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
   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

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Next Scheduled Review: September 21, 2026