1. **Overview**
2. The purpose of this guideline is to define the responsibilities and process for when Texas A&M Forest Service employees receive a fine for traffic violation while operating an agency vehicle.
3. **Responsibilities and Process**
4. Employees are responsible for payment of any fine for traffic violation incurred while operating an agency vehicle.
5. If the agency receives a fine for a traffic violation in the mail (e.g., red light, work zone or speeding surveillance camera), the agency will determine the driver of the vehicle and will contact them directly for payment.
6. The Associate Director for Finance and Administration may approve an agency payment of a fine for a traffic violation if the driver/employee can prove an extenuating circumstance.

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