

Also known as Form 2: SHORT TERM* AND DOMESTIC TRAVEL

(*this is technically not required for trips <1 day in duration, but it provides a nice roadmap and placeholder in our field trip paperwork management system)

http://www2.montana.edu/policy/student_trips/

Please provide a copy of this form to Julie Witte (lresfrontdesk@montana.edu) in advance of the trip.

This template prepared by Tony Hartshorn | anthony.hartshorn@montana.edu and w2qis designed for fieldtrips <1 day in duration:

Name of Program or Event: _____

Name of Sponsoring Unit: Department of Land Resources and Environmental Sciences

Sponsoring Unit Contact: Tracy Sterling, Dept. Head

Dates of the proposed off campus travel: _____

Name and cell phone number of the Trip Coordinator: _____

Description of Itinerary:

Emergency Guidelines for Students:

In case of emergency or incident of injury, criminal activity, property loss, disruptive participant, violation of trip rules or other unusual activity, the Trip Coordinator will contact the sponsoring unit contact person

Tracy Sterling, (406) 994-7060

and report the activity. If not available, call University Police dispatch at (406) 994-2121.

In case of an automobile accident:

1. If there are any injuries, call an ambulance. Most communities have a "911" system that would allow you to call a single number to dispatch all necessary emergency services.
2. Call the local police or highway patrol and report the accident.

3. Call the Trip Coordinator and the Sponsoring Unit contact. The Sponsoring Unit Contact is responsible for contacting the appropriate on campus officials and shall call Transportation Services if a university vehicle is involved, etc. If the contact is not available, call the University Police dispatch (406) 994-2121.
4. Make arrangements for the students' alternative travel.
5. Advise the designated university contact of what the plans are for each student.
6. [Complete Incident Report](#). The person most knowledgeable about the incident should complete the report. If there are questions about filling out the report, contact Safety and Risk Management (406) 994-2711. A hardcopy of that incident report follows:

<http://www.montana.edu/wwwsrn/Insurance/claimincidentreport.htm>



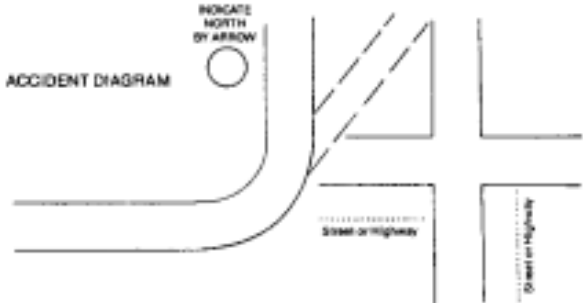
http://www.montana.edu/wwwsrn/Insurance/srn_incidentreportform_122012_re ader.pdf

Please fill out the 3 page form below as much as you can. After signing, you may fax the form to (406) 994-7040, scan and email the form to insurance@montana.edu, or mail the form to:

**Safety & Risk Management
1160 Research Drive
Bozeman MT 59718**

Julie Witte can provide you with a summary version of the Incident Report for your glove compartment, if you wish. This way, should there be an incident to report, you can note the details at the scene.

YOU MUST COMPLETE ALL REQUIRED AREAS FOR THE FORM TO BE SUCCESSFULLY SUBMITTED BY EMAIL

	SAFETY & RISK MANAGEMENT 1160 Research Drive Bozeman MT 59718 (406) 994-6888 • FAX: (406) 994-7040 insurance@montana.edu	
REPORT OF INCIDENT		
Reporting Person:	Job Title:	
Department:	Division:	Phone:
Date/Time of Incident:	Location of Incident:	
COMPLETE ONLY THE SECTION THAT APPLIES TO YOUR SITUATION		
VEHICLE <input type="checkbox"/>	PERSONAL INJURY <input type="checkbox"/>	PROPERTY DAMAGE <input type="checkbox"/>
VEHICLE LOSS		
ACCIDENT INFORMATION		
Were police notified? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of Police Department:
Name of Investigating Officer:		Investigation Officer's Phone Number:
Were Citations Issued? Yes <input type="checkbox"/> No <input type="checkbox"/>	STATE Vehicle Driver	OTHER Vehicle Driver
Weather Conditions: Clear? <input type="checkbox"/> Rain? <input type="checkbox"/> Snow? <input type="checkbox"/> Other? <input type="checkbox"/>	Describe:	
Roadway Conditions: Dry? <input type="checkbox"/> Wet? <input type="checkbox"/> Icy? <input type="checkbox"/> Snow Packed? <input type="checkbox"/> Other? <input type="checkbox"/>	Describe:	
Light Conditions: Daylight? <input type="checkbox"/> Darkness? <input type="checkbox"/> Dusk? <input type="checkbox"/> Dawn? <input type="checkbox"/> Other? <input type="checkbox"/>	Describe:	
Speed of State Vehicle:	Speed of Other Vehicle:	
Described Accident/Incident in detail:		

