



**Johnson  
& Perrott  
Fleet**

**DRIVER'S  
HANDBOOK**

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# Johnson & Perrott Fleet

## AN INTRODUCTION TO

This handbook has been prepared to inform you of the procedures that should be followed when a Johnson & Perrott Fleet vehicle is in your care. Please take the time to familiarise yourself with the contents of this driver handbook, as it will provide you with essential information to help you throughout the life cycle of your vehicle. It also contains the procedures that should be followed in order to obtain maximum benefit from the services provided by Johnson & Perrott Fleet.

The importance of following these procedures cannot be overemphasised. This handbook should be read in conjunction with your Company Car Policy Document (if applicable).

### **THIS HANDBOOK SHOULD BE KEPT IN YOUR VEHICLE AT ALL TIMES.**

On exchanging your vehicle, please retain and transfer this handbook to the new vehicle.

## ABOUT US

Founded in 1985, Johnson & Perrott Fleet has been providing contract hire, leasing and fleet management solutions to businesses throughout Ireland for almost 40 years.

Operating from South City Business Park in Tallaght, Johnson & Perrott Fleet manages a fleet of almost 1,800 cars and commercial vehicles for both domestic and international customers, ranging from blue chip multinationals leasing over one hundred vehicles to home grown SME's with less than five.

Our willingness to provide bespoke tailored solutions to meet the exact needs of each of our clients and offer a highly personalised driver support service sets us apart from our competition.

We manage all of the key requirements for drivers including new vehicle delivery, routine maintenance, breakdown assistance and road tax renewal.

We are family owned and self-funded and are part of the Johnson & Perrott Motor Group who's head office is located in Mahon Point, Cork.

We are also the Irish based partner for the Element-Arval Global Alliance which is the longest-standing strategic alliance in the fleet management industry – managing in excess of three million vehicles in more than 50 countries.

## 2. useful contact numbers

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### Accident Management

If your vehicle is involved in an accident, is stolen or incurs damage through break-in or vandalism, please call the below immediately.

**01 409 7575**

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### Servicing & Maintenance

Use this phone number for advice on approved and preferred garages and service outlets in your area.

**01 409 7575**

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### Glass Replacement

Contact Johnson & Perrott Fleet with your insurance details for advice on approved and preferred windscreen and glass repair specialists in your area.

**01 409 7575**

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### 24 Hour Emergency | Breakdown Assistance

For 24 hour emergency breakdown assistance contact Ireland Assist on the number below immediately.

**1800 329 329**

# 3. your responsibilities

## 3.1 Driver Responsibility

Each driver is required to exercise due care in the driving, use, storage, parking, presentation and maintenance of each allocated fleet vehicle and to act in compliance with current legislation and regulations.

Drivers are required to comply with the requirements of the fleet policy and with the requirements of the Company's agents regarding accident reporting, maintenance and return of allocated vehicles.

Employees provided with a fleet vehicle are expected to ensure that the rules specified in the Driver's Handbook and the Car Policy are adhered to at all times.

### You are responsible for:

- Reading and understanding the vehicle manufacturer's handbook.
- Ensuring that you are appropriately insured to drive the vehicle and any replacement vehicles. Where necessary your insurance company is notified of all and any vehicle changes.
- Making sure that the vehicle is serviced according to the manufacturer's recommendations, at the correct times, by authorised garages and ensuring the service book is stamped after each service.
- Making sure the vehicle is maintained with the correct types and amounts of oil, water, fuel and antifreeze.
- Maintaining tyre pressures correctly and ensuring that there is adequate tread to meet legal requirements.
- Ensuring that the vehicle is kept in a clean and tidy condition, both inside and out.
- Ensuring that the vehicle is in good working condition at all times (e.g. the vehicle has good brakes, lights, steering and a DOE/NCT pass certificate when necessary)
- Ensuring that any damage is reported immediately to Johnson & Perrott Fleet on 01 409 7575
- Displaying a valid Tax Disc
- Keeping any spare keys in a safe place
- Taking the appropriate action with all relevant recall notices immediately.
- Promptly paying all parking fines and vehicle related penalties
- Ensuring care is taken when refuelling to use the correct type of fuel.
- Being trained to drive the vehicle you have been allocated.
- Ensuring that you are fully aware of all legal requirements and guidelines required before using the vehicle.
- Driving safely and observe speed limits.
- Think carefully about where you park your vehicle, particularly overnight or long term.
- Ensure all your passengers wear seat belts at all times where these are fitted.
- Additional drivers - Make sure that if anyone else drives your company car, they have completed the necessary paperwork and that they have been authorised to drive the vehicle. They must also have appropriate insurance cover and must abide by this handbook as well as all Car policies.

