

(Front Cover)

Prestige Auto Leasing Pty Ltd  
Trading As:

# Easy Auto Leasing

## Driver Guide Insurance & Accident Information

**For Service Authorisations:  
Monday – Friday 8:30- 5pm 03 9707 2888**

**If your Vehicle is insured with us:  
24 Hour Insurance Accident Assist Number is:  
1 800 652 035**

**This Vehicle is Owned by Prestige Auto Leasing Pty Ltd**  
A Wholly Owned Subsidiary of Barry Bourke Motors.  
And Trading As:

**Easy Auto Leasing**  
ABN 83 120 014 922

755 Princes Highway Berwick  
Victoria 3806  
Tel. 03 9707 2888 Fax 03 9707 2821



## **Welcome to Easy Auto Leasing.**

The vehicle you are now driving is managed by Easy Auto Leasing. Your Contract Features Summary is enclosed with this booklet please refer to it for detailed information relevant to your lease term. Please take the time to familiarise yourself with this driver guide and keep it in your glove box for reference.

If you have any queries our Customer Centre can be contacted Monday to Friday 8:30am -5:pm on 03 9707 2888. Alternatively, you can email us on [admin@easyautoleasing.com.au](mailto:admin@easyautoleasing.com.au)

### **Drivers Responsibilities:**

1. All vehicle drivers must have a current and valid licence
2. For reliable operation of your motor vehicle please check the following on a weekly basis:
  - Oil and coolant levels (refer to owners service manual)
  - Tyre conditions and pressure
  - Windscreen washer fluid level
  - Battery Fluid Level
  - Brake Fluid level
  - Operation of lights
3. Service your vehicle at the manufacturer's service intervals.
4. You are required to regularly clean the vehicle and maintain its appearance. Cleaning entails hand washing (**do not use automatic car washers**), polishing and vacuuming. Bird droppings and vehicle paintwork do not mix and cause disproportionate loss of value to the vehicle. Remove them as soon as practical.
5. **Smoking is NOT permitted inside the vehicle.**
6. Please refer to the fair wear and tear guide in this booklet. It is essential that you do not neglect or abuse this vehicle.

## **Service & Maintenance**

Whilst the vehicle is covered by the manufacturer's warranty, please select a convenient franchised dealer to complete the required work. After the warranty expires either, a franchised dealer or an approved service agent can carry out servicing and repairs.

The driver or custodian is responsible for arranging maintenance and repairs as required.

It is essential that you identify the vehicle as a Prestige Auto Leasing managed vehicle whenever booking the vehicle in for a repair or maintenance. (Note: do not identify the vehicle by using your organisation or name)

When leaving the vehicle with the repairer, request that they contact Prestige Auto Leasing for authorisation and payment. When you present your service manual as identification, our contact details will be there.

The repairer will forward their account directly to Prestige Auto Leasing for payment.

If you require assistance in locating an appropriate dealer please call us 03 9707 2888 between 8:30am -5pm Monday to Friday.

## **Tyre Replacement**

To prolong the life and safety of your tyres check the correct inflation once a week.

Where tyre replacement is included in your lease (refer to the Contract Features Summary), the replacement tyre dimensions will be those specified by the manufacturer.

It is essential that you identify the vehicle as a PAL managed vehicle whenever booking the vehicle in for tyre replacement, repairs or maintenance. (Note: do not identify the vehicle by using your organisation or name). The tyre supplier must obtain an approval number from us prior to any work commencing.

Our preferred national supplier is:



For assistance with a tyre supplier please call us at the Customer Centre Monday to Friday 8:30am -5:00pm on 03 9707 2888. Alternatively, you can email us on: [admin@easyautoleasing.com.au](mailto:admin@easyautoleasing.com.au)

## **Windscreen**

If your vehicle is insured with us (refer to the Contract Features Summary) Windscreens are replaced under the insurance policy. The excess fee does not apply to windscreen replacements. Authorisation must be provided by us to the provider before work commences and you will be required to complete a claim form. Alternatively refer to your organisations vehicle insurance policy.

**NOVUS Windscreens 13 22 34  
Or for 24 Hour Service  
Windscreens O'Brien 13 16 16**

## **Roadside Assistance**

If your vehicle breaks down refer to the manufacturer's owners/service manual and literature provided for details on the following appropriate road service program.

If your vehicle is not covered by the manufacturer's roadside assistance program please refer to your Contract Features Summary. If your company has included Roadside Assistance you will have RACV Fleet Care and a card will be enclosed.

When your kilometers exceed the manufacturer's allowance RACV Fleet Care covers for the remainder of your lease. Your RACV Fleet Care Card will be sent to you at that time. Please refer to your Contract Features Summary to see if this applies to your vehicle lease.

## **Vehicle Registration**

All registration costs are covered by Easy Auto Leasing. We arrange for labels to be sent to your company administrator. When you receive your new registration label, please remove the old label and affix the new label to your vehicle. It is an offence to drive your motor vehicle without a valid registration label clearly displayed and you may not be covered by insurance in the event of an accident. It is the drivers responsibility to check the vehicle registration label to ensure it is current.

