Texas A&M AgriLife Extension Service Procedures

24.01.01.X0.02 │ Motor Vehicle Accident Reports

Reviewed: September 21, 2021

Next Scheduled Review: September 21, 2026

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PROCEDURE SUMMARY

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

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

PROCEDURES AND RESPONSIBILITIES

1.0   The *Vehicle Accident Reporting Brochure* for AgriLife Extension provides detailed instructions on the appropriate actions to be taken following a motor vehicle accident. Brochures and forms are available online at *Fiscal: Fleet Management*.

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

    A.   A&M System Auto Plan Certificate

    B.   Financial Responsibility for State Vehicles Letter from the Attorney General of Texas

    C.   A&M System Motor Vehicle Accident Report Form

    D.   AgriLife Motor Vehicle Accident Reporting Guide

RELATED STATUTES, POLICIES, OR REQUIREMENTS

A&M System Policy 24.01, *Risk Management*

A&M System Regulation 24.01.01, *Health and Safety*

A&M System Regulation 33.99.14, *Criminal History Report Information – Employees and Applicants*

CONTACT OFFICE

Questions concerning this procedure should be referred to AgriLife Property and Fleet Management Office at 979-314-0951 , or the Chief Financial Officer at 979-845-7879.

REVISION HISTORY

Approved: September 5, 2000
Revised: November 13, 2010
                July 25, 2014
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