## 3.2 Safe Driving and Driver Training

Each driver is advised to exercise good practice particularly in connection with:

- Taking regular breaks from driving on long trips.
- Avoiding the use of mobile telephones whilst driving.
- Driving whilst under the influence of alcohol, non prescribed drugs or banned substances.
- Adhering to use instructions in respect of prescribed medication.
- Use of safety features or equipment provided with or in the vehicle.

### Safer Driving

We all want to be safe when using the roads so we should give driving our full attention and concentration all of the time.

- Observation is key to driving safely so watch the road ahead, behind and around you, think about what is going on and anticipate what could happen.
- Make sure you can see - keep your windscreen clean and clear and keep your seat at a height that allows maximum vision all around.
- Give yourself more thinking and braking space - this will give you the chance to take action to avoid hazards.
- Use all your mirrors all the time, especially when reversing/manoeuvring and use your signals and brake lights to warn others of your actions.

### Country Roads

- Take extra care when driving on country roads and reduce your speed when approaching bends as they may be sharper than they appear at first.
- Look out for junctions and turnings which may be partially hidden.
- Be prepared for pedestrians, horse riders and cyclists walking or riding in the road and watch out for animals and birds that may suddenly dart out into the road.
- Look for road signs that may indicate hazards ahead or changes in speed limits where country roads enter villages.
- Overtake only when it is safe to do so and don't exceed the speed limit.

### Motorway Driving

- Plan Ahead - make sure you know which junctions you need, never check a map on the move.
- Obey speed limits - including lower limits imposed due to congestion, weather and road works.
- Go slower in bad weather - watch out for vehicles swerving due to strong cross-winds, slow down when vision is reduced due to fog or rain.
- Leave a gap - always ensure that there is at least two seconds between you and the car in front. Leave at least four seconds in bad weather.
- Keep to the left lane unless overtaking.
- Take a break - every two hours, take a break for at least 15 minutes.
- Observation - look out for vehicles joining the motorway and take extra care when overtaking.

## Driving in towns and cities

- Keep your distance and maintain observation at all times.
- Obey traffic signals, road markings and signs.
- Take more care at junctions, allow more space for thinking and braking.
- Look out for motorbikes and bicycles, especially at junctions and in poor visibility. They are permitted to filter through in traffic so check your wing mirrors and leave plenty of room.
- Watch out for pedestrians, especially around schools and in built-up areas.

## Driving in severe weather conditions

Weather can be unpredictable and bad weather can strike suddenly so the best advice when severe weather hits is to stay off the road. If your journey is absolutely necessary, make sure you are prepared for the conditions. Check the local and national weather forecasts for travel information. Don't forget to tell someone at your destination what time you expect to arrive. It may be hot and comfortable in your vehicle, but outside hail, snow, fog and heavy rain all make roads dangerous. It is important to change the way you drive to fit the weather.

### Snow or ice

- Drive slowly, allowing extra time and space for braking. It can take up to ten times longer to stop when roads are icy rather than dry.
- Hail, heavy snow and rain reduce visibility so use dipped headlights and reduce your speed.
- Use the highest gear that you can (for example, second gear rather than first). This will help avoid wheel spin that could cause you to lose control of your vehicle.
- Avoid sudden braking, sharp turns, or sudden increases in speed.
- Black ice is an almost invisible threat. Be aware when driving round sheltered bends or corners which are shaded from the sun, as this is where black ice is most likely to be. Do not brake or make any sudden steering movements but do ease off the accelerator and proceed slowly and smoothly.
- Never get too close to gritting lorries or snowploughs.
- Please do not leave your car unattended with the engine running.

### Fog

- Drive slowly and use dipped headlights so that other vehicles can see you.
- Use fog lights if visibility is seriously reduced, but switch them off when visibility improves.
- Don't drive too close behind another vehicle to follow their rear lights – this gives you a false sense of security.
- Avoid sudden increases in speed. Fog is often patchy and you can suddenly find yourself back in thick fog.