Some vehicles require a roadworthy Inspection Certificate. We will advice you or your organisation's administration if a certificate is required. It is the **drivers responsibility** to ensure that the certificate is obtained and forward to us 3 weeks prior to the registration expiry.

## **Traffic & Parking Violations**

All traffic and parking violations attributed to the vehicle are the complete responsibility of the driver. We will contact your organisations administration to confirm that the driver details we have are correct. We will then complete a statutory declaration and the fine will be sent directly to the driver for payment.

**All fines are to be paid promptly upon receipt of notice.**

Unpaid fines in certain states can result in cancellation of a driver's license or cancellation of registration (the offending vehicle or the entire fleet).

## **Accessories**

Your new vehicle is equipped and delivered according to your organisations requirements. There may be some situations when additional accessories may be required after delivery of the vehicle. Our approval will be required if it is not on the Contract Features Summary.

All accessories must be returned and in working order when the vehicle is returned.

## **Portable Satellite Navigation (if applicable)**

If we have included a portable satellite navigation unit in this vehicle, please observe the following requirements:

The unit **MUST NOT** be left in an unattended vehicle.

If you are insured with us this item is **not** covered if it is dropped, broken, stolen or damaged. If you have accidentally damaged the unit, please notify us as soon as possible to discuss how you/your organisation will replace the unit.

If the item is faulty at any time during term of the lease we will offer a replacement unit whilst the unit is being repaired by the manufacturers authorised repairer.

Please refer to the Contract Features Summary for specific details.

## **Vehicle Signage (if applicable)**

If we have authorised for your vehicle to be sign written it is **ESSENTIAL** that you **DO NOT** use an automatic car wash. **HAND WASH ONLY.**

**Please do not use abrasive harsh cleaners or brushes on the signage or paintwork. Please use soft sponges/cloths or preferably a chamois with an appropriate car wash product. Please call Easy Auto Leasing if you are unsure or have any questions.**

## **Buying Your Vehicle**

If you have looked after this vehicle and think you or a friend would like to buy it at the end of the lease can purchase the vehicle directly from Easy Auto Leasing. You may be surprised at how little it may cost compared to buying a similar second hand vehicle.



## **Insurance –Lumley General (if applicable)**

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24 Hour accident assist 1 800 652 256

[www.lumley.com.au](http://www.lumley.com.au)

The Website has claim forms for windscreens and motor vehicle claims

Complete the form and fax to **1300 361 999** - this will send the claim form to the nearest Lumley Office.

For a list of authorised repairers in your state, please go to this link:

[www.lumley.com.au/LumGen\\_Content.asp?id=87](http://www.lumley.com.au/LumGen_Content.asp?id=87)

Alternatively contact Easy Auto Leasing for assistance.

### **What to Do In Case of a Car Accident!**

1. **Remain calm and stay put.**
2. **Don't admit fault.** Even if you believe that the accident was your fault, you should never, admit fault to anyone other than your insurance agent or your lawyer. Never discuss your feelings with the other involved party and never agree to pay for any damages.
3. **Move out of the way.** If your car is located in a high traffic area, you should move out of the loop of upcoming traffic. By moving your car, you may be able to avoid another accident. The only exception to this is if your car is so badly damaged that it can't be moved. If that is the case, simply leave it where it is until you have assistance.
4. **Check your passengers.** Check to see if anyone needs medical attention. If they do, seek medical assistance immediately by calling **000**.
5. **Warn other motorists.** Warn other motorists that the accident has occurred by turn on your car's hazard lights. Another option is to lift the car's bonnet.
6. **Report the accident.** Contact the police immediately to report the accident.
7. **Exchange vital information.** Exchange vital information with the other driver. Make sure that you obtain their name, address, phone number, date of birth, driver's license numbers of all drivers and witnesses, insurance company information and policy numbers. Also, jot down the make of their car, year, model, V.I.N. number, license plate and sticker expiration date. Lastly, write down any names and addresses of all witnesses and the name and badge number of any officers.
8. **Contact Lumley General Insurance to report the accident.**

**24 Hr Accident Assist 1800 652 256**

**Contact: Easy Auto Leasing for accident management  
03 9707 2888**

**Claim forms are available from our website: [www.easyautoleasing.com.au](http://www.easyautoleasing.com.au)**

9. **Draw a detailed diagram.** Draw a detailed diagram of the accident, which includes a picture of both cars before, during, and after the accident. In addition, if you notice any skid marks, lights, stop signs, etc., make sure that you include them as well. Lastly, if you have a camera or camera phone, make sure that you take photographs because these may be used as evidence.
10. **Fill out a police report.** Take your time when filling out the police report. Be as accurate and truthful as you can and provide the police with all requested information.

## **What To Do in Case of a Car Accident**

### **Summary**

1. Remain calm and do not drive away
2. Stay put, do not admit fault
3. Move away from incoming traffic
4. Evaluate your passengers
5. Warn other motorists
6. Report the accident
7. Exchange vital information
8. Draw a detailed diagram
9. Fill out a police report
10. Contact your insurer

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