

FLEET MANAGEMENT FAQ

DRIVING FOR BAYLOR

- Complete the Authorization to Obtain Information for Driving and Motor Vehicle Reports at <https://www.baylor.edu/risk/doc.php/17228.pdf> (Allow ample time for processing and applicant to complete all required driver trainings)
- 2 years of driving history is required per Baylor policy
- ALL required training(s) must be completed and the receipt of approval email **prior** to driving on behalf of Baylor
- Driver Authorization must be renewed every 3 years. Visit [Driving for Baylor](#) to learn more.

AUTOMOBILE ACCIDENTS

- If you are involved in an automobile accident while driving a Baylor owned, leased, or rented vehicle, an [Incident Report Form](#) must be submitted
- In the event a rental vehicle sustains damage, notice is required to be provided to rental company
- Police reports and photos should be emailed to the Insurance Program Manager at risk@baylor.edu or upload the documents when reporting the accident

FLEET PURCHASING AND DISPOSAL

- Procurement Services is responsible for the acquisition of all University fleet. Please refer to the [Vehicle Purchase Form](#) to learn more on the purchasing of fleet.
- Please refer to the [Disposal of University Property Policy](#) to learn more regarding the disposal of fleet.

RENTAL, LEASING AND LOANING OF FLEET

- Any rental, leasing or loaning of fleet should be approved by the vehicle custodian
- Rental and leasing agreements should specify the terms and conditions of the contract
- Departments must maintain a current signed copy on file
- Please refer to the [Vehicle Rental Information Sheet](#) to learn more.

GOLF AND UTILITY VEHICLES

- All golf cart and UTV operators must be approved Drivers
- 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.
- Please refer to the [Golf Cart and UTV Safety Operations Guide](#) to learn more about safety and storage requirements.

INSURANCE

- Baylor University purchases insurance coverage for vehicles driven inside and outside of the United States.
- Please refer to the [Driving for Baylor](#) web page to learn more about the insurance program
- The [Insurance Resource Page](#) offers additional information on areas of operation.