

# Texas A&M Veterinary Medical Diagnostic Lab Procedures

## 24.01.01.V0.02 | Motor Vehicle Accident Reports

Reviewed: September 21, 2021

Next Scheduled Review: September 21, 2026



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### PROCEDURE SUMMARY

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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 Veterinary Medical Diagnostic Laboratory (TVMDL) 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 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.

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### PROCEDURES AND RESPONSIBILITIES

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- 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. A&M System Motor Vehicle Accident Report (A&M System Form 9)
  - C. Texas Department of Transportation Driver's Crash Report (Form CR-2)

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### RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[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](#)

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### CONTACT OFFICE

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

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### REVISION HISTORY

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Approved: October 28, 2011  
Revised: July 19, 2016  
Reviewed: September 21, 2021

Next Scheduled Review: September 21, 2026