



Policy Title: Driving on Behalf of Baylor University	Policy Number:
Date Issued: August 16, 2018	Responsible Executive: Chief Compliance and Risk Officer
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Driving on Behalf of Baylor University

Policy Statement

Baylor University (“Baylor” or the “University”) vehicles are available for use in furtherance of University business only by personnel who are Approved Drivers under the procedures established in this policy. Baylor expects all Approved Drivers to adhere to the provisions of this policy to promote safe and lawful operation of Baylor vehicles.

Reason for the Policy

A proactive approach to safe driving promotes the protection of individuals who operate vehicles on behalf of the University as well as third parties, compliance with laws, regulations and insurance requirements, and mitigates financial risk to the University.

Individuals/Entities Affected by this Policy

Faculty, Staff, Student Employees, Students, Contractors

Exclusions

NONE

Related Documents and Forms

Other Documents

[Texas Transportation Code](#)
[Texas Water Safety Act](#)

Forms and Tools

Forms and tools are available at the [University Compliance and Risk Services website](#).

1. Driving on Behalf of Baylor University

Definitions

These definitions apply to terms as they are used in this policy.

University Sponsored Activity	University-Sponsored Activities are those activities that are consistent with the University's mission and that are approved by the appropriate administrative unit. This includes activities organized or sponsored by the University, may be funded by the University, and using vehicles owned, rented, leased by, or loaned to the University.
University Vehicle	Vehicles owned, leased, or rented by or on behalf of Baylor by which persons and/or property may be transported. These include some specially equipped vehicles that may not be licensed for road use including, but not limited to, golf carts, utility vehicles, and others.
Approved Driver	An employee, employee's spouse (under restrictions), student, or contract employee who has successfully completed the Approved Driver process and is authorized to operate Baylor University vehicles.

Contacts

Subject	Contact	Telephone	Office email/web site
Questions	Insurance Program Manager	254-710-4586	https://www.baylor.edu/risk/risk@baylor.edu
	Campus Safety Manager	254-710-2492	https://www.baylor.edu/risk/risk@baylor.edu
	Risk & Compliance Specialist	254-710-6738	https://www.baylor.edu/risk/risk@baylor.edu

Responsibilities

University Compliance and Risk Services – Insurance Manager	Responsible for ensuring the policy remains current and for managing the application of the policy. Responsible for managing and investigating claims.
University Compliance and Risk Services – Risk Specialist	Responsible for processing driving records and approving drivers.
University Compliance and Risk Services – Environmental Health and Safety	Responsible for assigning computer-based training for drivers and boaters. Responsible for ensuring State of Texas DOT requirements are met and documentation retained for CDL drivers.
Department or Division that owns, leases, or rents a	Responsible for ensuring all drivers are Approved Drivers.

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vehicle on behalf of Baylor	
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Principles

Baylor University is committed to the safety of all drivers who operate a vehicle while on University business. The purpose of this policy is to establish procedures by which a Baylor employee, employee's spouse (under restrictions), student, or contract employee may become an Approved Driver of University vehicles and to provide general information and guidance concerning the use of vehicles owned, leased, or rented by the University. This policy promotes a proactive approach to safe driving practices and combines the various vehicle safety practices and procedures into a comprehensive standard with the goal of protecting individuals who operate vehicles on behalf of the University.

Procedures

Use of Personal Vehicles

This policy does not apply to the use of personal vehicles. It is the obligation of the owner of such vehicle to carry auto liability insurance. Frequent use of personal vehicles for business is discouraged since no reimbursement will be made for accident-related repairs, whether the costs results from the individual's own acts or acts of others. Baylor students and student groups are strongly encouraged to use University owned/chartered/leased vehicles for University-related activities. Any individual who drives a personal vehicle to an activity assumes all responsibility for his/her personal safety and that of any passengers.

Driving Baylor Owned/Leased/Chartered Vehicles

Use of a University vehicle is restricted to University-related activities only. Approved Drivers are required to familiarize themselves with all polices governing their duties and functions as vehicle operators. Violations of this policy may result in suspension of University vehicle driving privileges for an appropriate period of time. In addition, the operator may be subject to University disciplinary procedures. In the event of a campus closure, University vehicles cannot be driven unless the employee is designated an essential employee and is driving in the course and scope of their essential job duties.

Approved Drivers

A person must be designated as an Approved Driver by University Compliance and Risk Services **prior to** driving on behalf of the University by following the procedures outlined below.