### Rain

- It can take up to twice as long to stop when roads are wet rather than dry. Keep well back from the vehicle in front of you. This will allow you to see better and give you more time to think and slow down.
- Your tyres may lose their grip on a road that is covered with water and your vehicle will 'aquaplane'. If this happens, take your foot off the accelerator and slow down. Do not put your foot hard on the brake.
- Spray can make it hard to see. Slow down and keep your distance from other vehicles.

## Floods

- Don't try to cross floods if the water seems too deep. If water gets into the engine it may cause it to fail. If you have to go through a flood, drive slowly in first gear to avoid stalling the engine. Keep the engine revs high and slip the clutch if necessary.
- Avoid the deepest water, which is usually near the kerb.
- After you have gone through a flood, test your brakes. Only drive on at your usual speed if the brakes are fine.

## If you get into trouble

- Do not use a mobile phone if you are driving. Stop somewhere safe, or ask a person with you to make the call.
- On a motorway you should use the emergency telephones by the side of the road. If you use a mobile phone, check where you are by looking at the markers on the posts at the side of the road.
- Stay with your vehicle until help comes. If you leave your vehicle, it might get in the way of snowploughs, ambulances and other emergency services.
- Put on your warmest clothes and keep having drinks. But do not drink alcohol, as this will make your body colder. If you have to leave your vehicle to get help make sure other drivers can see you and tell other people where you are going.

# 4. vehicle maintenance

## 4.1 Servicing & Repairs

### i. During Warranty Period

Your new vehicle will be covered by the manufacturer's Warranty for a period of time.

### ii. Outside of Warranty

You should be aware that some major component failures might be subject to sympathetic warranty consideration or goodwill by the manufacturer. Should a non-franchised garage request authorisation for work that Johnson & Perrott Fleet believe could be subject to a goodwill or warranty claim, authorisation will not be granted and it will be necessary for the vehicle to be moved to a franchised dealer. Johnson & Perrott Fleet have access to a wide network of garages and dealerships in Ireland. The mix of added value services will vary from garage to garage. Johnson & Perrott Fleet actively manage their supplier network to ensure best value for their customers and consequently the network and similarly the Preferred Supplier list will be subject to change. If you require a courtesy car, please remember to ask for this at the time of booking with the Johnson & Perrott Fleet "Service" line. For further information please see Section 6 Short Term Replacement Vehicle.

## 4.2 Tyres

The legal minimum for tread depth is currently 1.6mm of tread across the central three-quarters of the tyre. However Johnson & Perrott Fleet's safety policy is to change worn tyres when they reach 2mm. It is the responsibility of the driver to ensure that all tyres, including the spare tyre, are within the legal limit, are in good condition and inflated to the correct pressure. Should your vehicle not have a spare tyre, please ensure you have a working repair kit on board at all times. Our preferred tyre suppliers are Advance Pitstop and First Stop. Alternatively, the Service line will be able to advise of your nearest tyre centre and their contact telephone number 01 409 7575.

### 4.3 Glass - Windscreen and Glass Repair or Replacement

Minor damage such as chips or cracks can usually be repaired so upon detection of any damage to your glass you should arrange the repair as soon as possible – it can stop it spreading and incurring more serious damage. Replace your wiper blades if they are not clearing the windscreen properly and keep the inside of the windscreen clean.

## 5. breakdown arrangements

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Your new vehicle will be covered for Breakdown within the Manufacturer's Warranty for a period of time. You will find details of this cover and who to call in the event of an emergency within the Manufacturer's Handbook. If your vehicle is outside the warranty period please call Ireland Assist (contact number on page 3). However, if you are in any doubt as to whether the vehicle is within its warranty period or not please ring through to the Service line. You should have your vehicle details to hand when making the call.

## 6. short term replacement vehicle

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Short-term replacement vehicles can usually be obtained (subject to availability) if your normal fleet vehicle is off the road for any reason. You should contact a member of the Johnson & Perrott Fleet Team who will advise on availability of a replacement vehicle with as much notice as possible of your request.

