

DRIVERS GUIDE NOVATED LEASE



WELCOME TO YOUR EASIFLEET NOVATED 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 novated 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.

Vehicle EA number

Your EA number is your unique easifleet lease reference number. You can use either the EA number or the vehicle registration number when contacting easifleet regarding your lease.

EASIFLEET LOGIN DETAILS

Username

Password



SERVICE AND MAINTENANCE

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.

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.

Look out for the WEX Motorpass sticker when you fill up. The easifleet WEX Motorpass can be used for carwash at any of the WEX Motorpass fuel stations which will also come from your fuel budget.

You will be required to activate your easifleet WEX Motorpass and set a PIN. It is important that you sign the back of the card in the signature panel immediately.

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 fuel@easifleet.com.au, alternatively you can contact WEX Motorpass for after hours assistance.



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. 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.



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



INFRINGEMENTS

Traffic and parking infringements will be sent directly to easifleet (if your vehicle is registered with our postal address) 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.



TYRES

Only original manufacturer supplied tyres or their equivalent are to be provided unless prior arrangements have been agreed to. Consult your easifleet consultant if in doubt.

Tyres can contribute to a substantial proportion of the whole life cost and must be managed effectively to minimise lease costs. 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
Tyrepower	13 21 91
Beaurepaires	13 23 81



ROADSIDE ASSISTANCE

Please call 1800 819 093 for roadside assistance



www.easifleet.com.au | 1300 266 828

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