

# FLEET@BAYLOR.EDU

## FAQ

### VEHICLE CUSTODIANS

- Vehicle Custodians are responsible for managing Fleet Inventory for their respective areas through their [BaylorCampusOptics](#) login.
- Refer to the [Fleet Management Policy](#) to learn more about program requirements and available resources.

### VEHICLE ACCIDENTS

- If you are involved in a vehicle accident while driving a Baylor owned, leased, or rented vehicle, a [Vehicle Accident Form](#) must be submitted.
- Applicable police reports, photos and other pertinent documents should be uploaded into the incident reporting platform as well.

### FLEET PURCHASING AND DISPOSAL

- [Procurement and Payment Services](#) is responsible for the acquisition of all University fleet. Please refer to the [Vehicle Purchase Page](#) to learn more on the purchasing of fleet.
- Please refer to [Disposal of University Property Policy](#) to learn more regarding the disposal of fleet.

### TITLES AND REGISTRATION

- Vehicle Titles for all inventory is held in the Risk Services office (OBP 97371).
- 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.
- Reference the [Vehicle Rental Information Page](#) to learn more about requirements and resources.
- All rental and leasing agreements should specify the terms and conditions of the contract.

### GOLF CARTS, ATVS, AND GATORS

- Please refer to the [Golf Cart and UTV Safety Operations Guide](#) to learn more about safety and storage requirements
- Refer to the Risk Services [Driving for Baylor](#) page to learn more about becoming an Approved Driver
- **NOTE:** Golf carts and UTVs are restricted to streets and paths on the University campus.

### 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 automobile claims and resources.

### TOLL TAGS

- Toll Tags are an allowable P-Card purchase
- Refer to the procurement [Toll TAG](#) job aid to learn more about purchases or invoice payments
- [NTTA](#) and [HCTRA](#) are both suppliers recognized by the university, where purchases and invoices can be managed online.