

## **Appendix 1a What You Should Do if You Have an Auto Accident in a Rental Vehicle**

\*COLLECT THE NECESSARY INFORMATION FROM ANY 3<sup>RD</sup> PARTY INVOLVED TO FILL IN THE BLANKS BELOW, IF APPLICABLE.

### **IMPORTANT CONTACTS**

#### **POLICE**

- Call the police (911) if someone was injured or if the damage to any vehicle involved is extensive
- Call the police (911) if your vehicle was stolen
- Call the police (911) if you need their help

#### **ENTERPRISE/NATIONAL CAR RENTAL**

- Call the branch from which you rented the vehicle to report the incident. Provide them with the applicable 3<sup>rd</sup> party information you collected below.

#### **WVU MEDICAL MANAGEMENT**

- Contact Medical Management to report any injuries (304-293-5700 x 8).

#### **SUPERVISOR**

- Call your supervisor to report the incident first working day after the incident.

#### **WVU RISK MANAGEMENT**

- Contact Risk Management to simply make us aware of the incident first working day after the incident. We are responsible for confirming to Enterprise/National Car Rental whether or not the rentals involved in any incident are business related.

### **PROVIDE THIS INFORMATION TO OTHER PARTIES**

- Your name and how you can be contacted at WVU
- Enterprise/National Car Rental branch contact phone number
- WVU contact information – Michael J. Gansor, Risk Manager, (P) 304-293-8441, (F) 304-293-6856  
PO Box 6024, Morgantown, WV 26506-6024

### **OBTAIN THIS INFORMATION FROM OTHER PARTIES**

<b>1. 3rd Party Vehicle</b>	
Year	
Make	
Model	
VIN	
Plate #/State	
VIN	
Description of Damage	
<b>2. 3rd Party Driver</b>	
Name	
Phone #	
Address	
Description of Injuries	
<b>3. 3rd Party Insurance Information</b>	
Company	
Policy #	
Agent Name	
Agent Phone #	
<b>4. Police Investigation</b>	
Police Department	
Officer's Name	
Phone #	
Incident Report #	