

Guide | e-book

Taking the worry out of using your company car on holiday

1. Can I use my company car to go on holiday?

Your company's car policy or company car agreement will generally outline whether you are allowed to take your company car on holiday and the extent to which you are permitted to drive it on private trips abroad.

It will also provide details of insurance cover, any restrictions on the number of kilometres you may drive and responsibility for costs, such as if you use the fuel card to refuel. Always check with your fleet manager before you head off to your holiday destination in your company car.

2. Which documents should I take with me on my trip?

As the driver of a company car, you do not automatically own the vehicle. LeasePlan Switzerland therefore recommends that you carry official authorisation with you when driving in Switzerland or abroad. This will prevent any potential problems or delays, e.g. at police checks and/or border crossings.

Download the Right to use / Legal authority document [here](#) and get your fleet manager to sign it:

[For the official driver](#)

[For other drivers – where permitted by the car policy](#)

3. Do I need an international insurance card to drive abroad?

A. Within the European Union (EU) / the EEA: No

- > The member states of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.
- > The European Economic Area (EEA) comprises the member states of the European Union plus Iceland, Liechtenstein and Norway.

B. Outside the EU: Yes

- > When driving outside the EU, we recommend that you always carry a printed copy of a valid international insurance card (previously known as the 'Green Card') with you. LeasePlan Switzerland's Driver Contact Centre will be happy to help you with this. Please note that it will take around 5 working days to process. Please use the following form

[Download](#)

4. What if my LeasePlan company car breaks down and/or is involved in an accident abroad?

No worries – we're got you covered.

If your vehicle is no longer roadworthy, our LeasePlan Road Assistance is there for you around the clock.

International: +41 44 746 64 77 (from abroad)

National: 0800 845 625 (from Switzerland)

5. Are these tips available to download?

Yes – you can download them here:

[Download](#)

Is there anything else you would like us to help you with?

If you have any other questions or are looking for advice about your company car, we are here for you.

Wishing you happy motoring and a relaxing holiday.

Key data and information

Emergency calls

- 112 General emergencies (EU and CH)
- 117 Police (CH)
- 144 Ambulance (CH)
- 118 Fire (CH)
- 163 Traffic information (CH)

Driver Contact Center

0800 845 650 (national)

+41 44 746 63 33 (international)

The number for all your queries – from servicing and repairs to body maintenance, we'll handle the whole thing for you.

Breakdown assistance

0800 845 625

LeasePlan 24-hour assistance (national)

+41 44 746 64 77

LeasePlan 24-hour assistance (international)