

Note: Keep a copy of this guide, a copy of The Texas A&M University System (A&M System) Auto Plan Certificate, a copy of the Financial Responsibility for State Vehicles Letter from the Attorney General of Texas, and a copy of the Motor Vehicle Accident Report Form 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.



If you are involved in a motor vehicle accident:

- 1. Stop At Once!** Take necessary steps to prevent another accident. Check for personal injuries and send for an ambulance, doctor, or emergency medical team if needed. Do not leave the scene, ask assistance of a bystander.
- 2. Protect the Scene.** Do not move vehicles unless told to do so by local law enforcement authorities, or if leaving your vehicle in its location would subject you or others to greater harm. Notify the Texas Department of Public Safety or local law enforcement authorities so an official report can document the accident. Record names of responding law enforcement officers. Make arrangements to obtain a copy of the report.
- 3. Do Not Argue.** Make no statements—oral or written—as to WHO was at fault, since any admission may impair our ability to defend a case of questionable legal liability. Fault or liability will be decided by appropriate legal authority. While your signature is required, if a traffic citation is issued to you, your signature does not constitute an admission of guilt.
- 4. Most importantly, record names and addresses** of all witnesses and occupants of involved vehicles, each vehicle license plate number, and take 3 to 4 digital photos, if possible, of each vehicle involved.
- 5.** While at the scene of the accident, secure information needed to complete the A&M System Form #9, **Motor Vehicle Accident Report**, located in the vehicle packet or [here](#). An accident report must be completed and submitted if you are driving an AgriLife–owned vehicle, rental car, or your personal vehicle if you are conducting A&M System business.
- 6. Exchange insurance information** with other involved parties. Include the contact information for the A&M System Risk Management along with the A&M System Auto Plan information. If hostility is indicated by other parties on the scene, do not attempt to communicate with them. Move a safe distance away to a safe location, and wait for law enforcement authorities to arrive.
- 7.** If the vehicle is inoperable and within the Bryan/College Station area, call the TAMU Transportation Center at 979-845-5846 for wrecker service. If outside the local area, have the vehicle towed to the

578 John Kimbrough Blvd.; 2147 TAMU
College Station, TX 77843-2147

Tel. 979-845-4791 | Fax. 979-845-6613 | <https://agrilifeas.tamu.edu/fiscal/fleet/>

nearest dealer of the make of the vehicle involved. In the event more than one AgriLife vehicle is involved and both are inoperable, they should be towed to the same location.

8. Remove and secure credit cards, log book, keys, and all property which may be easily stolen. Secure the vehicle by locking. Deposit the keys with the shop manager of the dealership or garage.
9. Immediately report the accident to the appropriate Administrator or Unit Supervisor. You must notify AgriLife Property & Fleet Management via phone at 979-845-4791 or 979-845-6472, or via email at accidents@ag.tamu.edu **within 24 hours** of the accident occurring and for any assistance you may need in completing your Motor Vehicle Accident Report. In making your report:
 - report on the extent of personal injuries to AgriLife personnel and/or others;
 - provide information on the location of the injured (name, address, and phone number of hospital);
 - give the extent of damage to vehicle(s);
 - if the AgriLife vehicle(s) is/are inoperable, state location of the vehicle(s) and property; and
 - communicate your intentions to continue or return to your headquarters.
10. Drivers of state-owned vehicles that are involved in a motor vehicle accident **will call 911 to report the accident** so that a local law enforcement officer will respond to the scene and prepare an accident report. This report is important to help protect the AgriLife agencies in any resulting injury and damage claims.
11. When an AgriLife employee is injured in a motor vehicle accident, the Worker's Compensation Insurance Form ([DWC Form-001](#)) must be filled out and submitted to the AgriLife Risk & Compliance Office by scanning the form into the **Work in Progress – WCI** folder in Laserfiche.
12. Complete and submit **ALL** required written reports and photos to AgriLife Property & Fleet Management via email at accidents@ag.tamu.edu or fax at (979) 845-6613, **within 24 hours of the accident occurring**. The reports will be reviewed and forwarded on to the A&M System Office of Risk Management.

Texas A&M AgriLife Administrative Services
Property and Fleet Management
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