

RISK MANAGEMENT & TORT DEFENSE

Policy and Procedures

Large Capacity Passenger Vehicle Policy and Procedures
Adopted: October 20, 2025

Purpose:

A. This policy applies to any vehicle operated by a state agency, state university, and their employees and volunteers as defined in 2-9-101, MCA and ARM 2.6.202.

B. All State Agencies/MUS should adhere to their respective rules and policies as provided below;

[State Vehicle Use | Administrative Rules of Montana](#)

[BOR Policy 1002.2](#)

C. State agencies and universities have the authority to establish and implement more stringent policies and procedures at the local level.

D. To drive a vehicle with a capacity of more than seven (7) occupants, drivers are encouraged to complete a Campus or State approved defensive driver training to operate a vehicle on public roads.

E. For vehicles with a capacity of more than seven (7) occupants, RMTD strongly encourages the use of experienced drivers who have experience driving large vehicles.

Passenger Vans and Buses:

1. The purchase, lease, or rental of full-size passenger vans (15 passenger or larger), including the driver is prohibited.
2. Existing 15-passenger vans may only be used to transport occupants inside the city limits of the city in which the agency/campus is located.
3. Transit buses owned by agencies/campuses (>30 passengers) may be used to transport occupants only within the city limits in which the agency/campus is located. State agencies/universities must explore charter options for travel outside of city limits in which the agency/university is located. Charter companies must be required to maintain liability insurance and name the agency/university/state as additional insured on their liability insurance policy(ies).
4. For transporting passengers outside of the city limits in which agencies/campuses are located, agencies/campuses are encouraged to explore options including: 10-passenger vehicles, or charter options where the charter company provides the driver and the liability insurance.

5. Cargo:

- (a) The use of roof racks is not recommended due to the higher center of gravity which could cause instability of the vehicle.
- (b) Cargo must be dispersed throughout the van in accordance with the manufacturer's specifications in order to avert rollover risks as recommended by the National Highway Traffic Safety Administration.
- (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.