

## Please Read

It is your responsibility as a driver to ensure that the following safety checks are carried out and should form part of a regular routine to ensure safe vehicle operation, as well as being in some cases legal obligations. Please also ensure your vehicle is kept clean inside and outside.

### DAILY

- *Commercial Vehicle Drivers:* Please ensure that you carry out your "Daily Walk Around Check" and report any defects to LeasePlan.

### WEEKLY

- *Oil Level:* Oil is the lifeblood of your engine. You should ensure your oil is at the correct level at all times.
- *Bulbs:* Check lights work, are clean and in good condition.
- *Tyre pressure:* Tyre pressure affects fuel consumption and – more importantly – road holding, grip and braking efficiency,



### MONTHLY

- *Tyre Tread Depth:* Tyre Tread Depth legal minimum is 1.6mm, it is Leaseplans policy to change tyres once the depth reaches a level of 2.0mm.
- *Tyre Condition / Wear Pattern:* Sidewall damage is potentially dangerous and can result in a blow out. Uneven wear can indicate an alignment problem.
- *Spare Tyre:* You should check your spare tyre regularly.
- *Damage Check:* At least once a month you should walk around your car and check for damage or deep scratches.  
All damage must be reported to **LeasePlan**.
- *Tax & Insurance Disc:* Tax discs are automatically issued by **LeasePlan** but legally it's the driver's responsibility to ensure valid tax and insurance discs are displayed.

### YEARLY

- *Service:* It is your responsibility to arrange servicing in accordance with manufacturers recommended service intervals. In modern cars the dashboard Service Light is the key indicator of whether a service is due, but if you have not had your car serviced in the last year, please call us to check if a service is required.
- *Penalty Points:* If you receive penalty points you should notify your employer as soon as possible.



## DRIVER SAFETY

It is a legal requirement that seatbelts must be worn by all vehicle occupants, during travel.

It is also against the law to drive while using a hand held phone. In addition to these items influencing the safety of you and other road users, they also incur penalty points.

The fitting of child seats must be completed by a qualified professional to the manufacturer specification, and in accordance with the approved safety standards appropriate to the age of the child being transported.

## “FOR DRIVERS THE ONLY SAFE RULE IS - IF YOU DRIVE, DON'T DRINK”

### C.V.R.

Commercial vehicles in Ireland must be tested for roadworthiness one year after registration and thereafter every year.

From 1st May 2009, using a vehicle without a certificate of roadworthiness is an offence which can incur penalty points for the driver. The change being effected from 1st May 2009 is that, in addition to a court fine, contravention of this regulation now also attracts 5 penalty points following a conviction.

(Motor Tax Implications) A CRW (Certificate of Roadworthiness) is needed in order to apply for Motor Tax.

#### Arranging a C.V.R. test:

LeasePlan will contact the driver in advance of the expiry of their current CRW and/or Motor Tax to arrange the C.V.R. test. It is imperative that the driver makes him/herself available on the agreed date, failure to do so will transfer the responsibility back to the driver to schedule a new date. Once the vehicle has passed the test, a pass statement will be sent to LeasePlan, who will in-turn tax the vehicle accordingly. LeasePlan will keep the CRW on file.

### CONTACT NUMBERS

**Driver Hotline: (01) 240 7650**

LeasePlan Ireland  
LeasePlan House  
First Floor, Central Park,  
Leopardstown, Dublin 18.

**Phone:** (01) 240 7600

**Fax:** (01) 293 1700

**Web:** [www.leaseplan.ie](http://www.leaseplan.ie)



**LeasePlan Ireland**  
**driver information brochure**





**Welcome** to LeasePlan's Driver Information Brochure. We would like to draw your attention to the guidelines detailed in this brochure which demonstrates how best to use our services. We are confident that with our technical ability in dealing directly with garages and our high level of expertise, that we will save you valuable time if problems arise with your vehicle.

This driver information brochure also details the drivers various responsibilities and should be read carefully as it contains important safety information relating to the operation of your vehicle.

