

DRIVER SUPPORT MANUAL



ORIX Commercial

Welcome to ORIX Commercial.

This manual has been produced to help with situations you may encounter throughout the term of your lease. **Please keep this in the glove box of your vehicle** as it provides contact numbers for when you may need assistance and outlines details of what needs to be done for insurance, maintenance and accidents.

Generally, as custodian you are responsible for your vehicle including maintaining and driving it safely. Please notify your company Asset Manager of any changes to the nominated driver or registration details so the vehicle and reporting can be managed.

ROADSIDE ASSISTANCE

Optional Roadside Assistance is available, where it is not covered by the manufacturer when the vehicle is purchased. This provides support for breakdowns and accidents around Australia. If Roadside Assistance was not included in your lease, additional charges apply for this service and will need to be paid direct to the roadside provider.

ORIX 24 hour Emergency Assistance
(Accident and Breakdown) **1300 131 583**

FUEL CARD

Should you have an ORIX fuel card as part of your lease your fuel card facility only permits the purchase of fuel and oils for the nominated vehicle. Only use the type of fuel the manufacturer recommends for your vehicle and always use your supplied fuel card.

ORIX requires that you **always enter your odometer reading when purchasing fuel** using the fuel card. If your fuel card is lost or stolen, immediately contact ORIX on **1300 652 886** to cancel the existing card and arrange for a replacement card.

E-TAGS

If the vehicle has been fitted with an ORIX e-Tag, please ensure that the e-Tag remains with the nominated vehicle.

TRUCK & TRAILER RENTAL

ORIX also has one of Australia's largest ranges of medium to heavy trucks, trailers and 4WD's available for hire for all your short and long term hire needs. With highly competitive rates structured to cost effectively cover the gaps between casual hire, ownership and leasing, ORIX can provide a full commercial vehicle solution.

Contact the nearest branch on **1300 366 749**.

MAINTAINING YOUR VEHICLE

As the custodian, you are responsible for making sure that your vehicle and accessories are serviced regularly, warranty conditions are complied with and that safety checks such as tyre pressures, oil and coolant levels are conducted regularly.

While your vehicle is covered under the manufacturer's warranty and/or if it is a fully maintained operating lease, you must book your vehicle for required servicing and repair at a dealership approved by the manufacturer.

When you submit your vehicle for servicing, replacement batteries, tyres or windscreens, please clearly state that your vehicle is an ORIX managed vehicle.

If the dealership or service agent is an ORIX preferred supplier, they will then contact the ORIX National Service Centre on 1300 300 034 for authorisation to carry out maintenance or repairs and will send the invoice directly to ORIX.

Driver Assistance
1300 131 583
orixtruckleasing.com.au



NATIONAL SERVICE PROVIDERS

Please use the following providers:

Tyres

Bridgestone Tyre Centres 13 12 29



Tyre suppliers have been instructed to replace your vehicle's tyres with the same brand and specifications supplied when the vehicle was new. If modifications have been made since delivery of your vehicle, the tyre supplier and ORIX are to be notified in advance.

Batteries

Battery World 13 17 60
Marshall Batteries 1300 306 277



Windscreens

Instant 13 24 44
O'Brien Glass 13 16 16
Novus Autoglass 13 22 34



To determine provision for windscreen repair or replacement, please contact your insurer.

ACCIDENTS

If you are involved in an accident, it is important that you follow the correct procedure. These simple steps will assist you at the scene of an accident:

1. Determine whether any passenger in your vehicle or the other vehicle has suffered any personal injury. Do not attempt to move any injured passenger from your vehicle.

For Police, Ambulance or Fire and Rescue call 000 or 112 from your mobile phone.

2. Do not admit liability or offer payment to any party concerned.
3. Give your name, address, licence number, registration number and insurance details to the other people involved in the accident. Obtain similar details from them.
4. Make every effort to find a witness to the accident and obtain their details.
5. Take notes/photos of the accident scene, cross streets, the direction of travel, vehicle damage and so on, as this information will help you complete an insurance claim form.

Police reporting guidelines vary in each state. Make sure you are aware of your requirements.

Towing

If the vehicle has to be towed, it should be towed to the nearest authorised smash repairer of your insurer. If your vehicle is covered under an insurance policy arranged through ORIX, phone 1300 652 886 for instructions, otherwise contact your insurer.

Insurance Claims

If you have elected ORIX to arrange an insurance policy on your behalf, a completed claim form will need to be sent to ORIX within 24 hours of the accident. Any delay in receipt of these forms can delay the repair of your vehicle. These forms are available from the ORIX website www.orix.com.au. If you have selected your own insurance please contact your nominated insurance company.

ANY QUESTIONS?

Contact ORIX on **1300 131 583** or email rent@orix.com.au.



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