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A. Who May Apply to be an Approved Driver:

1. University Faculty/Staff

Full-time and part-time staff or faculty members as defined by University policies.

2. Students/Student Employees

- a. A recognized student organization member, including a member of club sport teams administered through Campus Recreation, that has obtained prior approval for travel in furtherance of educational or group objectives.
- b. A recognized athletic team that has obtained approval for travel in furtherance of educational or team objectives.
- c. A student or group of students traveling in furtherance of educational objectives as established by a professional of record or designee from Baylor University.
- d. A student employed by the University in a position that requires driving.

3. Contract Services Employees

Employees of a contractor currently under contract to perform services on behalf of the University may be a permissive driver of University vehicles but must meet all qualifications of an Approved Driver as defined in this policy.

4. Eligible Family Members

A faculty or staff member's spouse may be eligible to drive a University vehicle, contingent upon a satisfactory review of such individual's driving record. No other family member or other person shall be authorized to drive a University vehicle. **Only the current Baylor faculty or staff member is allowed to transport students.**

B. An Approved Driver Must

1. Be at least 21 years old

EXCEPTION: A driver who is at least 19 years old and meets all other requirements of this section may operate a University vehicle in the course of their assigned duties.

2. Have an acceptable past United States driving record over the last three years:

- a. All drivers must initially meet and continue to meet the driver performance standards as determined by Baylor, including

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maintenance of a satisfactory driving record during the affiliation with Baylor either as faculty, staff, student, or contractor.

- b. Have had no violations for driving under the influence of alcohol or drugs in the past three years.
- c. Have had no speeding tickets which indicated a rate of speed greater than 25 mph over the speed limit in the past three years.
- d. Have no serious violations such as negligent homicide, manslaughter, hit and run, felony use of vehicle in the past three years.

3. Possess a valid operator's license of the type required by the vehicle used and issued by a state, commonwealth, territory, or possession of the United States; international licenses are not acceptable
4. Comply with all applicable license restrictions
5. Consent to annual Motor Vehicle Record checks
6. Be insurable under Baylor's motor vehicle liability insurance policy

C. Procedure to become an Approved Driver

1. Current Employees - Complete the *Authorization and Release to Obtain Information* form. A three-year driving history is required. All license numbers and states in which a license has been held in the preceding 36 months must be provided.
 - a. University Compliance and Risk Services shall perform a motor vehicle record check. This record check will be run on an annual basis and will require the submittal of a new authorization form each time.
 - b. The driving record will be evaluated to ensure it meets the requirements as stated in Paragraph B of this policy.
 - c. Notification of driver approval will be sent to the driver and the department head via email from University Compliance and Risk Services.
 - d. Prospective Approved Drivers must then complete required training.
 - e. After completion of the required training, Approved Driver's name will be added to the Approved Driver List which is updated monthly on the Insurance Program [website](#).
 - f. After initial training, Approved Drivers are required to take assigned driver training annually.
2. Prospective Employees - Departments should work with Human Resources to identify positions where driving a vehicle is required and include language regarding required driving in the job description. For these positions, the candidate's MVR must be screened prior to offering the position.

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D. Responsibilities of an Approved Driver

1. Keep a copy of Baylor's insurance card in the vehicle at all times.
2. Have a valid driver's license in your possession.
3. Use University vehicles for authorized use only.
4. Do not allow any unauthorized person to drive the vehicle.
5. Use seat belts, safety devices, or other available occupant restraints and require all occupants also to use occupant restraints in accordance with state law. Do not operate the vehicle unless all occupants are wearing the appropriate restraints or safety devices.
6. Operate the vehicle in accordance with University regulations and know and observe all applicable traffic laws, ordinances, and regulations.
7. Driver will assume responsibility for all fines or traffic violations associated with his/her use of a University vehicle or privately-owned vehicle on University business. If the fine or traffic violation is due to equipment failure on a Baylor-owned vehicle, reimbursement to the driver and the cost of repair of the vehicle will be made from the funds of the department owning the vehicle.
8. Use safe driving principles and techniques at all times while operating University vehicles.
9. Do not drive under the influence of drugs (including physician prescription drugs), alcohol, or other consciousness altering substances that **impair driving ability or cause drowsiness**.
10. Driver must report any moving violation or crash to department head and send notification to University Compliance and Risk Services at Risk@Baylor.edu within 24 hours of the accident and/or receiving citation.
11. Do not transport unauthorized passengers including, but not limited to, hitchhikers or strangers.
12. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended. Secure all personal belongings and University equipment. Baylor University is not responsible for the loss or theft of personal belongings.
13. Do not drive the vehicle at speeds that are inappropriate for the type of vehicle or the road conditions.
14. Do not drive the vehicle "off road" unless it is appropriate for that use.

