



August 29, 2018

TO: Texas A&M AgriLife Unit Heads and Business Administrators

SUBJECT: Motor Vehicle Accident Reporting Guide

In follow-up to a recent audit, Texas A&M AgriLife Property and Fleet Management has updated the Motor Vehicle Accident Reporting Guide for AgriLife Research and Extension. The guide can be accessed on the [AgriLife Fleet Management website](#).

A copy of this guide, as well as copies of The Texas A&M University System (A&M System) Auto Plan Certificate, Financial Responsibility for State Vehicles Letter from the Attorney General of Texas, and Motor Vehicle Accident Report Form, **must be kept in your vehicle (Texas A&M AgriLife–owned vehicles, rental vehicles, or personal vehicles being used to conduct TAMU System business) or vehicle packet at all times.**

All of these documents can be found on the [Forms](#) page of the AgriLife Fleet Management website.

Should you have any questions, please contact Jared Kotch, Manager of Property and Fleet Management, at Jared.Kotch@ag.tamu.edu or 979-845-4791.