

## Texas A&M AgriLife Extension Service Procedures

### 24.01.01.X0.02 | Motor Vehicle Accident Reports

Reviewed: August 1, 2017

Next Scheduled Review: August 1, 2022

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#### **PROCEDURE STATEMENT**

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

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#### **REASON FOR PROCEDURE**

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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.

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#### **PROCEDURES AND RESPONSIBILITIES**

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- 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 on the agency Web site at: <http://agrilifeas.tamu.edu/fiscal/fleet/>.
- 2.0 Units will ensure that a copy of the following are maintained and kept in each vehicle:
  - A. Vehicle Accident Procedures Brochure
  - B. System Motor Vehicle Accident Report (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](#), *Supplemental Risk Management Programs*

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

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#### **CONTACT OFFICE**

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For questions concerning this procedure, contact the AgriLife Office of Property and Fleet Management at 979-845-4791, or the Chief Financial Officer at 979-845-7879.

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**REVISION HISTORY**

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*Approved: September 5, 2000*

*Revised: November 13, 2010*

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