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15. Inspect the vehicle for safety concerns prior to use, including checking tires, lights, and other safety equipment for observable defects. Report any defects to the appropriate dean, director, vice president, or their designee to determine if the vehicle is safe to operate.
16. Drivers must not drive when driving conditions are hazardous including but not limited to, fog, heavy rain, snow, or icy conditions.
17. The use of cell phones while operating a University vehicle is prohibited unless in conjunction with hands-free technology.
18. University trailers cannot be pulled by personal vehicles.

Transporting an Injured Person

- A. Transporting sick or injured persons (faculty, staff, student, or visitor) in a personal vehicle is strongly discouraged.
- B. Serious or life-threatening medical conditions require ambulance transport.
- C. Options for transporting persons with non-life-threatening conditions include by preference:
 1. Family or friends,
 2. Ride services such as Lyft or Uber,
 3. Baylor-owned vehicles or
 4. Transporting by personal vehicle. (Should only be used when other options are not available).
- D. If a Baylor-owned or personal vehicle is used, a second staff member should accompany the driver (when possible) to help.

Commercial Driver's License (CDL) Drivers

- A. To operate a Commercial Motor Vehicle (CMV) for Baylor an Approved Driver must do the following:
 1. Complete the University's approved driver process.
 2. Complete the University computer-based driver safety training through Environmental Health and Safety (EHS).
 3. Complete the Texas Department of Public Safety CDL Class B driver's license protocol.

4. Complete and have a current Medical Examiner's Certificate on file with EHS.
 5. Complete and pass a drug test.
 6. Complete a University required hands-on driving skills test through EHS.
 7. Work with department observer to ensure skill level is ready to transport passengers.
- B. EHS manages the CDL program and maintains all CDL records.

Twelve Passenger Vans

- A. Approved Drivers are required to complete the online van safety course successfully before driving a van designed to carry more than nine passengers. The van training module is included with in a driver's driver safety curriculum if the driver checks "Yes" to driving a van when becoming an Approved Driver. If the driver is already an Approved Driver and needs the van quiz, contact University Compliance and Risk Services.
 - B. Approved Drivers must be at least 21 years of age, have a valid and approved driver's license and meet all other requirements of an Approved Driver.
 - C. More than one Approved Driver must be used if traveling further than 350 miles one way or if the trip is expected to extend later than 2:00 a.m. or overnight. Any trip further than 350 miles or overnight travel requires completion of a journey management plan.
 - D. The Approved Driver may not be a participant in the academic or athletic event if it is a competition.
 - E. Rental or lease of 15 passenger vans is not permitted.
 - F. Twelve passenger vans shall be loaded with no more than nine travelers (including the Approved Driver) and equipment.
 - G. Driving for a period of time exceeding four hours will require a 15-minute break or a change of drivers. There will be no more than eight hours of driving in a 24-hour period per driver.
 - H. Equipment, supplies, materials, etc. should not be loaded to a height above the rear seats of vans.
 - I. There shall be no equipment loaded on the top (roof) of vans.
 - J. Trailer use is discouraged. If trailer use is necessary, the van shall be equipped with appropriate mirrors, trailer hitch, and braking system to match the type of trailer and
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load being pulled. Trailer use and a vehicle fully loaded with passengers is discouraged.

- K. To reduce driver distractions, the front seat passenger should be designated to assist the driver by reading maps and caring for passenger needs (radio, cell phone, etc.).