### 6.1 Courtesy Cars

If a repairer offers the facility of a courtesy car you may take advantage on the provision that you accept and comply with the conditions imposed by Johnson & Perrott Fleet and the courtesy car provider. Courtesy cars should be covered under your company insurance and Johnson & Perrott Fleet will not accept any responsibility for organising such insurance. You must ensure that you have insurance cover for the vehicle you are driving.

## 7. security & care of your vehicle

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### 7.1 Cleanliness of your vehicle

You should ensure your vehicle is kept in a clean and tidy condition and upon return, it must be fully cleaned inside and out. In the event that a vehicle is not returned in a clean condition both inside and out, Johnson & Perrott Fleet reserves the right to charge drivers for valeting the vehicle, and will also charge the driver in respect of dealing with odours resulting from animals or smoke. The driver is also responsible for ensuring that scratches, dents and any other damage are reported and repaired. All repairs must be authorised prior to repair by Johnson & Perrott Fleet. In the event that a vehicle is returned in a condition not consistent with fair wear and tear, Johnson & Perrott Fleet will reserve the right to recover damage costs.

## 7.2 Tow Bars, Bicycle Racks, Roof Racks & Other Items

The fitting of tow bars and bike racks requires the approval of Johnson & Perrott Fleet. You must supply details of the vehicle and the reason a tow bar/bike rack is required, e.g. what type of trailer is to be towed, and you must gain approval for each change of use. Roof racks and tow bars must be supplied and fitted by an approved supplier. If a rear mounted bike rack is used it should not obscure the vehicle's lights and number plate. If this is not possible then a light and plate rack should be purchased to ensure an offence is not committed. Permissible towing and weight limits for your vehicle must not be exceeded. Please note that you must seek authorisation from Johnson & Perrott Fleet before fitting any additional items to your vehicle.

## 7.3 Manufacturers Recall Notices

When it becomes apparent to a vehicle manufacturer that a series of their vehicles has a common fault they will issue recall notices. These are sent to the registered keepers of the vehicles concerned. If you receive a recall notice, it is your responsibility to make immediate arrangements for your vehicle to go into the appropriate franchised dealer for the necessary inspection and or rectification to be carried out. Failure to have the recall requirements carried out within a reasonable period of time may result in escalated costs and damages. Minor faults that do not affect safety or reliability may be handled by means of a service bulletin, the franchised dealer will be instructed to make any necessary checks or repairs the next time the vehicle is taken in for servicing.

## 7.4 Keys, Key Numbers & Radio Codes

New vehicles are supplied, at a minimum, with two sets of keys. You should always have two keys available for your vehicle and these must be handed over when the vehicle is returned. The cost of replacing lost keys is the driver's responsibility. Most new vehicles are supplied with a security card which details the key numbers, necessary for ordering replacements, and also the radio "key code", which is required to re-instate the radio if the power supply from the battery is disconnected. This card should be kept in a safe place away from the vehicle but handed over when the vehicle is returned. Don't leave valuable items in your vehicle.

# 8. returning vehicles

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If you have an existing vehicle, this should be handed to Johnson & Perrott Fleet once your new vehicle has been delivered. Please make sure that the vehicle is clean, tidy and that any personal belongings are removed and that the Manufacturer's Manual and both sets of keys are returned with the vehicle.

A condition report will be completed; you must sign this to record and agree the condition of the vehicle on leaving your custody.

## 8.1 General Fair Wear and Tear

### **Servicing and Documentation**

Regular maintenance and servicing should be carried out by a franchised dealer or approved servicing agent according to the manufacturer's guidelines, using approved service parts only. Any defects or damage that occur during normal vehicle use should be rectified as soon as authority for the repair has been granted.

The vehicle instruction book, full service record and any other documents relating to vehicle equipment are the responsibility of the vehicle user and must be intact and available. All documents must be in the vehicle on its return to Johnson & Perrott Fleet - including any details of radio codes.

### **Appearance**

Regular cleaning of both the interior and exterior of the vehicle is required. The vehicle should be returned at lease end in suitably clean condition to allow proper inspection of the paint, body and interior.

### **Additional Equipment**

Accessories such as car telephones that are not part of the lease costs are to be removed, and any holes or damage should be made good to a professional standard. One set of phone holes may be acceptable. All standard equipment, together with non-standard or 'customised' fittings originally supplied, must be returned at the end of the contract period.

