24.01.01.V1.02  Motor Vehicle Accident Reports

Supplements System Policy 24.01 and System Regulation 24.01.01

1.00 GENERAL

1.01 The Texas A&M University System covers System vehicles under a System wide self-insurance plan. Employees are responsible for reporting vehicle accidents within 24 hours.

2.00 EMPLOYEE RESPONSIBILITIES

2.01 The TVMDL Vehicle Accident Actions document (TVMDLS-EHS-A0001) provides detailed instructions on the appropriate actions to be taken following a motor vehicle accident. The document is available on the U:/ drive.

3.00 UNIT RESPONSIBILITIES

3.01 Units will ensure that a copy of the following are maintained and kept in each vehicle:

   3.01.01 TVMDL Vehicle Accident Actions (TVMDLS-EHS-A0001)
   3.01.02 System Motor Vehicle Accident Report (System Form 9)
   3.01.03 Texas Department of Transportation Driver’s Crash Report (Form CR-2)

Questions concerning this procedure should be referred to the Fleet Manager at 979-845-3414.

Approved 10/28/2011
Next review: Oct. 2013