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, Students, Contractors, and Volunteers.

Exclusions

None
Related Documents and Forms

**APPLICABLE LAW**
Texas Transportation Code

**FORMS AND TOOLS**
Forms and tools are available at the University Compliance and Risk Services website.

Definitions

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

| **Baylor University Vehicle** | Vehicles owned, leased, or rented by or on behalf of Baylor by which persons 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, student, volunteer, or contract employee who is authorized to operate Baylor vehicles. |

Contacts

<table>
<thead>
<tr>
<th><strong>Subject</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Telephone</strong></th>
<th><strong>Office email/web site</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insurance Program Manager</strong></td>
<td>Jamie Gibson</td>
<td>254-710-4586</td>
<td>University Compliance &amp; Risk Services <a href="http://www.baylor.edu/cr">www.baylor.edu/cr</a></td>
</tr>
</tbody>
</table>

Responsibilities

| **University Compliance and Risk Services** | Responsible for ensuring the policy remains current and for managing the application of the policy |

2. Policy on Driving on Behalf of Baylor University
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 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 result from your 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 their safety and of any passengers. The University bears no liability for the use of personal vehicles.

Driving Baylor Owned/Leased/Chartered Vehicles
The following are general procedures which apply to all Baylor vehicles and Approved Drivers. Approved Drivers are required to familiarize themselves with all policies 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.

3. Policy on Driving on Behalf of Baylor University
Approved Drivers

Do not drive on behalf of the University until the Department of Risk Management has designated you as an Approved Driver utilizing the procedures outlined below.

A. Who May Be Considered as an Approved Driver

1. Students
   a. A recognized student organization member, including 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
   d. A student employed by the University in a position that requires driving

2. University Faculty/Staff
   Full-time and part-time staff or faculty members as defined by University policies

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 can transport students. The eligible spouse shall adhere to and comply with the conditions contained in this policy with respect to any University vehicle that such spouse is entitled to drive. Any infraction of this rule may result in a loss of
University vehicle privileges for the faculty or staff member or punishment up to and including termination.

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 in the State of Texas.

2. Have an acceptable past 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 maintenance of a satisfactory driving record during the affiliation with Baylor either as faculty, staff, student, or contractor. A satisfactory driving record means no more than five unsafe driving points (see Appendix A) or two at fault collisions during a three-year period.
   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 that would constitute reckless driving 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 Motor Vehicle Record checks

6. Be insurable under Baylor’s motor vehicle liability insurance policy

C. Procedure to become an Approved Driver

1. 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. The Department of University Compliance and Risk Services shall perform a motor vehicle record check. This record check may be
performed every two years and will require the submittal of a new authorization form.
b. The driving record will be evaluated to assure it meets the requirements as stated in Paragraph B of this policy. Notification of driver approval will be sent to the driver and the department head via email from University Compliance and Risk Services, and the Approved Driver’s name will be added to the Approved Driver List posted on the Insurance Program website.

D. Responsibilities of an Approved Driver

1. Keep a copy of Baylor’s insurance card in the vehicle at all times
2. Maintain a valid driver’s license
3. Use University vehicles for authorized use only
4. Do not allow any unauthorized person to drive the vehicle
5. Use seat belts or other available occupant restraints and require all occupants also to use occupant restraints in accordance with state law. Not operate the vehicle unless all occupants are wearing the appropriate restraints
6. Operate the vehicle in accordance with University regulations and know and observe all applicable traffic laws, ordinances, and regulations
7. 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. Operate University vehicles or personal vehicles used in conducting University business so as to reduce the likelihood of accidents and ensure the safety of University faculty and staff, passengers, the public, and University property. Use safe driving principles and techniques at all times.
9. Do not drive under the influence of drugs, alcohol, or other consciousness altering substances (except for physician-prescribed medications that do not impair driving ability or cause drowsiness)
10. Do not transport unauthorized passengers
11. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended
12. Do not drive the vehicle at speeds that are inappropriate for the type of vehicle or the road conditions
13. Do not drive the vehicle “off road” unless it is appropriate for that use
14. 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.
15. Drivers must not drive when driving conditions are hazardous (this includes, but is not limited to, fog, heavy rain, snow, or icy conditions).
16. The use of cell phones or screens while operating a University vehicle is prohibited under Texas law, except for use as a navigation device. Cell phone use is permitted only in the hands-free mode. Texting is prohibited at all times while vehicle is in motion.

