

Hi-Line Leasing

a Kevin O'Leary | Group company



Driver Information Leaflet

At Hi-Line Leasing, the driver is our Priority.

In this leaflet you will find details which advise how best to use our services, so that we can provide you with unrivalled and timely personal attention.

This leaflet also details the drivers various responsibilities and should be read carefully as it contains important safety information relating to the operation of your vehicle.

Vehicle Service

To make life easier, and for added convenience, you can book your vehicle in for a service in three different ways:

Driver Hotline: 021 4503397
Email: hiline@kevinoleary.ie
On-Line: www.hilineleasing.ie

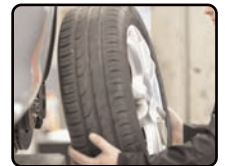
The details of the service schedule are contained in the vehicle handbook and you should familiarise yourself with this handbook to ensure safe and reliable operation of your vehicle. It is your responsibility to ensure that the vehicle is serviced in accordance with the manufacturers recommended service schedule.

NB: Keep your spare key in a safe and obtainable place in the event of the original being lost or locked into the vehicle.



Tyres

For information about Tyre Replacement, please contact our Driver Tyreline on 021 4503397. Alternatively, you can call into any Advance Tyres nationwide or Bridgestone Firststop nationwide and advise them that you are driving a Hi-Line Leasing vehicle, and they will assist you.



Road Tax

Hi-Line Leasing will provide the tax disc for your new vehicle usually within 10 days of registration. Renewal discs will be issued before the expiry of the current disc. Display of a current tax disc is a legal requirement. In the event of a tax disc being lost, it is your responsibility to obtain an RF134 from the local Garda Station and send the completed form to Hi-Line Leasing and we will then apply for a duplicate. There is an administration charge for this service.

Parking & Speeding Fines

It is the driver's responsibility to ensure that parking and speeding fines are paid on time and that you comply with your employers policy in relation to penalty points incurred. Failure to pay fines on time will result in a Court Summons being issued, and an increased fine imposed.



Breakdown Recovery

If you experience a breakdown during business hours (Monday - Friday 9am - 6pm), please contact our driver hotline on 021 4503397, and our technical team will be available to assist you. If you experience a breakdown outside working hours or at the weekend, please call your manufacturers roadside assistance number which will be detailed to you upon collection of your new vehicle.

Silversprings, Cork.
021 4503397 www.hilineleasing.ie

Accident Management

In the event of an accident, please follow the steps below:

Never Admit Liability

Step 1: Stop

You should always stop at the scene if you think that your accident has caused injury to others or damage to vehicles / roadside fixtures.

Step 2: Do you need the emergency services?

Call 999 immediately if anyone needs urgent medical attention, if the road is blocked or if someone leaves the scene without exchanging details.

Step 3: Exchange details with other drivers

All drivers involved in the accident must exchange details. Try to obtain the name, address, telephone number, vehicle registration, insurance company and policy number of the other drivers involved. Try to make a sketch of the scene or if you have a camera take photos. Try and get the names, addresses and vehicle registrations of any witnesses and any other details relevant to the incident.

Step 4: Call Hi-Line Leasing on 021 4503397

If your vehicle is not roadworthy Hi-Line Leasing will arrange for your vehicle to be towed, arrange a replacement vehicle where authorised and arrange a repair estimate where applicable.



Taking your car abroad

You will require written authorisation from the registered owners (either Hi-Line Leasing or your employer depending on the ownership of the vehicle) if you intend to take your vehicle abroad. It is your responsibility to arrange and pay for adequate foreign travel breakdown insurance.

Driver Safety

It is a legal requirement that seatbelts be worn by all vehicle occupants during travel. It is also against the law to drive using a handheld mobile phone. The fitting of child seats must be completed by a qualified professional to the manufacturer specification, and in accordance with the approved safety standards appropriate to the age of the child being transported.

VTN Testing for Commercial Vehicles

It is a legal requirement that all Commercial Vehicles in Ireland must be tested for roadworthiness one year after registration and every year thereafter. Hi-Line Leasing is part of the Kevin O'Leary Group which operates two Authorised VTN Test Centres in Douglas, Cork and in Bandon, Co. Cork. Please contact Hi-Line Leasing on 021 4503397 to arrange your VTN test at a time that is convenient to you in advance of the anniversary of the first registration of your vehicle.



Driver Responsibility

It is your responsibility as a driver to ensure that the following safety checks are carried out and should form part of a regular routine to ensure safe vehicle operation, as well as in some cases legal obligations. Please also ensure your vehicle is kept clean inside and outside.

Weekly

Oil Level: Oil is the lifeblood of your engine. You should ensure your oil is at the correct level at all times.

Bulbs: Check lights work, are clean and in good condition.

Tyre Pressure: Tyre pressure affects fuel consumption, road holding, grip and braking efficiency.



Monthly

Tyre Tread Depth: The legal minimum tyre tread depth is 1.6mm. It is Hi-Line Leasing's policy to change tyres once the tread depth reaches a level of 2.0mm

Tyre Condition / Wear Pattern: Sidewall damage is potentially dangerous and can result in a blow out. Uneven wear can indicate an alignment problem.

Spare Tyre: You should check your spare tyre regularly.

Damage Check: At least once a month you should walk around your car and check for damage or deep scratches.

Tax & Insurance Disc: Tax discs are automatically issued by Hi-Line Leasing but legally it is the driver's responsibility to ensure valid tax and insurance discs are displayed.



Yearly

Service: It is your responsibility to arrange servicing in accordance with manufacturers recommendations. In cars equipped with condition based servicing the dashboard Service Light is the key indicator of whether a service is due, but an annual service is recommended by Hi-Line Leasing. Please call Hi-Line Leasing on 021 4503397 to arrange your service.

Penalty points: If you receive penalty points you should notify your employer as soon as possible.

