



April 22, 2021

**TO:** Texas A&M AgriLife Employees

**SUBJECT:** Business/Personal Use of State Vehicles

The purpose of this message is to address the issues surrounding the practice as it relates to auto liability coverage and damage to state vehicles.

It is important to note under state statute, the System Auto Plan can only provide auto liability coverage when an employee, while in course and scope of employment, is operating a motorized vehicle and causes property damage and/or bodily injury due to their negligent use of the state vehicle. If an employee, while using a state vehicle, uses that vehicle for personal errands or stops (depending on specific facts of the use or stop), that use will be considered personal and would not be covered under the System Auto Plan.

If a vehicle is taken home overnight for business trips, the vehicle should not be used for personal use and parked overnight and operated the following day for business use only. Please reference Item #3 of System Policy 33.04 Use of System Resources. It is attached and states:

*SYSTEM VEHICLES*

*No system employee shall use any vehicle owned by the system for any purpose other than official business of the system. Employees may not use such vehicles in connection with any political campaign or for any personal or recreational activity including transportation to and from work on a daily basis; however, a vehicle may be driven to an employee's home and retained overnight on specific occasions when doing so allows the employee to effect significant time or cost savings or meet a specific out-of-town appointment to conduct system business.*

If a member institution has purchased comprehension/collision coverage through the System Auto Plan and one of their vehicles is damaged while operated for personal use by an employee, the System Auto Plan is unable to pay for damage to the vehicle as the damage did not occur while being used for the purposes of the state.

Should you have any questions, please contact Jared Kotch, Property & Fleet Management Manager, at [Jared.Kotch@ag.tamu.edu](mailto:Jared.Kotch@ag.tamu.edu) or 979-314-0951.

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