

Texas A&M AgriLife Research Procedures

24.01.01.A0.02 | 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 (A&M System) covers A&M System vehicles under a A&M System-wide self-insurance plan. Texas A&M AgriLife Research (AgriLife Research) 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 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 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
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