



<b>Policy Title: Fleet Management</b>	<b>Policy Number:</b>
<b>Date Issued: November 14, 2022</b>	<b>Responsible Executive: Director of Fleet</b>
<b>Date Last Revised: November 14, 2022</b>	<b>Responsible Office: University Risk Services</b>

## Fleet Management

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### Policy Statement

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Baylor University (the “University”) strives to manage its vehicle fleet in the most effective and efficient manner possible, consistent with the University’s mission, state and federal regulations, and University policies and procedures.

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### Reason for the Policy

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This policy outlines procedures to be used in operating a responsive fleet management service to support the mission of Baylor University. This plan formally establishes fleet policy, responsibilities and procedures on efficient solutions to transportation and maintenance issues, and efficient use of University fleet.

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### Individuals/Entities Affected by this Policy

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Faculty, Staff, Students, and Contractors

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### Exclusions

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NONE

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### Related Documents and Forms

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#### University Policies and Documents

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[Driving Policy](#)

[Purchasing Card Policy](#)

[Disposal of Surplus University Property](#)

[Golf Cart, Utility Cart and All-Terrain Vehicle Safe Operation Guidelines](#)

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## Other Documents

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[Texas Transportation Code](#)

[Texas Water Safety Act](#)

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## Forms and Tools

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[University Compliance and Risk Services](#)

[Procurement and Payment Services](#)

[Insurance Program](#)

[Auto Incident Report Form](#)

[Insurance Resources](#)

[Driving Form](#)

[Vehicle Purchase Request](#)

[EHS Boating Safety Guidelines](#)

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## Definitions

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

<b>University-Sponsored Activity</b>	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.
<b>University Fleet</b>	Vehicles owned, leased, rented, or loaned by or on behalf of the University 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.
<b>Approved Driver</b>	An employee, employee's spouse, student, contract employee, or an Affiliated Third-Party Individual who has successfully completed the Approved Driver process and is authorized to operate Baylor University vehicles.
<b>Affiliated Third-Party Individual</b>	An individual engaged in an educational activity/experience with Baylor University faculty or staff under the parameters of an affiliation contract, i.e., a professor from another university engaged in a Sponsored Program Research Agreement or Agency Affiliation Agreement.
<b>Vehicle Custodian</b>	The individual appointed as the Dean, Department Head, or Director
<b>Vehicle Operator</b>	The individual authorized to operate a University vehicle
<b>Vehicle Coordinator</b>	The individual who coordinates all vehicle use reports, purchases, transfers, and deletions. The coordinator serves as primary contact with the Director of Fleet.

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## Contacts

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Subject	Contact	Telephone	Office email/web site
Risk Services	Director of Fleet	254-710-6490	<a href="mailto:Fleet@baylor.edu">Fleet@baylor.edu</a>
	Insurance Program Manager	254-710-4586	<a href="mailto:Risk@baylor.edu">Risk@baylor.edu</a>
Purchasing	Procurement Services	254-710-8201	<a href="mailto:mickey_cochran@baylor.edu">mickey_cochran@baylor.edu</a>
Financial Services	Fixed Assets	254-710-8776	<a href="mailto:Fixed_Assets@baylor.edu">Fixed_Assets@baylor.edu</a>
EHS – Campus Safety	Campus Safety Manager	254-710-2492	<a href="http://www.baylor.edu/ehs/">www.baylor.edu/ehs/</a>

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## Responsibilities

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<b>Director of Fleet</b>	Responsible for the administration and management of the fleet policy and programming
<b>Risk Services – Insurance Program Manager</b>	Responsible for ensuring the insurance policy remains current and for managing the application of the policy. Responsible for assigning computer-based training for driving on behalf of the University.
<b>Procurement Services</b>	Responsible for the acquisition of any vehicle ( <i>considered an addition to the fleet</i> ) as well as the replacement ( <i>trade-in allowance</i> ) of a vehicle. This applies to all vehicles, golf carts, UTVs, trailers, boats, etc.
<b>EHS – Campus Safety Manager</b>	Responsible for assigning computer-based training for boaters
<b>Department that owns, leases, or rents a vehicle on behalf of Baylor University</b>	Responsible for ensuring all drivers are Approved Drivers

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## Principles

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Baylor University is committed to the safety of all Approved Drivers who operate a vehicle while on University business. The purpose of this policy is to promote a proactive approach to vehicle procedures to ensure understanding of the principles used to purchase and manage University fleet efficiently for individuals who drive on behalf of the University.

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## Approved Drivers (vehicles, vans, golf carts, UTVs, trailers...etc.)

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Vehicle operators must be designated as an Approved Driver prior to operating a vehicle, van, golf cart, UTV, or trailer. Please see the [Driving Policy](#) procedures and responsibilities established for Approved Drivers.

