DRIVING FOR BAYLOR

- Please refer to the Fleet Services page to learn more about driving requirements.
- 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.

RENTAL, LEASING AND LOANING OF FLEET

- All 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.

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.
- Police reports and photos should be emailed to the Insurance Program Manager at risk@baylor.edu or upload the documents when reporting the accident.

GOLF AND UTILITY VEHICLES

- You must be an Approved Driver to operate a golf cart or ATV.
- 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.

FLEET PURCHASING AND DISPOSAL

- Procurement and Payment 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.

INSURANCE

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

TITLES AND REGISTRATION

- Please direct all title and registration questions to fleet@baylor.edu.
- Registration renewals, vehicle recalls, and toll notices should be mailed from DMV to the department owner.
- Please refer to https://www.txdmv.gov/ to learn more.

Please contact Reggie Miller, Director of Fleet Services at fleet@baylor.edu or at 245-710-6490 for additional questions.