

SPOTLIGHT ON RISK

SPRING 2023

DOMESTIC TRAVEL WITH STUDENTS

- At least 10 working days prior, complete the online Domestic Travel Form at <https://www.baylor.edu/risk/index.php?id=871838>
- If contacted, travelers may be required to sign release forms prior to start of trip
- **Trips are subject to cancellation if forms are not submitted within the prescribed time requirements**

WORKER'S COMPENSATION

- If you experience a work-related injury, complete the Incident Report Form at <https://www.baylor.edu/risk/index.php?id=961596>
- If you need to seek treatment, find a provider that accepts worker's compensation
- For more information, please visit the website at <https://www.baylor.edu/risk/index.php?id=871835>

DRIVING FOR BAYLOR – RENTAL, LEASE OR BAYLOR OWNED VEHICLE, GOLF CART, BOAT OR UTV

- Complete the Authorization to Obtain Information For Driving and Motor Vehicle Reports at <https://www.baylor.edu/risk/doc.php/17228.pdf> (Allow ample time for processing and applicant to complete all required driver trainings)
- 2 years of driving history is required per Baylor policy
- Must complete ALL required training(s) and receive approval email **prior** to driving on behalf of Baylor
- Driver Authorization must be renewed every 3 years

AUTOMOBILE ACCIDENTS

- If you are involved in an automobile accident while driving a Baylor owned, leased, or rented vehicle, complete the Incident Report Form at <https://www.baylor.edu/risk/index.php?id=961596>
- In the event a rental vehicle sustains damage, notice is required to be provided to rental company
- Email police reports and photos to the Insurance Program Manager at risk@baylor.edu or upload them when reporting the accident

REQUEST A CERTIFICATE OF INSURANCE

- If you need a certificate of insurance, email the Insurance Program Manager at risk@baylor.edu with coverages, limits needed, and certificate holder's name and address along with a copy of the agreement
- If unsure about coverages and limits, email a copy of the agreement to risk@baylor.edu for review

SPECIAL EVENTS FOR DEPARTMENTS AND EXTERNAL GROUPS

- Events hosted by departments or external groups must be registered by completing the Special Event Form at <https://www.baylor.edu/risk/index.php?id=871840>
- If the event involves vendors providing services such as inflatables, tents, generators, etc., a certificate of insurance from the vendor must be uploaded or emailed to risk@baylor.edu

For questions contact the Insurance Program Manager at 254-710-4586 or risk@baylor.edu