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](https://www.agrilife.org/fleetmanagement/).

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](https://www.agrilife.org/fleetmanagement/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.