



**Policy Title: Driving on Behalf of Baylor University**

**Policy Number:**

**Date Issued: August 16, 2018**

**Responsible Executive: Senior Director of Risk Management**

**Date Last Revised: January 25, 2023**

**Responsible Office: University Risk Services**

## Driving on Behalf of Baylor University

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### Policy Statement

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Baylor University (“Baylor” or the “University”) vehicles are available for use in furtherance of University business only by personnel who are Approved Drivers under the procedures established in this policy. Baylor expects all Approved Drivers to adhere to the provisions of this policy to promote safe and lawful operation of Baylor vehicles.

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### Reason for the Policy

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A proactive approach to safe driving promotes the protection of individuals who operate vehicles on behalf of the University as well as third parties, compliance with laws, regulations, and insurance requirements and mitigates financial risk to the University.

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### Individuals/Entities Affected by this Policy

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Faculty, Staff, Student Employees, Students, Contractors, Spouses of Employees, Affiliated Third Party Individuals

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### Exclusions

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NONE

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### Related Documents and Forms

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#### Other Documents

[Texas Transportation Code](#)

[Texas Water Safety Act](#)

[Fleet Management Policy](#)

[Purchasing Card Policy](#)

[Travel and Business Expense Policy](#)

[Golf Cart, Utility Cart and All-Terrain Vehicle Safe Operation Guidelines](#)

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## Forms and Tools

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[Risk Services website](#)

[Procurement and Payment Services](#)

[EHS Boating Safety Guidelines](#)

[Insurance Program](#)

[Auto Accident Report Form](#)

[Insurance Card](#)

[Driving Form](#)

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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>University-Sponsored Activity</b>	University-Sponsored Activities are those activities that are consistent with the University's mission and that are approved by the appropriate administrative unit. This includes activities organized or sponsored by the University, may be funded by the University, and using vehicles owned, rented, leased by, or loaned to the University.
<b>University Fleet</b>	Vehicles owned, leased, rented, or loaned by or on behalf of the University by which persons and/or property may be transported. These include some specially equipped vehicles that may not be licensed for road use including, but not limited to, golf carts, utility vehicles, and others.
<b>Approved Driver</b>	An employee, employee's spouse (under restrictions), student, contract employee, or an Affiliated Third-Party Individual who has successfully completed the Approved Driver process and is authorized to operate Baylor University vehicles.
<b>Affiliated Third-Party Individual</b>	An individual engaged in an educational activity/experience with Baylor University faculty or staff under the parameters of an affiliation contract, i.e., a professor from another university engaged in a Sponsored Program Research Agreement or Agency Affiliation Agreement.
<b>Vehicle Operator</b>	The individual authorized to operate a University vehicle
<b>Vehicle Coordinator</b>	The individual who coordinates all vehicle use reports, purchases, transfers, and deletions. The coordinator serves as primary contact with the Director of Fleet.

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## Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Risk Services</b>	Insurance Program Manager	254-710-4586	<a href="https://www.baylor.edu/risk/risk@baylor.edu">https://www.baylor.edu/risk/risk@baylor.edu</a>
<b>Campus Safety</b>	Campus Safety Manager	254-710-2492	<a href="https://www.baylor.edu/risk/risk@baylor.edu">https://www.baylor.edu/risk/risk@baylor.edu</a>
<b>Risk Services</b>	Director of Fleet	254-710-6490	<a href="https://www.baylor.edu/risk/fleet@baylor.edu">https://www.baylor.edu/risk/fleet@baylor.edu</a>

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## 2. Driving on Behalf of Baylor University

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## Responsibilities

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<b>Risk Services – Insurance Program Manager</b>	Responsible for ensuring the policy remains current and for managing the application of the policy. Responsible for processing driving records and approving drivers. Responsible for managing and investigating claims.
<b>Director of Fleet</b>	Responsible for managing fleet.
<b>Environmental Health and Safety</b>	Responsible for assigning computer-based training for boaters. Responsible for ensuring State of Texas DOT requirements are met and documentation retained for CDL drivers.
<b>Department or Division that owns, leases, or rents a vehicle on behalf of Baylor</b>	Responsible for ensuring all drivers are Approved Drivers.

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## Principles

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Baylor University is committed to the safety of all drivers who operate a vehicle while on University business. The purpose of this policy is to establish procedures by which a Baylor employee, employee's spouse (under restrictions), student, contract employee, or Affiliated Third-Party Individual may become an Approved Driver of University vehicles and to provide general information and guidance concerning the use of vehicles owned, leased, or rented by the University. This policy promotes a proactive approach to safe driving practices and combines the various vehicle safety practices and procedures into a comprehensive standard with the goal of protecting individuals who operate vehicles on behalf of the University.