STATE VEHICLE INFORMATION							
Department Owning Vehicle:						Phone No.	
Driver's Name:			Driver's License #:			Driver's Phone No.	
For what purpose was the vehicle being used?							
Plate No.		VIN No.			Make/Model/Year:		
Location where the vehicle may be seen (address):							
OTHER VEHICLE INFORMATION							
Plate No.		State:		VIN No.		Make/Model/Year:	
Owner's Name:			Address:				Phone No.
Driver's Name: <i>(if different)</i>			Address:				Phone No.
Insurance Co.			Policy No.				Phone No.
OCCUPANTS							
Name	Address	Age	State Vehicle	Other Vehicle	Injured (Y/N)	Describe Injury	
WITNESSES							
Name	Address				Phone		
PERSONAL INJURY (Of non-MSU employees only)							
Name of Injured:			Address:			Phone:	
Nature of Injury:							
Relationship of Injured Party to MSU:							
Describe clearly how the accident/injury occurred:							
<div style="text-align: right; font-size: small; margin-top: 10px;">(Attach Word document if more space is needed)</div>							

PROPERTY DAMAGEPLEASE CHECK ONE: State Property Other

Describe clearly how the property damage occurred and give a brief description of the property (e.g. make, model, S/N):

*(Attach Word document if more space is needed)***CYBER/DATA SECURITY/OTHER**

Describe the incident clearly:

(Attach Word document if more space is needed)

I, _____, affirm that the facts described herein are true and accurate to the best of my knowledge. Date : _____

Please submit this form immediately after the incident. If mailing is preferred, send this to:
 Safety & Risk Management
 PO Box 170510
 Bozeman MT 59717-0510
 (CAMPUS MAIL OK)

Phone: (406) 994-6888
 Fax: (406) 994-7040
 Email: insurance@montana.edu

Also known as Form 3: Participant Agreement & Photo Release

Participant Name: _____

As a participant in a trip offered through the MSU, I understand and agree to the following terms listed below:

1. I will attend the required orientations. If I do not attend these orientations, I understand I will not be able to participate in the trip. If I am unable to attend the orientations due to my class schedule, I will coordinate an alternate orientation time with the trip sponsors.
2. I will respect the authority and responsibility of the Trip Coordinators and will abide by their decisions.
3. I take full responsibility for meeting the financial responsibilities of the trip (program fee and personal expenses).
4. I understand that this trip is a substance free trip and thus I agree not to consume alcohol or use illegal drugs while on these trips.
5. I will stay with the group throughout the trip.
6. The trip ends upon return to the MSU campus. I will return with my group unless prior arrangements have been made and approved by the sponsoring unit. MSU is not responsible for any person who is approved to travel separate from the group.
7. I understand that MSU does not provide health, accident, disability, or other insurance to trip participants. I have health insurance coverage and I have contacted my insurance company to receive appropriate documentation and will carry it with me at all times. I agree to be responsible for payment of all medical treatment while on this trip.
8. I agree to inform the trip sponsor of any existing medical conditions that might require treatment, accommodation for participation in trip activities, or about which medical personnel should be informed.
9. I understand that I represent MSU and that this is a University trip. Therefore, I agree to be bound by the rules established for the trip, University rules, policies and regulations, and further agree to follow all laws of the city, state, or country while on the trip. I understand it is important to the success of the present trip and the continuance of future programs that participants observe standards of conduct that would not compromise MSU in the eyes of the individuals and organizations with which it has dealings. Students on trips will uphold the MSU Student Code of Conduct: <http://www2.montana.edu/policy/>.

- 10. I understand that the MSU may terminate my participation for failure to behave and act in accordance with the program’s regulations on conduct, for failure to follow the instructions and directions of the program trip coordinators and/or supervisors, or for any acts of conduct which are detrimental to or incompatible with the interest, harmony, comfort, or welfare of the program as a whole. If my participation is terminated for these reasons, I agree that there will be no refund of payments and I understand I will be sent home immediately at my own expense.