### 3. Fleet Management

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## **Purchasing of Fleet**

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Procurement Services is responsible for the acquisition of all University Fleet. Please refer to the [Vehicle Purchase Request](#) to learn more on the purchasing of fleet.

Please refer to the [Procurement and Payment Services](#) procedures to learn more.

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## **Disposal of Fleet**

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[Procurement and Payment Services](#) and Fixed Assets in the [Controller's Office](#) must be notified regarding the disposal of any University fleet. Please refer to the [Disposal of University Property Policy](#) to learn more about the disposal of fleet.

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## **Transfer of Fleet**

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Fleet can be transferred and loaned from one department to another with approval from the Vehicle Coordinators. If department ownership of fleet is changed, Fixed Assets with the [Controller's Office](#) must be notified as well as [Procurement and Payment Services](#) in order to apply the noted changes in the vehicle database.

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## **Rental, Leasing, and Loaning**

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The rental, leasing, and loaning of fleet must be approved by the Vehicle Custodian. An agreement specifying terms and conditions of the contract must be signed and maintained on file by the department. Please refer to the [Rental Vehicle Information Sheet](#) to learn more.

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## **Parking**

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Baylor University Parking Services manages the parking of vehicles, golf carts, and UTV's. Please refer to the [Baylor Parking and Transportation](#) website to learn more about parking policies and amenities.

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## **Vehicle Use Reports (conventional vehicles only)**

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Vehicle Coordinators should maintain a vehicle usage log for all conventional vehicles which specifies the vehicle, operator, purpose, miles, passengers, and other important information.

Please refer to the [Fleet Services](#) website for available resources to help support establishing a record specifying vehicle usage.

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## **Vehicle Service Maintenance Report**

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Vehicle service maintenance reports are to be completed monthly and made available for periodic review by the Director of Fleet.

Please refer to the [Fleet Services](#) website for available resources to help support establishing a record of service maintenance.

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## **Vehicle Security**

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Vehicle operators are responsible for the security of University fleet and its contents. Baylor University is not responsible for the loss or theft of personal belongings.

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## **Vehicle Registration and Inspection**

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All University-owned conventional vehicles must be registered, inspected, and display a license plate as required by the [Texas Transportation Code](#). Original titles and registration receipts are maintained by the Director of Fleet.

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## **Manufacturer's Warranty, Recall Notifications, and Toll Charges**

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Vehicle and parts warranties are to be maintained to assist with the cost for repairs or parts covered under the agreement. Any recall notifications and toll road invoices are to be routed to the appropriate department for timely payment processing.

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## **Twelve Passenger Vans**

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Vehicle operators must be designated as an Approved Driver prior to operating a passenger van by completing the online Driver Safety course. For more information, please review the [Driving Policy](#) procedures for becoming an Approved Driver.

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## **Golf and Utility Vehicles**

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Vehicle operators must be designated as an Approved Driver prior to operating a golf cart or UTV by completing the online Driver Safety Course. Please refer to the [Driving Policy](#) procedures to learn more on becoming an Approved Driver.

Golf carts and UTVs are restricted to streets and paths on the University campus and should avoid driving on University Parks Drive and LaSalle Avenue. For additional information, please refer to the [Golf Cart, Utility Cart and All-Terrain Vehicle Safe Operation Guidelines](#) to learn more about safety and storage requirements.

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## **Motorized Watercrafts**

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Vehicle operators must be designated as an Approved Driver prior to operating a motorized watercraft by completing the boater safety training. Personnel seeking to use Baylor's watercrafts should contact the EHS Safety Manager to complete the required boater safety training.

Please refer to the [Environmental Health and Safety](#) website to learn more about motorized watercrafts boater safety.

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## **How to Report an Accident**

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Vehicle operators involved in an accident are to submit an online [Incident Report Form](#) to [Risk@baylor.edu](mailto:Risk@baylor.edu) within 24 hours of the accident. Please reference the [How to Report a Claim](#) page for more information on the reporting of accidents.

Please refer to the Baylor [Traffic, Transportation, and Parking Policy \(sec. 2.5\)](#) to learn more on how to report an accident.

BUPD personnel involved in a traffic accident while operating a University owned vehicle should file an internal police incident report with BUPD for review.

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## **Area of Operation**

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Baylor University purchases insurance coverage for vehicles driven inside and outside of the United States. Please refer to the [Driving Policy](#) and [Vehicle Insurance Resource Page](#) to learn more on areas of operation.

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## **Violations**

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Violations of the Fleet Policy may result in disciplinary action up to and including dismissal from Baylor University.

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## **Review**

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This Policy is maintained by University Risk Services. The University will review this policy periodically to capture evolving requirements and opportunities for enhancement.