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## Use of Personal Vehicles

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This policy does not apply to the use of personal vehicles. It is the obligation of the owner of such vehicle to carry auto liability insurance. Frequent use of personal vehicles for business is discouraged since no reimbursement will be made for accident-related repairs, whether the costs result from the individual's own acts or acts of others. Baylor students and student groups are strongly encouraged to use University owned/chartered/leased vehicles for University-related activities. Any individual who drives a personal vehicle to an activity assumes all responsibility for his/her personal safety and that of any passengers.

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## Driving Baylor Owned/Leased/Chartered Vehicles

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Use of a University vehicle is restricted to University-related activities only. Approved Drivers are required to familiarize themselves with all polices governing their duties and

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functions as vehicle operators. Violations of this policy may result in suspension of University vehicle driving privileges for an appropriate period of time. In addition, the operator may be subject to University disciplinary procedures. In the event of a campus closure, University vehicles cannot be driven unless the employee is designated an essential employee and is driving in the course and scope of their essential job duties.

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## Approved Drivers

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A person must be designated as an Approved Driver by University Risk Services **prior to** driving on behalf of the University by following the procedures outlined below.

A. Who May Apply to be an Approved Driver:

1. University Faculty/Staff

Full-time and part-time staff or faculty members as defined by University policies.

2. Students/Student Employees

- a. A recognized student organization member, including a member of club sport teams administered through Campus Recreation, that has obtained prior approval for travel in furtherance of educational or group objectives.
- b. A recognized athletic team that has obtained approval for travel in furtherance of educational or team objectives.
- c. A student or group of students traveling in furtherance of educational objectives as established by a professional of record or designee from Baylor University.
- d. A student employed by the University in a position that requires driving.

3. Contract Services Employees

Employees of a contractor currently under contract to perform services on behalf of the University may be an Approved Driver of University vehicles but must meet all qualifications of an Approved Driver as defined in this policy.

4. Eligible Family Members and Affiliated Third Party Individuals

A faculty or staff member's spouse or an Affiliated Third-Party Individual may be eligible to drive a University vehicle, contingent upon a satisfactory review of such individual's driving record. No other family member or other person shall be eligible to drive a University vehicle. **Only the current Baylor faculty or staff member or Affiliated Third-Party Individual is allowed to transport students.**

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## B. An Approved Driver Must

1. Be at least 18 years old
2. Have an acceptable past driving record over the last two years:
  - a. All drivers must initially meet and continue to meet the driver performance standards as determined by Baylor, including maintenance of a satisfactory driving record during the affiliation with Baylor either as faculty, staff, student, contract employee, or Affiliated Third-Party Individual
  - b. Have had no violations for driving under the influence of alcohol or drugs in the past two years.
  - c. Have had no speeding tickets which indicated a rate of speed greater than 25 mph over the speed limit in the past two years.
  - d. Have no serious violations such as negligent homicide, manslaughter, hit and run, or felony use of vehicle in the past two years.
3. Possess a valid operator's license of the type required by the vehicle used and issued by a state, commonwealth, territory, or possession of the United States; international licenses require a two-year English translation driving record from the country where the license is held that must be provided to University Risk Services for review.
4. Comply with all applicable license restrictions
5. Consent to Motor Vehicle Record checks
6. Be insurable under Baylor's motor vehicle liability insurance policy

## C. Procedure to become an Approved Driver

1. Current Employees - Complete the [Authorization to Obtain Information for Driving and Motor Vehicle Reports](#) form and upload on the [Driving for Baylor](#) website. A two-year driving history is required. All license numbers and states in which a license has been held in the preceding 24 months must be provided.
  - a. Prospective Approved Drivers will be sent the initial required training.
  - b. After completion of the required training, University Risk Services shall perform a motor vehicle record check.
  - c. The driving record will be evaluated to ensure it meets the requirements as stated in Paragraph B of this policy.
  - d. Notification of driver eligibility will be sent to the driver and the department head via email from University Risk Services.
  - e. Approved Driver's name will be added to the Approved Driver List which is updated on the Insurance Program [website](#).

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f. Driver authorization must be renewed every three years. Fleet Coordinators are responsible for ensuring drivers remain on the Approved Driver List.

2. Prospective Employees - Departments should work with Human Resources to identify positions where driving a vehicle is required and include language regarding required driving in the job description. For these positions, the candidate's MVR must be screened by Human Resources and/or University Risk Services prior to offering the position.

