**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.

**RENTAL, LEASING AND LOANING OF FLEET**

- All rental, leasing or loaning of fleet should be approved by the vehicle custodian.
- Please refer to the Vehicle Rental Information Sheet to learn more.
- All rental and leasing agreements should specify the terms and conditions of the contract.

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

**TITLES AND REGISTRATION**

- Please refer to Tx Department of Motor Vehicles to learn more about titles, registration, and plates for vehicles, golf carts and trailers.
- Refer to the Boat Title, Registration & ID to learn more about Texas Department of Wildlife requirements.

**TOLL TAG PURCHASING AND PAYMENTS**

- 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 Tag job aid regarding tag management, payments, and invoices.