### **Badges & Labels**

Non-standard badges, labels or advertising fitted to the bodywork or glass of the vehicle should be removed, with any damage caused by their attachment or removal made good. Any paint work colour fade due to the attachment of advertising would be chargeable to the user. Advertising should never be painted directly onto the vehicle.

### **Keys & Security**

A full set of keys should be available along with a note of their numbers. If the locking system is remote, the appropriate key fobs should be available and functioning. Return of the master key which controls the vehicle's engine management system is mandatory.

If the vehicle was originally supplied with a security system, this should be intact and fully operational, including any key or key fob necessary for operation. Any additional, non-standard security system should be fitted according to a recognised standard.

## 8.2 Vehicle Exterior

### Body Damage

Any damage must be repaired as and when it occurs. All work should be completed to a professional standard, with any applicable anti-corrosion guarantees taken into consideration. Obvious evidence of repair such as colour mismatch or misalignment between panels is unacceptable.

### Dents

Minor dents (10mm in diameter) are acceptable as long as the paint surface has not been penetrated so that bare metal is visible or corrosion has set in. If multiple dents occur on a single panel, no matter how small, generally the panel should be repaired or replaced.

### Paintwork

Small areas of stone chipping, door edge chipping and light scratches (up to 25mm in length) are acceptable, relative to the vehicle's age and mileage, as long as they have not penetrated through to the base metal and caused corrosion. If stone chippings have penetrated through the metal, suitable touching up should be carried out immediately to prevent further paint deterioration. Exterior paintwork should be free from major abrasions (more than 25mm in length) such as paint damage caused by continual use of automatic car-washing, and have good gloss and colour. Colour mismatch between panels, or poorly fitting panels, are unacceptable. All repairs to the body work must be suitably re-rust proofed up to the manufacturer's recommended standards. Bird excrement should be immediately removed.

### Bumper Sections and Rubbing Strips

Provided these are not broken, cracked or deformed a limited amount of scuffing and score marks is acceptable.

### Window Glass

Cracks or damage within the driver's sight line are not acceptable and would require windscreen replacement. If relatively minor, repair using resin impregnation to motor registry standards is acceptable. Light scratches and minor chipping around the periphery of the windscreen is accepted as fair wear and tear. The windscreen must be able to pass a roadworthy inspection.

### Lamp Glasses/Lens

All lamps must be operational. Minor scuff marks or scratches are acceptable, but holes or cracks in the glass or plastic covers or lamp units are not.

## 8.3 Vehicle Interior

### Interior Trim

The interior should be clean and tidy with no visible burns, tears or permanent staining to the seats, headlining or carpets. Wear and soiling through normal use is acceptable, as are any repairs that are not readily visible.

### Luggage Area

Surface scoring and light blemishes that reflect normal use are acceptable, but floor coverings and surrounding trim panels should not be torn or split.

### Light Commercial Vehicles

For light commercial vehicles it is recommended that a lining be fitted in the load area to prevent serious damage to the vehicle's interior.

### Door Aperture Tread Area

A reasonable amount of scuffing to the door and luggage area treads and sills is acceptable providing paintwork has not been damaged down to bare metal and aperture seals are not torn.

### Controls

All original controls must be intact and operate correctly. If replacement has been necessary, e.g. due to theft, then equipment of a similar value and specification, preferably of the same manufacture as the original, should be fitted. All odometer alterations must be reported and unauthorised odometer changes are unacceptable. Missing parts and items will be recharged.

### Rubber Seals

Normal wear will cause a certain amount of damage and splits to rubber door and other seals, but any evidence of neglect or misuse is unacceptable. If a seal becomes displaced it should be refitted immediately to avoid it becoming trapped or torn.

## 8.4 Vehicle Underside

### Underside

Minor dents and deformation, such as stone damage, is acceptable as long as it has not caused major corrosion. Any suspected impact damage should be investigated and dealt with professionally, as significant damage or distortion to chassis components is not acceptable.

