

Accident Reporting & Roadside Assistance

NOTE: If driving an Enterprise Rental Vehicle You will Need:
Copy of Rental Agreement in the Vehicle: _____

Date of Rental Period: _____

Who Rented the Vehicle and What UM Department: _____

Note: UM Students, Faculty or Staff Can NOT rent 15 passenger Vans

ACCIDENT REPORTING

1. **Determine whether anyone is hurt & Call 911 to report the accident** Let the police know if you or someone is injured call for medical help, Your first priority is safety. Tell the police what happened and ask for their contact information and a copy of the accident report (*this is important as you will need to give this to the Office of Risk Management at UM*). Never leave the scene of an accident, even a minor one.
2. **Get yourself and your vehicle out of danger** If you're not injured and the accident was minor, carefully drive your vehicle to the side of the road so it doesn't impede traffic. Keep your hazard lights on to alert other drivers to slow down. However, if the crash is more severe or if anyone is hurt, leave the vehicles where they are.

3. **Collect Important Information** It is important to exchange information with the other driver. Without their contact information, it is often your word versus their word. Be sure to get their name, driver's license number, insurance cards and license plate number (see sample left). If you are renting an Enterprise Vehicle see procedures listed in #5.

Sample Insurance Card

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| <p>Identification Card Liability Insurance State of Montana</p> <p>Named: Victoria Wibbenmeyer Insured(s): Victoria Wibbenmeyer 13881 Lakewood Dr Havre, MT 59520</p> <p>Vehicle: 2014 Toyota Rav4D, 2014 Limited VIN: 2T3YFREV5E1W02147 Registered: Victoria Wibbenmeyer Owner(s):</p> <p><small>Farmers Insurance Company, Inc., 17000 W. 119th St. Olathe, KS 66061, an authorized Missouri insurer, certifies that it has issued this Motor Vehicle liability insurance policy in compliance with the Motor Vehicle Financial Responsibility Law of Missouri.</small></p> |  <p>Policy Number: 192620944 Effective: 12/6/2016 Expiration: 1/25/2018</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">KEEP WITH VEHICLE</p> <p>NAIC Number: 21628 Your Agent: Ryan O'Neil PO Box 652 Ste Genevieve, MO 65670 Agent Phone: (573)883-7466</p> |
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4. **Take pictures and gather evidence** It is important to take pictures of the car accident scene. This includes the crash damage, tire marks and other evidence that could help your case. You can also photograph your injuries.
5. **If you are in an Enterprise Rental Vehicle Notify Enterprise**
 - a. **You MUST have a copy of the rental agreement in the vehicle when driving!**
 - b. Contact Marcus Kruger (Account Manager for UM) (701)318-4998, Marcus.Q.Kruger@em.com with a detailed description of what happened. If Marcus Kruger is not available call (406) 721-1888 (Main Office in Missoula) and give the above information and let them know Marcus is the account manager for UM.

- c. You will need the Rental Agreement number (RA#), the date of the rental period, and who placed the rental reservation (this is typically the Director of the Department).
 - d. If Marcus Kruger is not available call (406) 721-1888 (Main Office in Missoula) and give the above information and let them know Marcus is the account manager for UM.
 - e. Return the vehicle to the rental office as soon as possible.
 - f. Provide the other driver's license number, insurance cards and license plate number.
 - g. Ask Enterprise Rental for the Claim# for the accident. This will help with any future correspondence with Enterprise about the accident.
6. **Notify UM Office of Risk Management even if it is an Enterprise Rental** The Office of Risk Management handles all UM vehicle accidents so be sure to call or email Jason Sloat, (O)406-243-2700 or (M) 312-523-8053, Jason.Sloat@mso.umt.edu and they will help you with any questions or guidance you may need.

ROADSIDE ASSISTANCE

In the event of an On-The-Road Mishap

Enterprise and National customer assistance is available 24 hours a day, 7 days a week.

Enterprise: (800) 307-6666 • **National:** (800)367-6767

IMPORTANT CONTACT INFORMATION

Enterprise Rental

Marcus Kruger, Account Manager for UM
(701)318-4998, Marcus.Q.Kruger@em.com
Main Office Missoula
(406) 721-1888

University of Montana

Jason Sloat, Office of Risk Management
(O)406-243-2700 or (M) 312-523-8053, Jason.Sloat@mso.umt.edu

Office of Risk Management

Brantly Hall 121 | Missoula, Montana 59812 | P: 406-243-2700 | E: jason.sloat@mso.umt.edu