

**Policy Number:** 600.15  
**Policy Title:** College Vehicle and Equipment Use  
**Subject:** Section 600 – Physical Plant  
**Date Adopted:** March 20, 2017  
**Date(s) Revised:** January 14, 2021, March 17, 2026

**Approved by:**

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Sandra J. Bauman  
Dean/CEO  
Helena College, University of Montana

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**POLICY STATEMENT:**

Helena College, University of Montana, owns vehicles and capital and/or titled equipment in direct support of the mission of Helena College. This policy establishes Helena College's policy for the operation of any Helena College vehicle and capital and/or titled equipment while conducting College business and applies to all departments, faculty, staff, students, and volunteers of the College.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations, and with the Board of Regents' policies and procedures.

## PROCEDURES:

Helena College owns and maintains vehicles and capital or titled equipment that may be utilized by faculty and staff for college-related business.

Non-instructional and non-designated vehicles and capital/titled equipment will be assigned on a first-come, first-served basis. Vehicle(s) can be reserved using the online reservation system. Use of non-vehicular capital equipment will be determined through the facility use agreement.

Vehicles and capital/titled equipment designated as instructional may only be utilized for academic purposes during academic sessions (spring, fall, or summer) as defined by the academic calendar. Instructional vehicles and capital/titled equipment will be kept on college premises unless authorized in writing (email is acceptable) by the applicable Executive Director, who will inform the appropriate people. Instructional vehicles will be licensed and insured as approved by the Dean/CEO or designee.

College vehicles and capital/titled equipment may not be utilized for personal use without prior authorization of the Dean/CEO or designee. The Dean/CEO or designee is authorized to loan college vehicles and capital/titled equipment to other individuals or organizations. The individual or organization will need to provide proof of insurance equivalent to State statutory limits to cover the intended use of the vehicle and/or equipment. Fees may be assessed to individuals and groups not affiliated with the college. Authorization for the removal of college vehicles and capital/titled equipment from college property, for other than routine college business, may only be granted by the Dean/CEO or designee. Individuals utilizing Helena College vehicles and capital/titled equipment are responsible for proper use and operation. Some College vehicles and capital/titled equipment may require individuals to undergo training.

Individuals operating College vehicles must possess a valid and insurable driver's license per [ARM 2.6.2 State Vehicle Use](#), including a classification appropriate to the type of vehicle being driven, with an acceptable driving record as per [ARM 2.6.205 Driver Requirements](#). Helena College reserves the right to obtain a motor vehicle record check on any driver who operates or intends to operate a college vehicle and to disallow any person to operate said vehicle for any reason, subject to the College's obligations to make reasonable accommodations under the Americans with Disabilities Act or other applicable laws. When operating a College vehicle, drivers must comply with [ARM 2.6.2 State Vehicle Use](#), [MCA 61.9](#), [Montana Board of Regents Policy 1002.2](#) – Vehicle Policy and Procedures, and [University of Montana Policy 1020 Vehicle Use](#). Drivers must know and obey all applicable local, state, and federal traffic laws, regulations, and ordinances. College vehicles are not to be used for commuting or other personal use except as authorized by the Dean/CEO or designee.

Individuals who knowingly violate or otherwise fail to adhere to this policy may be deemed not to qualify for indemnification under [Board of Regents Policy 804.4](#) Indemnification and may be subject to disciplinary action as deemed appropriate, up to and including termination of employment.

## DEFINITIONS

### Capital Equipment

Capital equipment is tangible non-expendable College property that has an acquisition cost of \$10,000 or more, is a complete and independent item that does not lose its identity or become a part of another item and has a useful life of more than one (1) year. The value of donated equipment shall be determined by the Executive Director of Fiscal Services.

**Helena College Vehicle**

A vehicle purchased by Helena College, regardless of funding source, or donated to the College. For this policy, a Helena College vehicle also includes institution-owned utility vehicles.

**Indemnification**

The process or policy by which the college agrees to protect an individual from any threatened or asserted claims, actions, suits, or proceedings due to the nature of his or her relationship with the college as per Montana Board of Regents Policy 804.4 Indemnification.

**Titled Equipment**

College-owned equipment, either purchased or donated, in which registration and titling are maintained by Helena College.

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