

Welcome to Summit Fleet

Driver Information

For Roadside Assistance, Accident Management or to talk to our Maintenance Team call our toll free helpline 1800 FLEETLEASE
(1800 353 385)

VEHICLE MAINTENANCE

Please ensure your vehicle is maintained according to its manufacturers recommended service schedule. After each service we recommend you ensure the service book has been stamped, completed and returned with the vehicle.

General checks, such as tyre pressures, oil and coolant level inspections should be carried out on a frequent basis.

FAILURE to complete the above services can potentially lead to unnecessary expense to your employer or even yourself.

SERVICING YOUR VEHICLE

FULLY MAINTAINED LEASE

Please book the vehicle in with the most convenient appointed manufacturer dealership, provide the licence plate number, kilometre reading, work required, and advise it's a Summit Fleet vehicle.

NON MAINTAINED LEASE

When your lease excludes service and maintenance, YOU remain responsible for service and maintenance on the vehicle in accordance with the manufacturers recommended service schedule. FAILURE to comply could lead to unnecessary expense to yourself or your employer.

SUMMIT MAINTENANCE TEAM (MON-FRI 8AM - 6PM)

Our experienced Service Controllers can answer any further questions you may have regarding your service and maintenance requirements. For ASSISTANCE outside of the above hours please refer to "Summit 24 hour Roadside Assistance" (option 2) when calling our toll free number.

BATTERIES & GLASS REPLACEMENTS

Summit Fleet has arranged preferential pricing with the following national suppliers for the replacement of batteries and glass:

| | |
|----------------------------|--------------|
| Summit Roadside Assistance | 1800 353 385 |
| Marshall Batteries | 13 61 30 |
| O'Brien Glass | 13 16 16 |
| Novus Glass | 1800 466 887 |



TYRE MAINTENANCE & REPLACEMENTS

Summit Fleet have national accounts with the following major tyre suppliers:

| | |
|-------------------|----------|
| Beaurepaires | 13 23 81 |
| Bridgestone | 13 12 29 |
| Dunlop | 13 16 31 |
| Goodyear | 13 23 43 |
| Bob Jane T-Marts | 13 26 25 |
| Kmart Tyre & Auto | 13 13 28 |



You are welcome to make use of their Australia wide national networks/branches.

Contact the selected supplier, provide the licence plate and advise it's a Summit Fleet vehicle.

Please Note: For safety reasons Summit Fleet will not approve mismatched tyres. Replacement tyres will be the same quality, size and load rating to those originally fitted by the manufacturer.

24 HOUR ASSISTANCE

Call 1800 FLEETLEASE (1800 353 385)

SUMMIT 24 HOUR ACCIDENT MANAGEMENT (PRESS 1)

After contacting the Accident Management toll free helpline, your call will be handled by our, experienced team who can guide and support you through your claims process. Recovery and transportation can be arranged if required.

If your vehicle is not covered by Summit 24 Hour Accident Management and you would like more information, please contact your Summit Fleet Account Manager for more information.

SUMMIT 24 HOUR ROADSIDE ASSISTANCE (PRESS 2)

Once a call has been made for assistance on the toll free helpline, a mobile service provider will be dispatched to your location. They will assess the vehicle and perform repairs to have it back on the road where possible.

This service covers basic, minor roadside breakdowns & repairs such as: flat tyres, fuel, lock-outs and flat batteries.

If the vehicle is unable to be rectified on the roadside then transportation to the nearest Manufacturer service centre facility will be arranged to complete the necessary repairs.

VEHICLE REGISTRATION

Where vehicle re-registration is included in your lease, Summit Fleet will coordinate the renewal with the relevant state or territory transport agency. Renewal confirmation will be sent to you or your company.

For vehicles that require a roadworthy inspection prior to registration renewal, Summit Fleet will be in contact to ensure timely execution enabling the registration renewal. It is important to update changes in address or contact details to ensure the annual renewal reaches its correct destination.

It is an offence to drive an unregistered motor vehicle and the offending driver is held responsible.

TRAFFIC INFRINGEMENTS

No one likes to receive traffic infringements; therefore it is important to manage the potential consequences swiftly and efficiently.

Nearly all traffic infringement notices are received by Summit Fleet, these are processed and nominations are directed to the related Infringement Bureau with the relevant company information for re-issue of the Infringement notice.

FITMENT OF ACCESSORIES

Prior approval must be obtained from Summit Fleet in order to fit any accessories not included in the lease which modify the vehicle in any way.

Removal of such authorised accessories at lease end must be completed in a manner to ensure that the vehicle remains in a safe, roadworthy condition and no visual body/paint impairment from standard delivery.

FUEL CARDS

As fuel is one of your fleet's largest running costs, the strict management of fuel is a necessary requirement.

Summit Fleet has national accounts with major fuel companies.



Contact your Summit Fleet Account Manager for details should your lease not include fuel.

ORDERING YOUR NEW VEHICLE

It is recommended that you order your new or replacement vehicle at least 12 weeks prior to the lease end of your current vehicle. This will enable you to pick the vehicle, colour and options of your choice.

RETURNING YOUR OFF-LEASE VEHICLE

All vehicles should be returned in a clean, roadworthy condition, free from damage, along with both sets of keys, service / owners manuals, jack, tools and spare wheel, plus any other accessories which were included in the lease package. Refurbishment costs not covered by fair, wear and tear will be the liability of either you or your company.

Vehicles can be returned to a Summit Fleet nominated location detailed below. Where you are taking delivery of a new Summit Fleet vehicle the vehicle can be returned to the supplying vehicle dealership of your new / replacement Summit Fleet vehicle. Your Summit Fleet Account Manager will assist to coordinate this.

NOMINATED LOCATIONS

Summit Fleet Leasing and Management
Unit 7, 38-46 South Street,
Rydalmere, NSW, 2116
02 9638 7833

or

Manheim Auction Houses
Visit www.manheim.com.au/about-us/locations
to find your nearest Manheim location.

If you would like more information, please contact your Summit Fleet Account Manager or email enquires@summitlease.com.au

This Driver Information Guide has also been developed for use on your smartphone device and can be accessed by scanning the QR code below using a QR Code Reader app or via your web browser at summitfleet.com.au/driver-information.



Contact Summit Fleet Leasing and Management today.

**Call toll free
1800 FLEET LEASE**
www.summitfleet.com.au

SUMMIT FLEET NATIONAL OPERATIONS

Unit 7, 38-46 South Street | Rydalmere | NSW 2116

Phone: 02 9638 7833 | Fax: 02 9638 7832

PO Box 7109, Silverwater NSW 2128

Email: support@summitlease.com.au