

Fleet Car Driver Quick Reference Guide

Useful telephone numbers & information

Transport manager [or equivalent position] <i>Name</i>	<i>Office number / mobile number</i>
Breakdown service	<i>Phone number</i> <i>Account number/reference</i>
Windscreen repair service	<i>Phone number</i>
Tyre repair service	<i>Phone number</i>
Insurance	<i>Phone number</i> <i>Policy number</i>

Servicing / Maintenance

You are responsible for weekly 'under bonnet' checks: this should include checking the oil, water, fluids, tyre pressures and wear, lights and indicators are also to be included in this check. Refer to supplied vehicle handbook.

Always carry out additional checks of oil, water and other fluids, tyre pressure and wear, lights and indicators and windscreen before any long journey, and on return from a long journey.

Special attention should be paid to oil consumption during the first thousand miles with a new vehicle.

In the event of a breakdown:

- contact the breakdown contract provider as per the details above;
- ensure the breakdown company take the vehicle to a main franchise dealer for repair; and
- inform [relevant manager] as soon as possible of the breakdown.

Tyres

Tyres must be replaced when the tread depth falls to or below 3mm. If any of the tyres on your car fall below the legal minimum 1.6mm at any point on the circumference, you may incur significant fines and endorsements for which you will be held fully liable.

Punctures, damaged or worn tyres can be repaired or replaced by the service provider listed in the table above.

Windscreens

Windscreens must be checked weekly for chips and or cracks. If you have a chipped or broken windscreen, please contact the windscreen repair service listed in the table above immediately. Inform [relevant manager] as soon as possible.

Your responsibilities (summary)

The condition of the vehicle reflects not only upon you but upon [organisation]. It is your responsibility to ensure that your car is maintained in a clean and tidy condition and that it is serviced in accordance with the manufacturer's recommendations. All damage, however caused, must be reported. Oil and water levels, tyre conditions and pressures should be checked and corrected as required.

In no circumstance should you drive a vehicle when a warning light is being displayed. You should stop in a safe place and refer to the manufacturer's guide lines. **Failure to carry out routine checks on oil, water and tyre levels may result in any damage caused by neglect being charged to you.**