- 11. I will contact the sponsoring unit and/or MSU’s Disability Services office if I need reasonable accommodations to participate in the trip as soon as possible so that appropriate arrangements can be made to allow me to participate. I understand that if I do not seek accommodations in a timely manner, the accommodation may not be able to be provided.

Participant Signature: _____ Date: _____

Photo Release [optional]

I grant MSU the right and permission to use any photographs of me taken in connection with this trip. I understand and agree to the above stated conditions and responsibilities and hereby confirm that all information which I have provided is correct and current.

Trip Participant Name (printed): _____

Trip Participant Signature: _____ Date: _____

**Also known as Form 1:
Montana State University
Student Travel Participant List**

Class: _____

Date of Trip: _____

Please provide a copy of this form to Julie Witte (lresfrontdesk@montana.edu) in advance of the trip.

Name of Student	Emergency Contact	Phone Number of Emergency Contact	Relationship to Emergency Contact

Copy/insert additional rows as necessary

Also known as Form 4:**DRIVER'S AGREEMENT**

I have agreed to act as a driver on this trip. I agree that I have a valid driver's license and will:

- Use and require all passengers to use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers may not exceed the number of seat belts.)
- Operate the vehicle in accordance with applicable university and Board of Regents policies, know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
- Assume all responsibility for any and all fines or traffic violations associated with his/her use of the vehicles.
- Take a 30 minute break every 4 hours.
- Will not drive between the hours of 1:00 am and 5 am, unless an exception is granted by the sponsoring unit.
- Not allow the use of alcohol or drug use by anyone in the vehicle *while they are in the vehicle*.
- Not use electronic devices *such as cell phones* while driving, *unless these are required for navigational assistance or emergency purposes. Use of Inverters and other types of charging devices are fine.*
- Not transport unauthorized passengers such as hitchhikers, family members, or friends, *unless approved by the Trip Coordinator.*
- Turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended.
- Drive the vehicle at speeds appropriate for road conditions.
- Immediately report all accidents or violations to the police and the sponsoring unit.

Signature:	
Printed Name:	
Date:	

Additional transportation related forms and fun reading

Rule Subchapter: 2.6.2
Subchapter Title: State Vehicle Use

[2: ADMINISTRATION](#)
[2.6: RISK MANAGEMENT AND TORT DEFENSE DIVISION](#)
2.6.2: State Vehicle Use

Click on the rule number to see the detail of the rule.
Press **Ctrl-F** to search by text.

Rule No	Rule Title	Latest Version	Effective Date
2.6.201	INTRODUCTION		10/12/2001
2.6.202	DEFINITIONS		12/21/2012
2.6.203	AUTHORIZED DRIVERS AND USES		12/21/2012
2.6.204	AUTHORIZED PASSENGERS AND USES		10/12/2001
2.6.205	DRIVER REQUIREMENTS		4/11/2008
Rules 2.6.206 through 2.6.208 reserved			
2.6.209	ALCOHOL AND DRUGS		12/21/2012
2.6.210	CELL PHONE USE		10/12/2001
Rules 2.6.211 through 2.6.213 reserved			
2.6.214	DISCIPLINE		4/11/2008

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For questions regarding the content, interpretation, or application of a specific rule, please contact the agency that issued the rule. A directory of state agencies is available online at <http://www.mt.gov/govt/agencylisting.asp>.

For questions about the organization of the ARM or this web site, contact sosarm@mt.gov.

Here's the detail of the 3rd and 4th sections, in case you're curious:

2.6.203 AUTHORIZED DRIVERS AND USES

(1) Except as otherwise provided in this rule, the following individuals may operate a state vehicle if the driver possesses a valid driver's license appropriate to the type of vehicle to be driven, meets driver requirements set out in ARM [2.6.205](#), and the uses are as provided below:

- (a) a state employee to conduct business on behalf of the state;
- (b) a state employee in travel status to obtain food and lodging and to respond to medical emergency situations;
- (c) a state employee required to conduct state business to obtain items needed while in travel status;
- (d) a state employee may park a state vehicle overnight at the employee's residence if the employee must begin travel the next day or if the employee is subject to emergency response, on-call, or other off-shift duty associated with state employment;

(e) a state employee required to stay overnight at a location other than the employee's established work location during nonwork time to drive to a cultural, recreational, or leisure activity or to conduct other personal business, if the activity is within 30 miles of the employee's lodging;

(f) a nonstate employee enrolled and registered as a student at a university of the state to conduct university business;

