

## Texas A&M AgriLife Extension Service Procedures

### 24.01.01.X0.03 | Driver Requirements for the Use of Texas A&M AgriLife Extension Service Vehicles



*Revised: August 1, 2017*

*Next Scheduled Review: August 1, 2022*

[Click to View Revision History](#)

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#### **PROCEDURE STATEMENT**

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The Texas A&M University System (A&M System) operates an A&M System–wide self–insured plan for vehicles. Texas A&M AgriLife Extension Service (AgriLife Extension) is required to pay the first \$1,000 of any claim against it where the operator of a A&M System or AgriLife Extension vehicle is determined to be at fault. Any such claim may be the responsibility of the unit whose inventory contains the vehicle.

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#### **REASON FOR PROCEDURE**

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This procedure provides guidelines to help reduce risk of loss and associated costs of operating state–owned vehicles.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 DRIVER'S LICENSE AND VEHICLE OPERATION

1.1 In accordance with A&M System guidelines, drivers of A&M System or AgriLife Extension vehicles must be at least 18 years of age, and if operating a state–owned vehicle on public roads or highways, must:

A. Possess or obtain the appropriate classified driver's or commercial driver's license.

To drive a commercial motor vehicle, the person must have, in their immediate possession, a valid Commercial Driver's License appropriate for the class of vehicle being driven. Employees whose duties require the operation of AgriLife Extension vehicles as part of the conditions for employment with AgriLife Extension, must obtain the required license. This can be a State of Texas license or a valid license issued by another state. Payment for such licenses cannot be made from state appropriated or other public funds, and is the responsibility of the individual.

B. Have obtained permission from the proper supervisor to operate the vehicle.

C. Drive with maximum safety and observe all current traffic regulations.

D. Vehicle accidents should be reported to supervisors.

##### 2.0 USE OF VEHICLE BY NON–EMPLOYEES

2.1 Under the A&M System–wide self–insured plan, non–employees are not authorized to operate AgriLife Extension Vehicles. Exceptions may be allowed only if the non–employee operating the vehicle is covered for liability for the operation of the vehicle by another governmental agency or private employer, in which case that entity may assume responsibility.

2.2 If it is deemed necessary for a non–employee to operate a motor vehicle to carry out the mission of the agency, units should consider state car rental contracts.

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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 Standards*

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**CONTACT OFFICE**

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Questions concerning this procedure may be directed to the AgriLife Office of Property and Fleet Management at 979-845-4791.

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**REVISION HISTORY**

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*Approved: October 10, 2002*

*Revised: May 23, 2003*

*Revised: April 29, 2009*

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*Revised: July 25, 2012*

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