**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 quiz will be emailed to you if you check “Yes” to driving a van when becoming an Approved Driver. If you are already an Approved Driver and need the van quiz, contact Risk Management.

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.

D. The Approved Driver may not be a participant in the academic or athletic event if it is a competition.

E. Only vans with a 155-inch wheelbase equipped with “E” rated, properly inflated radial tires, or equivalent, will be allowed to transport teams/student groups greater than 100 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team...
travel is authorized even if the van does not meet the 155-inch/"E" criteria, but travel is limited to 100 miles one way. Rental or use of 15 passenger vans is not permitted.

F. Twelve passenger vans shall be loaded with no more than nine travelers and equipment, including the Approved Driver.

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 load being pulled.

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.).

**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.

**How to Report an Accident**

A. When a driver is involved in an accident while driving a Baylor vehicle, the driver should 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.

B. All drivers are expected to cooperate fully in responding to requests for information from law enforcement officials.

C. It is permissible to state that you are driving a Baylor vehicle and that it is insured under a University policy.
D. 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.

E. Exchange insurance information with other involved parties. Include the contact information for the Department of 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.

F. Contact University Compliance and Risk Services immediately if any involved vehicles were towed from the scene or if any involved person sustained bodily injury or required transport by ambulance. An Incident Report Form must be completed if employees are injured.

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, employees should inspect the vehicle for obvious damage prior to turning the vehicle in to the rental company. If damage is noticed by an employee or rental car attendant, the employee should notify University Compliance and Risk Services.

H. Remember, Texas law does not require law enforcement to investigate automobile accidents that do not result in bodily injury and/or do not require vehicles to be towed from the scene. Use your judgement and call the police if you feel it is necessary or the other party fails to exchange required information.

I. As soon as possible, complete the Auto Accident Report Form and turn it into University Compliance and Risk Services.

J. If the police respond and complete a report, please provide a copy of the report to University Compliance and Risk Services.

**Inspection of University Vehicles**

A. Departments that own vehicles shall ensure that preventative 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. Risk Management may request a copy of the departmental vehicle records at any time.

**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.

**Golf and Utility Vehicles**

A. Operation

1. All operators of golf and utility vehicles are required to have a valid driver's license.

2. In the event of an accident involving a golf or utility vehicle, the reporting procedures described above are to be followed, including the submittal of an Accident Report to the Department of University Compliance and Risk Services. The operator must also report the accident to the Baylor Police Department.

3. Golf and utility vehicles shall observe all vehicle traffic laws (e.g., stop at stop signs, yield to pedestrians, etc.).

4. Drivers must always use proper hand signals when signaling turns or stopping.

5. 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.).

6. The number of passengers and load capacity shall not exceed the manufacturer’s rated limit.

7. Operators must not exceed the 15-mph speed limit as set by the Baylor Police Department.

8. 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.

9. 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.

10. Operators may not wear headsets or use earphones while operating golf or utility vehicles.

11. To prevent theft, each golf or utility vehicle will have a lock and chain used to secure the vehicle when not in use.

12. 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 ADA accommodations.

13. 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).

14. Operators will not drive a vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.

15. 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 preventative maintenance and remains in good working order at all times.

16. Departments owning vehicles shall ensure that all individuals in their department operating University vehicles receive a copy of this policy.

