

## **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/property involved is extensive
- Call the police (911) if your vehicle was stolen
- Call the police (911) if you need their help

#### **ENTERPRISE**

- 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. A WVU EH&S Incident Report Form will need to be completed for all incidents. <https://www.ehs.wvu.edu/>

#### **WVU RISK MANAGEMENT**

- Contact Risk Management to make us aware of the incident. We are responsible for confirming to Enterprise whether or not the rentals involved in any incident are business related. WVU Risk Management Assistant, Donna Hadrych (donna.hadrych@hsc.wvu.edu) (P) 304-293-2241

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

- Enterprise Insurance Information from the EAN Certificate in the rental vehicle's glove box
- Your name and how you can be contacted at WVU
- Enterprise branch contact phone number found at the top of the rental contract (pink copy)
- WVU Risk Management contact information – Kelsey Knotts, Risk Manager (kelsey.knotts@mail.wvu.edu), (P) 304-293-2241, PO Box 6209 Morgantown, WV 26506-6209

### **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 #	