



June 18, 2019

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

SUBJECT: Motor Vehicle Accident Reporting Guide

As a friendly reminder, 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.**

Also, please remember that all accidents are to be reported to the Property & Fleet Management office within 24 hours of occurring, and a completed Motor Vehicle Accident Report, along with any pictures or additional documents, are to be submitted within 48 hours of the accident occurring. All of these items can be emailed to accidents@ag.tamu.edu.

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.