August 25, 2005

FISCAL MEMORANDUM 05-08

TO: TTI Employees

SUBJECT: Official Vehicles – Accident Reporting and Insurance Information

The following vehicle insurance and accident reporting procedures are being provided to you for your information.

1. All TTI and TAMU vehicles are covered under the Texas A&M University System fleet liability policy. This policy provides combined liability for each accident. There is no collision or comprehensive coverage.

2. Although state employees (driving state vehicles in the course of their employment) are not required to provide proof of liability insurance coverage, we attempt to keep an insurance identification card in each vehicle’s log book.

3. If a TTI or TAMU vehicle is involved in an accident, the following procedures should be followed as per the TAMU System Fleet Comprehensive Compliance Plan.
   a. Notify the police immediately. Let them know that you are a state employee and the accident involves a state vehicle. Some police departments do not send out officers if there are no injuries and vehicles can be moved without assistance. If the police department does not visit the scene, follow up with the department to prepare a report as soon as possible.
   b. Take necessary steps to prevent another accident.
   c. Call emergency medical services (911) if necessary. Render aid to the injured until help arrives.
   d. DO NOT ADMIT FAULT (oral or written).
   e. Write down names, addresses and license numbers of persons involved and of witnesses.
f. Complete the motor vehicle accident report (located in the vehicle’s log book or glove compartment) and forward the report (and related police report) to the TTI Business Office.

g. Notify your department and the TTI Business Office (979-845-1715). If it is a TAMU vehicle, notify the TAMU Transportation Center (979-845-5846) as well.

h. Complete the First Report of Injury form (located in the vehicle’s log book or glove compartment) and forward the report to the TTI Human Resources Office.

i. If the vehicle is towed, remove and secure all property from the vehicle including keys, logbook and fuel cards.

j. All accidents within the state of Texas that involve injury or death of any person or damage of property exceeding $500 must be reported to the Texas Department of Public Safety within ten days of the accident.

4. If an employee decides to use their personal vehicle for official business, please be aware that the State Fleet Management Mileage Reimbursement Rate factors in costs associated with vehicle insurance, wear and tear, fuels, oils and lubricants.

   In the event of an accident, your personal vehicle insurance policy will be pursued. Please be certain to confirm with your insurance company that use of your personal vehicle for official business is allowed on your policy.

   Please distribute this information to all potential drivers within your division/program/center. If you have any questions, please contact Glenda Evans, TTI Business Office, at 979-845-1716.

   
   
   Don Bugh
   Executive Associate Director