

FLEET@BAYLOR.EDU

FAQ

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 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.

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.

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.

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.

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.