

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>433</b>
		<b>Original Date</b>	<b>03/30/1988</b>
	<b>Department: Personnel</b>	<b>Revised Date</b>	<b>01/09/2014</b>
	<b>Employee Montana Operators Drivers License</b>		

**POLICY:**

Employees at the Montana Mental Health Nursing Care Center will have the appropriate Montana Operator Drivers License to operate state vehicles.

**PROCEDURE:**

1. A regular Montana Operators Drivers License is required by Montana Law to operate State vehicles or a vehicle carrying 15 or less passengers including the driver.
2. All applications for positions requiring the operation of motorized vehicles must obtain all necessary licenses and permits required by the State of Montana, Department of Justice and Motor Vehicle Division, prior to employment. Job postings will clearly state this requirement. Employees must produce their drivers license at the time of their annual performance evaluation.
3. Employees who operate state motor vehicles in excess of 26,001 pounds, used to transport hazardous materials, or designed to carry more than 15 persons are required to have appropriate endorsement.