Golf and Utility Vehicles

A. Operation

1. All operators of golf and utility vehicles are required to have a valid driver's license and be on the Approved Driver List.
2. In the event of an accident involving a golf or utility vehicle, the reporting procedures described above in How to Report an Accident are to be followed, including the submittal of an Accident Report to University Compliance and Risk Services. The operator must also report the accident to the Baylor Police Department.
3. All operators of carts will need to complete cart safety training through Environmental Health and Safety (EHS) prior to utilization. The Campus Safety Manager manages the cart safety training program. Personnel seeking to use Baylor owned carts and utility vehicles should contact EHS.
4. Golf and utility vehicles shall observe all vehicle traffic laws (e.g., stop at stop signs, yield to pedestrians, etc.).
5. Drivers must always use proper hand signals when signaling turns or stopping.
6. Vehicles shall not be operated in a manner that may endanger passengers, other members of the campus community, or property (e.g., no driving on landscape, bumping into bollards, etc.).
7. The number of passengers and load capacity shall not exceed the manufacturer's rated limit.
8. Operators must not exceed the 15-mph speed limit as set by the Baylor Police Department.
9. Vehicles, where possible, should be parked on hard covered surfaces and must not block any entrances to buildings, stairways, ramps, or thoroughfares. Baylor Parking Services enforces the appropriate and safe operation and parking of golf and utility vehicles and may issue tickets accordingly.

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10. Operators must reduce speed to match other users on all streets, sidewalks, and paths. In crowded pedestrian areas, operators must either park or proceed at a slow walking pace.
11. Operators may not wear headsets or use earphones while operating golf or utility vehicles.
12. To prevent theft, each golf or utility vehicle will have a lock and chain used to secure the vehicle when not in use.
13. Personally owned golf or utility vehicles are prohibited from operating on University property without permission from University Compliance and Risk Services. Special consideration will be given for Americans with Disabilities Act accommodations.
14. All occupants in the vehicle shall keep hands, arms, legs, and feet within the confines of the vehicle at all times when the vehicle is in motion (the only exception will be to signal turns or stopping).
15. Operators must not drive a vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
16. Deans, directors and/or department heads shall ensure that each golf or utility type vehicle owned by their department is scheduled for and receives annual preventive maintenance and remains in good working order at all times. The department must keep a log of all maintenance records.
17. Departments owning vehicles shall ensure that all individuals in their department operating University vehicles receive a copy of this policy.
18. The use of cell phones or screens while operating a golf or utility type vehicle is prohibited.

B. Restrictions

1. Golf and utility vehicles are restricted to streets and paths on the University campus. Golf or utility vehicles should only cross city streets at designated pedestrian crossings.
2. Vehicles shall be operated on campus streets, rather than sidewalks, when streets are available. If sidewalks need to be taken, pedestrians always have the right-of-way.
3. Golf or utility vehicles are not allowed on the following streets (except for maintenance carts):

- a. University Parks Drive (no exception, vehicles should be driven next to the Bear Trail)
 - b. 8th Street
 - c. Dutton Avenue
 - d. Bagby Avenue
 - e. LaSalle Avenue
4. Golf and utility vehicles are not to be operated on city-owned streets except to move from campus to the Plant Offices on South 1st Street.

C. Golf Cart Storage

1. Electric vehicles will be recharged at locations designated for such use.
2. Use of extensions cords from inside buildings to vehicles is prohibited.
3. Keys should be removed from parked vehicles.
4. Vehicles parked overnight or in remote areas should be secured to a permanent structure.
5. Report any accidents or questions involving hazardous chemicals of any kind to the Environmental Health and Safety Department.

D. Required Equipment for Golf and Utility Vehicles

1. Horn/audible warning device
2. Ignition shutoff/security systems
3. Slow moving vehicle safety triangle on rear of vehicle
4. Warning lights on front and rear of vehicle or top mounted strobe lights
5. Lights (head, tail, brake) for all night use (vehicles without headlights may not be used after dusk and before dawn)
6. Department name to be identified clearly on vehicle in three-inch minimum letters
7. Cart Identification Number (assigned by Procurement)
8. Mirrors if cargo or other equipment blocks rear vision
9. Backup alarm