#### D. Responsibilities of an Approved Driver

1. Always keep a copy of Baylor's insurance card in the vehicle.
2. Have a valid driver's license in your possession.
3. Use University vehicles for authorized use only.
4. Do not allow any unauthorized person to drive the vehicle.
5. Use seat belts, safety devices, or other available occupant restraints and require all occupants also to use occupant restraints in accordance with state law. Do not operate the vehicle unless all occupants are wearing the appropriate restraints or safety devices.
6. Operate the vehicle in accordance with University regulations and know and observe all applicable traffic laws, ordinances, and regulations.
7. Driver will assume responsibility for all fines or traffic violations associated with his/her use of a University vehicle or privately-owned vehicle on University business. If the fine or traffic violation is due to equipment failure on a Baylor-owned vehicle, reimbursement to the driver and the cost of repair of the vehicle will be made from the funds of the department owning the vehicle.
8. Always use safe driving principles and techniques while operating University vehicles.
9. Do not drive under the influence of drugs (including physician prescription drugs), alcohol, or other consciousness altering substances that **impair driving ability or cause drowsiness**.
10. Driver must report any moving violation or crash to department head and send notification to University Risk Services at [Risk@Baylor.edu](mailto:Risk@Baylor.edu) within 24 hours of the accident and/or receiving citation.
11. Do not transport unauthorized passengers including, but not limited to, hitchhikers or strangers.

#### 6. Driving on Behalf of Baylor University

12. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended. Secure all personal belongings and University equipment. Baylor University is not responsible for the loss or theft of personal belongings.
13. Do not drive the vehicle at speeds that are inappropriate for the type of vehicle or the road conditions.
14. Do not drive the vehicle "off road" unless it is appropriate and necessary for that use.
15. Inspect the vehicle for safety concerns prior to use, including checking tires, lights, and other safety equipment for observable defects. Report any defects to the appropriate dean, director, vice president, or their designee to determine if the vehicle is safe to operate.
16. Drivers must not drive when driving conditions are hazardous including, but not limited to, fog, heavy rain, snow, or icy conditions.
17. The use of cell phones while operating a University vehicle is prohibited unless in conjunction with hands-free technology.
18. University owned/leased/rented trailers cannot be pulled by personal vehicles.

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### **Transporting an Injured Person**

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- A. Transporting sick or injured persons (faculty, staff, student, or visitor) in a personal vehicle is strongly discouraged.
- B. Serious or life-threatening medical conditions require ambulance transport.
- C. Options for transporting persons with non-life-threatening conditions include by preference:
  1. Family or friends,
  2. Ride services such as Lyft or Uber,
  3. Baylor-owned vehicles or
  4. Transporting by personal vehicle. (Should only be used when other options are not available).
- D. If a Baylor-owned or personal vehicle is used, a second staff member should accompany the driver (when possible) to help.

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## **Commercial Driver's License (CDL) Drivers**

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- A. To operate a Commercial Motor Vehicle (CMV) for Baylor:
  - 1. Complete the University's Approved Driver process.
  - 2. Contact Environmental Health and Safety (EHS) for additional requirements.

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## **Twelve Passenger Vans**

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- A. More than one Approved Driver must be used if traveling further than 350 miles one way or if the trip is expected to extend later than 2:00 a.m. or overnight. Any trip further than 350 miles or overnight travel requires completion of a journey management plan.
- B. The Approved Driver may not be a participant in the academic or athletic event if it is a competition.
- C. Rental or lease of 15 passenger vans is not permitted.
- D. Twelve passenger vans shall be loaded with no more than nine travelers (including the Approved Driver) and equipment.
- E. Driving for a period of time exceeding four hours will require a 15-minute break or a change of drivers. There will be no more than eight hours of driving in a 24-hour period per driver.
- F. Equipment, supplies, materials, etc. should not be loaded to a height above the rear seats of vans.
- G. There shall be no equipment loaded on the top (roof) of vans.
- H. Trailer use is discouraged. If trailer use is necessary, the van shall be equipped with appropriate mirrors, trailer hitch, and braking system to match the type of trailer and load being pulled. Trailer use while a vehicle is fully loaded with passengers is discouraged.
- I. To reduce driver distractions, the front seat passenger should be designated to assist the driver by reading maps and caring for passenger needs (radio, cell phone, etc.).



