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.

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 Erin Kramarich (Account Manager for UM) (406)-896-0752,
      Erin.Kramarich@ehi.com with a detailed description of what happened. If Erin
      Kramarich is not available call (406) 721-1888 (Main Office in Missoula) and
give the above information and let them know Erin 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 Erin Kramarich is not available call (406) 721-1888 (Main Office in Missoula) and give the above information and let them know Erin 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.

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**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

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**IMPORTANT CONTACT INFORMATION**

**Enterprise Rental**

Erin Kramarich, Account Manager for UM
(406)-896-0752, Erin.Kramarich@ehi.com
Main Office Missoula
(406) 721-1888

**University of Montana**

Jason Sloat, Office of Risk Management
(0)406-243-2700 or (M) 312-523-8053, jason.Sloat@mso.umt.edu