

Welcome To Summit Fleet Leasing and Management

We are proud to have the opportunity to supply your new vehicle and invite you to read through our driver's information card introducing you to our fleet management concepts and services.

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.



**VALUE
SERVICE
STRENGTH**

www.summitlease.com.au

Servicing your Vehicle (fully maintained lease)

Please book the vehicle in with the most convenient appointed dealership of the manufacturer, informing them of the licence plate number, kilometre reading and work required, along with advising them it's a Summit Fleet Leasing vehicle.

Servicing your Vehicle (non maintained lease)

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

To access Summit's Roadside Assistance, Accident Management or to talk to our Maintenance Team, call **1800 FLEETLEASE.**
(1800 353 385)

Summit Maintenance Team (Mon-Fri 8am - 6pm)

Our experienced friendly, Service Controllers are more than happy to answer any further questions you may have regarding your service and maintenance requirements. For ASSISTANCE outside of the above hours please refer to "Summit Roadside Assistance" option when calling our toll free number.

Batteries & Glass Replacements

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

Summit Roadside Assistance 1800 353 385
Marshall Batteries 13 61 30
Novus Autoglass 13 22 34
O'Brien Glass 13 16 16



Tyre Maintenance & Replacements

Summit Fleet Leasing and Management have national accounts in place with the following major tyre suppliers:

Beaurepaires	13 23 81
Bridgestone	13 12 29
Dunlop	13 16 31
Goodyear	13 23 43
Jax Quickfit	1300 367 897
Bob Jane T-Marts	13 26 25
Yokohama	13 15 09
Kmart Tyre & Auto	13 13 28

You are welcome to make use of their Australia wide national networks/branches. Contact the required supplier informing them of the licence plate number, kilometre reading and work required, along with advising them it's a Summit Fleet Leasing vehicle.

Please Note: Summit will not approve mismatched tyres due to safety reasons. Replacement tyres will be of the same quality, size and load rating to those originally fitted by the manufacturer for uniformity and performance benefits.



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

Summit 24 Hour Roadside Assistance

Once a call has been made for assistance on the toll free helpline, a mobile service provider will be dispatched to the scene in order to have the situation assessed and the vehicle back on the road.

This service covers basic, minor roadside repairs such as: flat tyres, re-fuelling, lock-outs and flat batteries. If the vehicle is unable to be rectified on the roadside then transportation to the nearest Summit nominated facility will be organised in order to have the required repairs affected.

Summit 24 Hour Accident Management

"One call does it all" after contacting the Accident Management toll free helpline.

Your call will be handled by our friendly, experienced team who can guide and support you through any distressing situation. Recovery and transportation can be arranged if required.

Coordination of repairs with Insurance agencies is also part of the 24 Hour Accident Management product.

If your vehicle is not covered by Summit 24 Hour Accident Assist and you would like more information, please contact your Sales and Client Services Consultant or contact Summit Fleet Leasing and Management for more information regarding this peace of mind product.

Vehicle Registration

When vehicle re-registration is included in your lease, Summit will coordinate the renewal with the relevant state or territory transport agency and forward the renewal confirmation, and label where applicable, to you or your company.

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

As a driver, in some states, you must ensure that your vehicle has a valid registration label on display. It is an offence to drive an unregistered motor vehicle and the offending driver is held responsible. If you do not have, or have not received your renewal confirmation, and label where applicable, please contact the Summit Maintenance Team on 1800 353 385.

Traffic Infringements

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

Nearly all traffic infringement notices are received by Summit Fleet Leasing and Management, these are processed and nominations are directed to the related Infringement Bureau detailing the relevant driver / company information for re-issue of the Infringement notice. It is important to keep driver details updated through your Summit contact.

Fuel Cards

The strict management of fuel is a mandatory requirement due to it being one of your fleet's largest running costs in today's environment.

Summit has national accounts with major fuel companies. Please contact your Summit Account Executive for details should your lease not include fuel.



CALTEX



motorpass



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.

Fitment of Accessories

Prior approval must be obtained in order to fit any accessories not inclusive in the lease. Should such accessories modify the vehicle in any way then approval must also be obtained from Summit Fleet Leasing and Management.

Removal of such authorised accessories at lease end must be done in a way that the vehicle remains in a safe, roadworthy condition along with no visual body / paint impairment from standard delivery.

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. Refurbishments costs which are not covered by fair, wear and tear will be the liability of either you or your company. Vehicles can be returned at any of the listed Summit locations below, or alternately at the supplying vehicle dealership of your new / replacement Summit lease vehicle (Your Sales and Client Services Consultant will coordinate this).

Summit Fleet Leasing and Management

Unit 7, 38-46 South Street, Rydalmere, NSW, 2116 (02) 9638-7833

Summit Fleet Leasing and Management

206 Bell Street, Preston, VIC, 3072 (03) 9340-5300

Summit Fleet Leasing and Management

Unit B3, Jetstream Business Park, 5-6 Grevillea Place Brisbane Airport, QLD, 4007 (07) 3114-1212

Summit Fleet Leasing and Management

Lvl 20, 54-58 Mounts Bay Road, Perth, WA 6000 (08) 9476-5170

National Operations

Unit 7, 38-46 South Street, Rydalmere, NSW 2116
Phone: 02 9638 7833
Fax: 02 9638 7832
Postal Address: PO Box 120, Rydalmere BC, NSW 1701
Email: support@summitlease.com.au

