

DRIVERS GUIDE BUSINESS LEASE



WELCOME TO YOUR EASIFLEET BUSINESS LEASE

Your Drivers Guide contains all the information you need to operate and maintain your vehicle.

We have included the answers to the questions most commonly asked by our business lease customers. Please take the time to read through the information to ensure you enjoy hassle free vehicle ownership.

If you have any further questions regarding your vehicle and its usage, please contact easifleet on 1300 266 828.



ONLINE SERVICES

www.easifleet.com.au/reporting

The easifleet website provides web reporting facilities. To access your reports, you need to log in via the secure portal with your username and password which was emailed to you just after the start of your lease. Reports are updated continuously and allow you to track your fuel and service transaction history, just like online banking. If you have any concerns regarding your reports, please do not hesitate to contact the easifleet reporting team on 1300 266 828.



REGISTRATION

easifleet will manage the re-registration of your vehicle. Your vehicle should be registered with easifleet's postal address, if you do receive a registration notice, please scan and forward it to registration@easifleet.com.au or send via post to:
Registrations
easifleet Business Lease
PO Box 192
Victoria Park WA 6100



VEHICLE MAINTENANCE

To ensure that your vehicle is maintained in a safe and roadworthy condition, it must be serviced in accordance with the manufacturer's recommended scheduled intervals.

These are outlined in the vehicle's service book which must be presented and stamped at each service.

You will need to regularly carry out visual inspections to ensure that:

- Tyres have the correct pressure and have no visual signs of damage.
- Coolant and all oil levels are maintained in accordance with the vehicles owners' manual.

All repairs must be attended to as soon as possible. Under no circumstances is a vehicle to be driven with a defect which would render it unsafe for driving.



SERVICING

Scheduled manufacturer services and maintenance can be carried out at your preferred service centre, this might include the dealership that delivered your car, your local dealership, your preferred local mechanic or any K Mart Tyre and Auto Service.

On arrival, you must advise the service centre that the vehicle is an easifleet vehicle so that easifleet can be contacted and an authority number can be issued prior to any servicing or maintenance being carried out. Failure to do so may result in the cost being charged at retail prices instead of discounted fleet prices. If in doubt, please contact our service advisory team on 1300 266 828.



WINDSCREENS

easifleet have negotiated special fleet discounts with several windscreen suppliers. Should you be unfortunate enough to require a replacement, priority should be given to one of the following windscreen replacement companies:

Novus	13 22 34
Windscreens O'Brien	13 16 16
Instant Windscreens	13 24 44



FUEL CARDS

easifleet vehicles that have fuel included within the lease budget will be provided with an easifleet WEX Motorpass fuel card to cover fuel expenses. Your easifleet WEX Motorpass provides further discounts and benefits when you fill up, including Woolworths Rewards and Flybuis Rewards and acceptance at over 90 per cent of fuel stations across Australia. Look out for the WEX Motorpass sticker when you fill up.

Fully maintained vehicles are provided with one or more fuel cards to cover fuel expenses. Cards requiring a PIN will include PIN setting instructions with the card. If your card is rejected, ensure that the fuel attendant contacts the card provider via the numbers on the back of the card.

If a card is rejected, ensure that the fuel outlet contacts WEX Motorpass via the numbers on the back of the card. This is the only way that your card can be reactivated on the spot. Failing reactivation, please forward your receipt for reimbursement.

It is the driver's responsibility to keep cards in a secure place. In the event of a lost or stolen card, please notify your fuel card administrator at fuelcards@easifleet.com.au, alternatively you can contact WEX Motorpass for after hours assistance.

WEX Australia	1300 366 109
BP	1300 130 027
Caltex	1300 365 096
Shell	13 16 18



FRINGE BENEFITS TAX

If your vehicle is a passenger or light commercial vehicle it may be subject to Fringe Benefit Tax (FBT). As an optional service easifleet provide FBT management based on both ATO approval methods - the Statutory Formula and the Operating Cost Method. This provides the lowest liability for the fleet. Note: FBT is a reportable item on group certificates and could affect certain employee allowances.



TYRES

Only original manufacturer supplied tyres or their equivalent are to be provided unless prior arrangements have been agreed to. When replacing your tyres, your vehicle is to be taken to one of the recognised tyre centres and not a vehicle dealership. When you advise the tyre centre that the car is an easifleet vehicle, they will not only contact easifleet for authority but they will ensure that you benefit from competitive pricing as negotiated by easifleet.

K Mart Tyre and Auto	1300 775 148
Bridgestone	13 12 29
Bob Jane T-Marts	13 26 25
Goodyear	13 23 43
Beaurepairs	13 23 81



ACCIDENT AND INSURANCE CLAIMS

This vehicle is subject to comprehensive insurance cover which is administered on your behalf by easifleet. In the event of an accident, contact easifleet on 1300 266 828. All damage must be reported to our insurance section as soon as possible after the accident. All accidents are subject to the reporting requirements and actions under the relevant State Road Safety Act. The driver of the vehicle is responsible for all such matters at the scene of the accident. Under no circumstances should the driver admit liability for the accident. Drivers must also report accidents to their relevant insurance/safety and welfare section as required by their agencies corporate policy

Amarda Insurance	1300 479 186
After hours	1300 305 834
Email	claims@armadauw.com.au



INFRINGEMENTS

Traffic and parking infringements will be sent directly to easifleet and we will immediately forward the infringement to the vehicle's custodian/driver for processing. easifleet will keep a record of the infringement for reporting purposes.



RETURNING YOUR VEHICLE

When you are approaching the end of your lease, please contact either your fleet coordinator or easifleet directly on 1300 266 828 for vehicle drop-off instructions.



CHANGE IN CIRCUMSTANCES

If you need to make an adjustment to the amount budgeted for your lease, like your fuel budget or the amount of kilometres you drive per year. Simply call easifleet on 1300 266 828 and speak to the fleet management department about the expected changes and we will organise the changes to your maintenance package.



www.easifleet.com.au | 1300 266 828

Free Call – All Services 1800 134 679
National Roadside Assist 1800 819 093