

Texas A&M Veterinary Medical Diagnostic Lab Procedures

24.01.01.V0.02 | Motor Vehicle Accident Reports

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) covers system vehicles under a system-wide self-insurance plan. Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) 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 TVMDL or state-owned vehicle. Reports will also be filed for accidents involving TVMDL employees performing official duties while driving vehicles not owned by TVMDL.

PROCEDURES AND RESPONSIBILITIES

- 1.0 The *TVMDL Vehicle Accident Actions* document (Qualtrax #1828) provides detailed instructions on the appropriate actions to be taken following a motor vehicle accident. The document is available in Qualtrax.
- 2.0 Units will ensure that a copy of the following are maintained and kept in each vehicle:
 - A. *TVMDL Vehicle Accident Actions* document (#1828);
 - B. System Motor Vehicle Accident Report (A&M System Form 9); and
 - C. Texas Department of Transportation Driver's Crash Report (Form CR-2)

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

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

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

CONTACT OFFICE

For questions concerning this procedure, contact the Fleet Manager at 979-845-3414.