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## **Golf and Utility Vehicles**

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### A. Operation

1. All operators of golf and utility vehicles are required to have a valid driver's license and be on the Approved Driver List.
2. In the event of an accident involving a golf or utility vehicle, the reporting procedures described above in How to Report an Accident are to be followed, including the submittal of an Accident Report to University Risk Services. The operator must also report the accident to the Baylor Police Department.
3. Golf and utility vehicles shall observe all vehicle traffic laws (e.g., stop at stop signs, yield to pedestrians, etc.).
4. Drivers must always use proper hand signals when indicating turns or stopping.
5. Vehicles shall not be operated in a manner that may endanger passengers, other members of the campus community, or property (e.g., no driving on landscape, bumping into bollards, etc.).
6. The number of passengers and load capacity shall not exceed the manufacturer's rated limit.
7. Operators must not exceed the speed limit as set by the Baylor Police Department.
8. Vehicles, where possible, should be parked on hard covered surfaces and must not block any entrances to buildings, stairways, ramps, or thoroughfares. Baylor Parking Services enforces the appropriate and safe operation and parking of golf and utility vehicles and may issue tickets accordingly.
9. Operators must reduce speed to match other users on all streets, sidewalks, and paths. In crowded pedestrian areas, operators must either park or proceed at a slow walking pace.
10. Operators may not wear headsets, earphones, or earbuds while operating golf or utility vehicles.
11. Personally owned golf or utility vehicles are prohibited from operating on University property without permission from University Risk Services. Special consideration will be given for Americans with Disabilities Act accommodations.

### 9. Driving on Behalf of Baylor University

12. All occupants in the vehicle shall keep hands, arms, legs, and feet within the confines of the vehicle at all times when the vehicle is in motion (the only exception will be to signal turns or stopping).
13. Operators must not drive a vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
14. Departments owning vehicles shall ensure that all individuals in their department operating University vehicles receive a copy of this policy.
15. The use of cell phones or screens while operating a golf or utility type vehicle is prohibited unless in conjunction with hands-free technology.
16. 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. For additional information, please refer to the [Golf Cart, Utility Cart and All-Terrain Vehicle Safe Operation Guidelines](#) to learn more about safety and storage requirements.

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### **Motorized Watercraft**

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- A. Only Approved Drivers will be allowed to operate University owned/leased motorized watercraft. Additionally, only Approved Drivers may transport University owned/leased watercraft using University-owned vehicles.
- B. All operators of motorized watercrafts will need to complete boater safety training prior to utilization. Personnel seeking to use Baylor's watercrafts should contact the Environmental Health and Safety (EHS) Campus Safety Manager to complete the required boater safety training. For more information, please reference the [EHS Boating Safety Guidelines](#) for motorized watercrafts.

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### **How to Report an Accident**

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- A. The Vehicle Operator must remain calm and be cooperative and non-argumentative throughout the process.
- B. The Vehicle Operator shall not express any comments or conclusions as to fault, nor should the driver make any statements regarding Baylor's or the driver's potential liability as a result of the accident.
- C. All Vehicle Operators are expected to cooperate fully in responding to requests for information from law enforcement officials.
- D. It is permissible for a Vehicle Operator to state that he/she is driving a Baylor vehicle and that it is insured under a University policy.

- E. Record names, addresses, and phone numbers of all witnesses and occupants of involved vehicles. Record vehicle license plate numbers of the vehicles involved. Additionally, take pictures of the scene and of the vehicles involved.
- F. Exchange insurance information with other involved parties. Include the contact information for University Risk Services along with Baylor's insurance information
- G. In the event a rental vehicle sustains damage as a result of an accident, notice is also required to be provided to the rental company. If possible, a Baylor designated driver should inspect the vehicle for obvious damage prior to turning the vehicle in to the rental company.
- H. Within 24 hours of the accident occurring, complete the [Incident Report Form](#).
- I. If the police respond and complete a report, provide a copy of the report to University Risk Services.
- J. Baylor University's automobile policy has a \$1,000 Comprehensive Coverage Deductible. The department is responsible for the \$1,000 deductible.

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### Area of Operation

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- A. University Fleet may be operated in the contiguous U.S. with prior authorization from the department head.
- B. University Fleet cannot be operated in Mexico.
- C. University Fleet may be operated in Canada with prior approval from the department head.
- D. Baylor University purchases a Foreign Package Policy that provides insurance coverage for vehicles used outside of the United States. This policy provides liability and physical damage coverage for both University-Owned Vehicles and Hired/Non-Owned Vehicles. The foreign business auto liability insurance would be excess over the coverage that is purchased from the rental agency.

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### Removal from the Driver List

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Any Approved Driver may have this designation removed for failure to meet any of the requirements in this policy. **Upon removal from the Approved Driver's list, this person will no longer be allowed to drive on behalf of Baylor University.** Their employment may be subject to termination if their job duties involve driving for Baylor University.

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### Review of Driving Record

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First time driving applicants will have a two-year driving record review conducted by University Risk Services. Driver renewal will occur every three years unless there are changes to the eligible drivers type of authorized vehicles and/or the applicant has more

than four citation points within a 24-month period as reported on the motor vehicle record when originally conducted. Additionally, any item(s) of concern that are noted during the University Risk Services internal annual review will be addressed through retraining and/or suspension of driving privileges.