

Texas A&M Veterinary Medical Diagnostic Lab Procedures

24.01.01.V0.03 | Driver Requirements for the Use of Texas A&M Veterinary Medical Diagnostic Laboratory Vehicles

Approved: October 28, 2011

Revised: July 19, 2016

Next Scheduled Review: July 19, 2021



PROCEDURE STATEMENT

The Texas A&M University System (A&M System) operates a System-wide self-insured plan for vehicles. Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) is required to pay the first \$1,000 of any claim against it where the operator of a System or TVMDL vehicle is determined to be at fault.

REASON FOR PROCEDURE

This procedure provides guidelines to help reduce risk of loss and associated costs of operating state-owned vehicles.

PROCEDURES AND RESPONSIBILITIES

1.0 DRIVER'S LICENSE AND VEHICLE OPERATION

1.1 In accordance with A&M System guidelines, drivers of A&M System or TVMDL vehicles must be at least 18 years of age, and if operating a state-owned vehicle on public roads or highways, must:

A. Possess or obtain the appropriate classified driver's or commercial driver's license.

To drive a commercial motor vehicle, the person must have, in their immediate possession, a valid Commercial Driver's License appropriate for the class of vehicle being driven. Employees whose duties require the operation of the TVMDL vehicles as part of the conditions for employment with TVMDL, must obtain the required license. This can be a State of Texas license or a valid license issued by another state. Payment for such licenses cannot be made from state appropriated or other public funds, and is the responsibility of the individual.

B. Have obtained permission from the proper supervisor to operate the vehicle.

C. Drive with maximum safety and observe all current traffic regulations.

D. Be instructed to drive in a safe manner, and obey all traffic regulations.

E. Report all vehicle accidents to supervisors.

2.0 USE OF VEHICLES BY NON-EMPLOYEES

2.1 Under the A&M System-wide self-insured plan, non-employees are not authorized to operate A&M System or TVMDL vehicles. Exceptions may be allowed only if the non-employee operating the vehicle is covered for liability for the operation of the vehicle by another governmental agency or private employer, in which case that entity may assume responsibility.

2.2 If it is deemed necessary for a non-employee to operate a motor vehicle to carry out the mission of the agency, units should consider state car rental contracts.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

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

CONTACT OFFICE

Questions concerning this procedure may be directed to the Fleet Manager at 979-845-3414.