17. 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. No golf or utility vehicles are allowed on the following streets except for maintenance carts:
   a. University Parks Drive (no exception, vehicles will 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. Vehicle Fueling and 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
APPENDIX A

Threshold Classifications

Baylor University shall assign points against each driver based on the following:

<table>
<thead>
<tr>
<th>Offenses/Violations</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conviction of an alcohol or substance abuse related offense</td>
<td>10</td>
</tr>
<tr>
<td>Conviction of negligent homicide</td>
<td>10</td>
</tr>
<tr>
<td>Conviction of manslaughter</td>
<td>10</td>
</tr>
<tr>
<td>Conviction of hit and run</td>
<td>10</td>
</tr>
<tr>
<td>Refusal to submit to a blood alcohol test</td>
<td>10</td>
</tr>
<tr>
<td>Conviction of reckless driving</td>
<td>6</td>
</tr>
<tr>
<td>Non-disclosure or failure to report accidents or violations within one business day</td>
<td>5</td>
</tr>
<tr>
<td>Failure to follow University procedures or mandated guidelines</td>
<td>5</td>
</tr>
<tr>
<td>Excessive speed/+25 m.p.h.</td>
<td>5</td>
</tr>
<tr>
<td>Accident – preventable</td>
<td>3</td>
</tr>
<tr>
<td>Conviction of a moving violation</td>
<td>1</td>
</tr>
<tr>
<td>Failure to pay for violation</td>
<td>1</td>
</tr>
<tr>
<td>Incident/Non-preventable accident</td>
<td>1</td>
</tr>
</tbody>
</table>

All points will remain on driver’s record for a period of 36 months before they are removed. Infractions that have been removed from the driver’s current record shall, however, still be considered when driving reviews are performed.

Faculty/Staff Threshold Classes

<table>
<thead>
<tr>
<th>Allowable points per threshold</th>
<th>Time Period (Months)</th>
<th>University Action</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>2-3</td>
<td>Verbal warning</td>
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<tr>
<td></td>
<td></td>
<td>Discussion between manager and faculty/staff member</td>
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<tr>
<td></td>
<td></td>
<td>Discuss driving record with faculty/staff member</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discuss desired improvement</td>
</tr>
<tr>
<td></td>
<td>4-6</td>
<td>Written warning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discussion between manager and faculty/staff member</td>
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<tr>
<td></td>
<td></td>
<td>Discuss driving record with faculty/staff member</td>
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</table>

13. Policy on Driving on Behalf of Baylor University
Discussion of desired improvement

Watch safety video and take written test. (Driving/University car privileges may be revoked if a passing test score is not achieved.) Loss of personal use privileges of University vehicle (minimum 3 years for DUI/DWI conviction).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>7-9</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Written warning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion between manager and faculty/staff member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discuss driving record with faculty/staff member</td>
<td></td>
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<tr>
<td></td>
<td>Discuss desired improvement</td>
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<tr>
<td></td>
<td>Driver Training Course¹ (Driving/University car privileges may be revoked if test score is not acceptable). Loss of personal use privileges of University vehicle. (minimum three years for DUI/DWI conviction)</td>
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</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>D</td>
<td>10 or more points</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Written warning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion between manager and faculty/staff member</td>
<td></td>
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<tr>
<td></td>
<td>Discuss driving record with faculty/staff member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discuss desired improvement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Driver Training Course¹ (Driving/University car privileges may be revoked if test score is not acceptable). Loss of personal use privileges of University vehicle. (minimum three years for DUI/DWI conviction)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A faculty/staff member identified as being in or reaching the “D” threshold may be subject to termination.</td>
<td></td>
</tr>
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</table>

¹ Driver Training Course approved by the State of Texas Dept. of Public Safety
**Spouse Threshold Classes**

<table>
<thead>
<tr>
<th>Allowable points per threshold</th>
<th>Time Period (Months)</th>
<th>University Action</th>
</tr>
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<tbody>
<tr>
<td>A 2-3</td>
<td>12</td>
<td>Loss of Driving/University car privileges for six months</td>
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<tr>
<td>B 4-6</td>
<td>24</td>
<td>Minimum of one year loss of Driving/University car privileges up to permanent loss of privileges</td>
</tr>
<tr>
<td>C 7-9</td>
<td>36</td>
<td>Minimum of three years loss of Driving/University car privileges up to permanent loss of privileges</td>
</tr>
<tr>
<td>D 10</td>
<td>36</td>
<td>Permanent loss of Driving/University car privileges</td>
</tr>
</tbody>
</table>