(g) a nonstate employee to aid or assist a disabled state employee if the aide has completed the Risk Management and Tort Defense Division's (RMTD) vehicle use agreement and obtained authorization from the agency head or designee prior to the use;

(h) a nonstate employee to assist a state employee or other individual during a medical emergency for transportation and related purposes. Prior approval is not required;

(i) a nonstate employee accompanying a state employee on official state business where the state employee becomes ill, fatigued, or is otherwise rendered physically or mentally incapable of driving and/or a compelling state interest is served by allowing the nonstate employee to drive. Prior approval is not required; and

(j) an inmate of a state prison who must operate a state vehicle to fulfill job duties for a position with Montana Correctional Enterprises or a state prison, and who is approved by the appropriate division as outlined in Montana State Prison/Montana Women's Prison/Montana Correctional Enterprises Procedure. If an inmate who is allowed to drive on Department of Corrections' property under this rule does not have a valid driver's license, the inmate may drive a state vehicle if:

(i) the inmate has a valid facility driving permit;

(ii) is timely paying fines, if any, associated with the inmate's loss of a driver's license; and

(iii) is working toward obtaining a valid state of Montana driver's license.

(2) Any exception to the authorized drivers and uses requires the prior written approval of the Risk Management and Tort Defense Division.

History: [2-17-424](#), MCA; [IMP](#), [2-9-201](#), [2-9-305](#), [2-17-424](#), MCA; [NEW](#), 2001 MAR p. 2013, Eff. 10/12/01; [AMD](#), 2012 MAR p. 2595, Eff. 12/21/12.

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:

(a) a state employee conducting business on behalf of the state; or

(b) a non-state employee who is:

(i) an independent contractor conducting business on behalf of the state;

(ii) an aide rendering assistance to a disabled state employee;

(iii) a guest or client of the state, including a public employee, if conducting, participating in, or providing a benefit to the conduct of state business;

(iv) rendering assistance during an emergency situation; or

(v) a nursing infant if the parent is an authorized driver or passenger.


(2) Any exception to the authorized passengers and uses requires the prior written approval of the risk management and tort defense division.

History: [2-17-424](#), MCA; [IMP](#), [2-9-201](#), [2-9-305](#), and [2-17-424](#), MCA; [NEW](#), 2001 MAR p. 2013, Eff. 10/12/01.

400.00 Transportation:

401.00 Automobile: **Any driver of a vehicle used for a student trip** must agree that he/she will:

- Have a valid driver's license.
- Use and require all passengers to use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers may not exceed the number of seat belts.)
- Operate the vehicle in accordance with applicable university and Board of Regents policies, know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
- Assume all responsibility for any and all fines or traffic violations associated with his/her use of the vehicles.
- Take a 30 minute break every 4 hours..
- Driving should generally not take place between the hours of 1:00 am and 5 am. Exceptions can be granted by the sponsoring unit if appropriate.
- Not allow the use of alcohol or drug use by anyone in the vehicle.
- Not use electronic devices while driving.
- Not transport unauthorized passengers such as hitchhikers, family members, or friends.
- Turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended.
- Drive the vehicle at speeds appropriate for road conditions.
- Immediately report all accidents or violations to the police and the sponsoring unit. The sponsoring unit is responsible for completing the Safety & Risk Management [Incident Report](#) within 5 days.

A [Driver's Agreement \[Form 4\]](#)  may be used for this purpose. Students driving university vehicles must follow the [State Vehicle Use Policy](#) if using a state vehicle and the [BOR Policy 1002.2 Vehicle Policy](#).

Note that what this part of the Student Travel Policy fails to mention is the need for any student (TA) or faculty or staff who is driving a university vehicle to complete the form above. And unfortunately this last link from the MSU Student Travel Policy is broken, so a pdf of that BOR policy is provided here:

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: MISCELLANEOUS
 Policy 1002.2 – Vehicle Policy and Procedures
Adopted: November 17, 2006; Revised: May 28, 2010

Board Policy:

- A. This policy applies to all vehicles operated by any Montana University System (MUS) employee, student, or other authorized person for MUS/State business. This includes all rented, MUS/State owned, leased, courtesy, motor pool or any other vehicle operated for MUS/State business. Failure to comply with the policy and procedures may result in disciplinary action.
- B. Campuses and agencies of the MUS have the authority to establish and implement more stringent policies and procedures at the local level.
- C. The MUS adheres to the State Vehicle Use Policy (Administrative Rules Manual Title 2 Chapter 6) with the following additions:
1. Professional Behavior: All drivers are expected to conduct themselves in an appropriate, professional and safe manner when operating a vehicle on MUS/State business.
 2. Driver's License: All drivers must be in possession of a valid and insurable driver license, per State Vehicle Use Policy.
 3. Motor Vehicle Records: All drivers must promptly report driving infractions in accordance with the State Vehicle Use Policy. All operators are subject to periodic driver record checks.
 4. Revocation of Driving Privileges: Any unit, campus or agency of the MUS may restrict or revoke driving privileges for reasonable reasons, including but not limited to unacceptable driving records or evidence of an unsafe condition or circumstance.
 5. Seat Belts: Seat belts and other occupant restraint devices must be worn at all times by all occupants. Any malfunctioning seat belts must be repaired or replaced as soon as reasonably possible, but before subsequent use. It is the driver's responsibility to ensure that seat belts are worn at all times while the vehicle is in motion.
 6. Vehicle Operation: The vehicle must be operated in accordance with all traffic laws, ordinances, and regulations, and in accordance with all State, MUS, and institutional policies. Drivers must not drive if drowsy or under the influence of any substance which may negatively impact a driver's abilities. All drivers should take breaks.
 7. Limit On Driving Time: Driving should generally not occur between the hours of 1:00 a.m. and 5:00 a.m. Additional qualified drivers should be available for long trips.
 8. Limit On Driving Speed: Drivers must abide by the posted speed limit in the jurisdiction in which it is being driven. In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures based on weather and road conditions and in observance of travel warnings issued by the Highway Patrol or highway safety authorities.
 9. Smoking: Smoking is not allowed in State-owned vehicles.
 10. Distracted Driving: While operating a vehicle, inattentiveness is considered a hazardous activity. Inattentiveness includes but is not limited to: talking on a cell phone, using hand held devices, eating, reading, reaching for items that have fallen to the floor, etc. A driver's attention should be fully directed to the task of driving the vehicle. Drivers are strongly encouraged not to use cell phones or other electronic communications devices or objects while operating vehicles on State business.
 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: All vehicles in service shall receive routine service on a regularly scheduled basis. Such service must be documented in writing by the service provider at the time it is provided and shall be retained for the length of ownership/use. Documentation and maintenance of departmentally-owned vehicles is the responsibility of the department. Routine maintenance shall include, but is not limited to

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: MISCELLANEOUS

Policy 1002.2 – Vehicle Policy and Procedures

Adopted: November 17, 2006; Revised: May 28, 2010

service of: brakes, including parking brake; horn; lights, including head, tail and brake lights; oil and filter changes; mirrors; tire rotation, pressure and replacement; speedometer; odometer; steering inspection; turn signals; windshield wipers.

13. Pre-Trip Inspection: A pre-trip inspection shall be performed at the beginning of each trip and every twelve (12) hours of travel. Items to inspect include but are not limited to lights, horn, wiper blades, tires, glass, and fluid leaks.
14. Repair: All defects and broken components that pose a safety risk shall be reported to the appropriate personnel. A vehicle shall be taken out of service when the defect or broken components poses a safety risk and returned to service after the appropriate repairs.
15. Accidents: All accidents involving any vehicle used in the course of MUS/State business shall be reported immediately to the local law enforcement authority and the immediate supervisor. In addition, the accident report form must be completed and turned into the supervisor who will review it with the employee and forward it to the department responsible for the vehicle. The form will be forwarded to the campus or MUS agency claims manager.
16. Personal Vehicle Use: Personal vehicles may be used for MUS/State business in accordance with the rules and regulations included in this policy and any rules or regulations established at the campus level and by the State Department of Administration ((MCA 2-18-503(1)(b)) and MOM 1-0310.30, Employee Travel Policy. An individual using a personal vehicle for MUS/State business must have the mandatory liability protection on such vehicle.

D. To drive a vehicle with a capacity of more than seven (7) occupants, a driver must have completed campus or State approved defensive driver training to operate a vehicle on public roads. For vehicles with a capacity of more than seven (7) occupants, the BOR strongly encourages the use of drivers who are at least age 21 and have significant driving experience operating large vehicles.