## Vehicle service

To make your life easier and for added convenience, you can book your vehicle in for a service in three different ways:

**Driver Hotline:** 01 240 7650

**Email:** [service@leaseplan.ie](mailto:service@leaseplan.ie)

**On-line:** [www.leaseplan.ie](http://www.leaseplan.ie)

(Choose – Service Booking)

The details of the service schedule are contained in the vehicle handbook and you should familiarise yourself with this handbook to ensure safe and reliable operation of your vehicle. It is your responsibility to ensure that the vehicle is serviced in accordance with the manufacturers recommended service schedule.

**N.B:** Keep spare key in a safe and obtainable place in the event of the original being lost or locked into the vehicle.



## Tyres

For information about tyre replacement, please contact our **Driver Tyreline** on 01 240 7650 or you can call into any Goodyear Dunlop outlet and advise the attendant that you are driving a **LeasePlan** vehicle, and they will assist you.

## Tyre Safety Check!

Goodyear Dunlop provide a Safety Check to all **LeasePlan** Drivers. You can avail of this service by calling into any Goodyear Dunlop outlet. Please contact our Tyreline to find out the location of your local branch.

The Safety Check comprises of the following checks:

- Condition and pressure of all tyres including spare
- Fluids and top-up where necessary
- Operation of all bulbs



## Road Tax

**LeasePlan** will provide the tax disc for your new vehicle usually within 10 days of registration. Renewal discs will be issued before the expiry of the current disc.

Display of a valid tax disc is a legal requirement. In the event of a tax disc being lost, it is your responsibility to obtain an RF134 from local Garda Station and send completed form to **LeasePlan** and we will then apply for a duplicate. There is an administration charge for this service.

## Parking and speeding fines

It is the driver's responsibility to ensure that parking and speeding fines are paid on time and that you comply with your employers policy in relation to penalty points incurred. Failure to pay fines on time will result in a Court Summons being issued, and an increased fine being imposed.

## Breakdown / Recovery

If you experience a breakdown during working hours, please contact our Driver Hotline on 01 240 7650, and our Technical Team will be available to assist you.

In addition to your manufacturers roadside assistance programme (detailed in your handbook), most **LeasePlan** vehicles are covered by AA Roadside Assistance, please check that your vehicle has this cover. **LeasePlan** will recommend which is the most appropriate provider to use.

If you experience a breakdown outside working hours or at the weekend, please call our Driver Hotline on 01 240 7650, which will automatically divert to the AA, who will assist you.

## Accident Management

**LeasePlan** Accident Services has developed a step-by-step guide detailing what you should do after an accident.

### Firstly - Never Admit Liability

#### Step 1: Stop

You should always stop at the scene if you think that your accident has caused injury to others or damage to vehicles /roadside fixtures.

#### Step 2: Do you need the emergency services?

Call 999 immediately if anyone needs urgent medical attention, the road is blocked or if someone leaves the scene without exchanging details.

#### Step 3: Exchange details with other drivers

All drivers involved in the accident must exchange details. Try to obtain the name, address, telephone number, vehicle registration, insurance company and policy number of the other drivers involved. Try to make a sketch of the scene or if you have a camera take photos.

Try and get the names, addresses, vehicle registrations of any witnesses and any other details relevant to the incident.

#### Step 4: Call **LeasePlan** (Ireland) 01 240 7650.

If your vehicle is not roadworthy **LeasePlan** will arrange for your vehicle to be towed, arrange a replacement vehicle where authorised and arrange a repair estimate where applicable.

**LeasePlan** will issue a claim form to you which should be completed and returned Asap.

## Taking your car abroad

You will require written authorisation from the registered owner (either **LeasePlan** or your employer depending on the ownership of the vehicle) if you intend to take your vehicle abroad. It is your responsibility to arrange and pay for adequate foreign travel breakdown insurance.

Please contact the Driver Support Team via [driversupport@leaseplan.ie](mailto:driversupport@leaseplan.ie) or visit the 'Driver Zone' at <http://www.leaseplan.ie> for your letter of authorisation.

*We wish you safe and happy motoring.*

