

FLEET MANAGEMENT FAQ

DRIVING FOR BAYLOR

- Please refer to the [Fleet Services](#) page to learn more about driving requirements.
- ALL required training(s) must be completed and the receipt of approval email **prior** to driving on behalf of Baylor.
- Refer to the [Baylor Driving Policy](#) to learn more about driving on behalf of Baylor University

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.

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.

TITLES AND REGISTRATION

- Please contact fleet@baylor.edu for all questions regarding vehicle title, registration, and plates.
- Registration renewals and address changes can be completed online.
- Please refer to <https://www.txdmv.gov/> to learn more about titles, registration, and plates.

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.

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.

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.

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