E. Full-size Passenger Vans (Larger than 10 passengers, including driver)

1. Number of Occupants. The number of occupants in a passenger van should not exceed the manufacturer's rated maximum occupancy capacity. Seats may be removed to reduce occupancy capacity and assist in load distribution. Every passenger must have a seat and a separate seat belt.
2. Van Safety Training. All drivers of passenger vans must attend a Van Safety Training Class or possess a commercial driver license (CDL) with passenger endorsement. All drivers must successfully complete this training program before operating any passenger van. Motor Pools and departments will only authorize drivers to operate passenger vans who have successfully completed this training.
3. Manufacturer Safety Information. Applicable Manufacturer Safety Material should be available and reviewed by all passenger van drivers. Special attention should be paid to proper loading of the van to include passengers and cargo according to manufacturer recommendations.
4. Limit Driving Speed. Under no circumstances are passenger vans to be driven in excess of the posted speed limit or 65 MPH, whichever is less. In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures in observance of travel warnings issued by the Highway Patrol or highway safety authorities.
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.

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: MISCELLANEOUS
Policy 1002.2 – Vehicle Policy and Procedures
Adopted: November 17, 2006; Revised: May 28, 2010

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.

History:

ITEM 133-106-R1106, New Policy on Vehicle Use by MUS Employees, approved by the Board of Regents on November 17, 2006. Policy effective date changes by Board of Regents January 19, 2007; ITEM 147-119-R0510, Revision of Policy 1910, (Renumbered to 1002.2) Vehicle Policy and Procedures, revised and approved May 28, 2010.

Before the trip:

Drivers

Have all drivers sign the MSU-Bozeman vehicle use form if they are driving a State vehicle; this MUST be turned into Julie Witte. She will make sure a copy gets to HR. This is that form (<http://www.montana.edu/hr/NewTermEmp/VehicleUseForm.pdf>):

**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 through 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 state business to Human Resources 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 Human Resources within 10 calendar days. If my conviction points exceed 12, I understand that I may not be allowed to operate any vehicle for state business.

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

Signature

Date

Banner ID Number

Department

****Please return to Human Resources, Room 18, Montana Hall****

P

If you want to know what the State of Montana Vehicle Use Policy is, check out the screenshot from the State of Montana on page 10 (source: <http://www.mtrules.org/gateway/Subchapterhome.asp?scn=2%2E6%2E2>). On page 12 of this document is more information on the transportation component of the MSU Student Travel Policy.

If your driver is using their personal vehicle, please have them sign the Driver Agreement Form (#4) on page 9, which essentially makes them aware of the fact they are liable for everything.

Students

Have all students sign Form 1 (emergency contact info; a Respondus-ready form is being worked on so that you can integrate it into your D2L course seamlessly) and Form 3, and if applicable—if they are driving other student participants in their personal vehicles—Form 4.

Faculty completes Form 2, the first in this packet.

Provide a copy of Forms 1 and 2 to Julie Witte.

Orient students. Encourage or require a “buddy system.”

Orient Trip Coordinators: Do they have First Aid training? Are they familiar with emergency protocols?

On the trip:

Take attendance—the emergency contact form would work for this purpose.

Snap a picture of the attendance sheet and email Julie Witte: lresfrontdesk@montana.edu.

Be alert. Be prepared.

During the trip:

Be sure you have cell service or some way of alerting the Sponsoring Unit Contact, Tracy Sterling (406) 994-4605 or campus dispatch 994-2121.

Other potentially useful emergency numbers:

403.00 What to do in case of an emergency/car accident:

1. If there are any injuries, call an ambulance. Most communities have a "911" system that would allow you to call a single number to dispatch all necessary emergency services.
2. Call the local police or highway patrol and report the accident.

3. Call the designated university contact. The designated university contact is responsible for contacting the appropriate campus officials and shall call Transportation Services if a university vehicle is involved, etc. If the contact is not available, call the University Police dispatch (406) 994-1212.
4. If a university vehicle is involved and is not operational, call a tow truck to take the vehicle to the nearest auto repair shop. If possible, Transportation Services should be notified before a tow truck is called and repairs are made.
5. Make arrangements for the students' alternative travel and/or lodging. The students may wish to wait for repairs if that is possible or may make alternative travel plans.
6. Advise the designated university contact of what the plans are for each student.
7. Complete [Incident Report](#). The person most knowledgeable about the incident should complete the report. If there are questions about filling out the report, contact Safety and Risk Management (406) 994-2711.
8. *In the case of an incident or a near-miss, recognize that much can be learned from both incidents and near misses to prevent future incidents. Therefore, **take the time to evaluate and revise travel procedures if necessary.***

1100.00 Important Phone numbers

University Police (24 hour dispatch)	(406) 994-2121
Dean of Students Office	(406) 994-2828
Safety and Risk Management	(406) 994-2711
Office of Activities and Engagement	(406) 994-6902