

Texas A&M AgriLife Research Procedures

24.01.01.A0.02 | Motor Vehicle Accident Reports

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Revised: November 13, 2010

July 25, 2014

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PROCEDURE STATEMENT

The Texas A&M University System (System) covers system vehicles under a system-wide self-insurance plan. Texas A&M AgriLife Research (AgriLife Research) employees are responsible for reporting vehicle accidents within 24 hours.

REASON FOR PROCEDURE

This procedure provides guidance to units and all vehicle operators in the event of a vehicle accident involving a AgriLife Research or state-owned vehicle. Reports will also be filed for accidents involving AgriLife Research employees performing official duties while driving vehicles not owned by AgriLife Research.

PROCEDURES AND RESPONSIBILITIES

- 1.0 The *Vehicle Accident Reporting Brochure* for AgriLife Research provides detailed instructions on the appropriate actions to be taken following a motor vehicle accident. Brochures and forms are available on the agency website at: <http://agrilifeas.tamu.edu/fiscal/fleet/>.
- 2.0 Units will ensure that a copy of the following are maintained and kept in each vehicle:
 - A. Vehicle Accident Procedures Brochure
 - B. System Motor Vehicle Accident Report (System Form 9)
 - C. Texas Department of Transportation Driver's Crash Report (Form CR-2)

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 24.01](#), *Risk Management*

[System Regulation 24.01.01](#), *Supplemental Risk Management Standards*

[System Regulation 33.99.14](#), *Criminal History Report Information—Employees and Applicants*

CONTACT OFFICE

For questions concerning this procedure, contact AgriLife Fleet Management at 979-845-6805, or the Chief Financial Officers at 979-845-7879.