### DRIVING FOR BAYLOR

- 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.
- Please refer to the Fleet Management Policy to learn more about driving requirements.

### 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.
- 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.
- 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.
- Refer to Insurance Resource page to learn more about areas of operation.

### GOLF AND UTILITY VEHICLES

- Toll tags can be purchased with a Purchasing Card (P-Card). TxTag, NTTA and HCTRA are all suppliers recognized by the university.
- To learn more refer to the Toll Tags job aid regarding tag management, payments, and invoices.