction points exceed 12, I understand that I may not be allowed to operate any vehicle for stat business.

**My signature below indicates that I have read a copy of the State of Montana Vehicle Use Policy and the Montana Board of Regents of Higher Education Vehicle Policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Department

**\*\*Please return to HR/Personnel and Payroll, Room 19, Montana Hall\*\***