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.