Motorized Watercraft

- A. Only Approved Drivers will be allowed to operate University owned/leased motorized watercraft. Additionally, only Approved Drivers may transport University owned/leased watercraft using University-owned vehicles.
- B. All operators of motorized watercrafts will need to complete boater safety training through Environmental Health and Safety (EHS) prior to utilization. The Campus Safety Manager manages the boat safety training program. Personnel seeking to use Baylor watercrafts should contact EHS.
- C. Boat maintenance should be documented and up to date prior to a trip.
- D. Required Equipment for Motorized Watercrafts
 - 1. Title and registration numbers are required
 - 2. One US Coast Guard-approved wearable device is required for each person on board. Personal Floatation Devices MUST be properly worn by all occupants, including those being towed.
 - 3. One US Coast Guard-approved type B-1 marine-grade fire extinguisher is required. The fire extinguisher must be readily accessible.
 - 4. One whistle, horn or other sound-producing device is required
 - 5. Ignition shutoff/security systems
 - 6. A rearview mirror no less than four inches in width and height is required when towing a person
 - 7. Visual distress signals that are US Coast Guard-approved for night use are required if operating between sunset and sunrise in coastal waters of the state
 - 8. Ventilation systems are required of all vessels using liquid fuel that is volatile. Vessels that are of "open construction" are exempt.
 - 9. Backfire flame arrestors are required for gasoline engines installed in a vessel after April 25, 1940. Outboard motors are an exception to this requirement.
 - 10. A motorboat must have an exhaust water manifold, or a factory-type muffler installed on the engine
 - 11. US Coast Guard-approved red and green side lights and a white all-around light are required when not at dock
- 12. Driving on Behalf of Baylor University

How to Report an Accident

- A. The Approved Driver must remain calm and be cooperative and non-argumentative throughout the process.
- B. The Approved Driver shall not express any comments or conclusions as to who was at fault nor should the driver make any statements regarding Baylor's or the driver's potential liability as a result of the accident.
- C. All Approved Drivers are expected to cooperate fully in responding to requests for information from law enforcement officials.
- D. It is permissible to state that you are driving a Baylor vehicle and that it is insured under a University policy.
- E. Record names, addresses, and phone numbers of all witnesses and occupants of involved vehicles. Record vehicle license plate numbers of the vehicles involved. Additionally, take pictures of the scene and of the vehicles involved.
- F. Exchange insurance information with other involved parties. Include the contact information for University Compliance and Risk Services along with Baylor's insurance information. If hostility is indicted by other parties at the scene, do not attempt to communicate with them, move a safe distance away to a safe location, and wait for law enforcement to arrive.
- G. In the event a rental vehicle sustains damage as a result of an accident, notice is also required to be provided to the rental company. If possible, a Baylor designated driver should inspect the vehicle for obvious damage prior to turning the vehicle in to the rental company.
- H. Always report any crash to local law enforcement and file a report (Even if there are no bodily injuries). If the accident occurs on-campus contact BUPD to notify and provide a police report. Attempt to obtain a copy of the police report for submission to University Compliance and Risk Services.
- I. Within 24 hours of the accident occurring, complete the [Incident Report Form](#).
- J. If the police respond and complete a report, please provide a copy of the report to University Compliance and Risk Services.
- K. Baylor University's automobile policy has a \$1,000 Comprehensive Coverage Deductible. The department is responsible for the \$1,000 deductible.

Inspection of University Vehicles

- A. Departments that own vehicles shall ensure that preventive maintenance is performed as necessary or required by manufacturer's recommendations for each department vehicle and all deficiencies are corrected.
- B. Each department shall maintain a list of all departmental vehicles and a record of maintenance, repairs, and inspections on each vehicle.
- C. University Compliance and Risk Services may request a copy of the departmental vehicle records at any time.

Area of Operation

- A. Baylor vehicles may be operated in the contiguous U.S. with prior authorization from the department head.
- B. Baylor vehicles cannot be operated in Mexico.
- C. Baylor vehicles may be operated in Canada with prior approval from the department head.
- D. Baylor University purchases a Foreign Package Policy that provides coverage for vehicles used outside of the United States of America. This policy provides liability and physical damage coverage for both University-Owned Vehicles and Hired/Non-Owned Vehicles. The foreign business auto liability insurance would be excess over the coverage that is purchased from the rental agency.

Fuel

- A. The Purchasing department manages the Voyager card process for fueling fleet vehicles. A driver may go anywhere the card is accepted.
- B. The Voyager card is not to be used for personal vehicles.

Removal from the Approved Driver Listing

Any Approved Driver may have this designation removed for failure to meet any of the requirements in this policy. **Upon removal from the Approved Drivers' list, this person will no longer be allowed to drive on behalf of Baylor University.** Their employment may be subject to termination if their job duties involve driving for Baylor University.

Review of Driving Record

Annual driving record reviews of authorized drivers will be conducted by University Compliance and Risk Services. Any item(s) of concern that are noted during the annual review will be addressed through retraining and/or suspension of driving privileges.