### Exhaust System

The system should be properly suspended and in efficient working order, with no gas leaks or evidence of blowing from the exhaust system joints and in undamaged condition. The exhaust system should be in a condition to meet motor registry requirements in all aspects, particularly if fitted with a catalytic converter. CAT failure is unacceptable and preventable through:

- Using the correct fuel
- Regular servicing and maintenance
- Immediately investigating any poor running symptoms
- Not to tow or bump starting the vehicle

### **Oil Leaks**

Any serious oil leakage should be rectified at the earliest opportunity. Some minor oil misting or dampness around seals or gaskets is acceptable, providing oil drips are not present.

### **Wheels and Wheel Trims**

Dents or damage to the rim or main body of the wheels are not acceptable. All four wheel trims must be intact, with no more than minor scuffing due to everyday use. If mud-flaps are standard equipment they must be intact and properly attached. The spare wheel, jack and appropriate wheel tools must be stowed properly and in good working order.

### **Tyre Wear and Damage**

All tyres, including the spare, must meet motor registry requirements and comply with the vehicle manufacturer's recommendations of tyre type, size and speed rating. There should be no obvious damage to side walls or tread caused by 'kerbing' or other heavy misuse.

## **8.5 Mechanical Condition**

Regular servicing and maintenance through an approved repairer and in accordance with the vehicle manufacturer's servicing programmes should keep the vehicle in sound mechanical condition.

The following examples are conditions usually caused by vehicle neglect or misuse and therefore are not regarded as fair wear and tear.

→ **Brakes**

Grooved brake discs caused by metal to metal contact

→ **Engine**

Seized due to running vehicle with insufficient coolant, lubricating oil and with broken internal components.

→ **Transmission**

Slipping, erratic gear changing, clutch slipping, noisy transmission or ineffective synchromesh.

## 8.6 Fair Wear & Tear | Some Examples | Body Work

### ACCEPTABLE



#### Acceptable Body Work

- Small areas of chipping on door edges are acceptable if there is no corrosion present.
- Scratches up to 25mm acceptable except where the primer or bare metal is showing.

### UNACCEPTABLE



#### Body Work

- Dents and abrasions as a result of impact.
- Any large area of chipping that requires a panel to be painted

## 8.6 Fair Wear & Tear | Some Examples | Interior

### ACCEPTABLE



### Acceptable Interior

→ The vehicle should be clean and free from rubbish and personal belongings.

→ Light staining is acceptable.

### UNACCEPTABLE



### Unacceptable Interior

→ Heavily stained seating should be fully valeted before return.

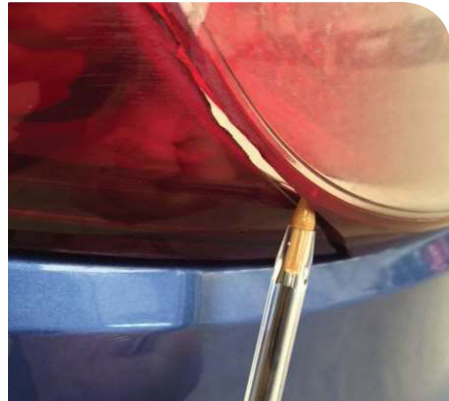
→ Any damaged fittings or ripped seating should also be repaired prior to return.

## 8.6 Fair Wear & Tear | Some Examples | Lens & Windscreen

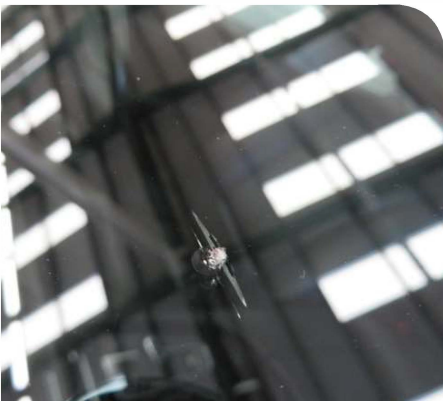
**UNACCEPTABLE**



**UNACCEPTABLE**



**UNACCEPTABLE**



**UNACCEPTABLE**



### Windscreen

→ Windscreen chips & cracks are not acceptable.

→ Broken and cracked lens not acceptable.

## 8.6 Fair Wear & Tear | Some Examples | Wheel Condition

### ACCEPTABLE



#### Acceptable Wheel Condition

→ Scuffs up to 25mm.

### UNACCEPTABLE



#### Unacceptable Wheel Condition

→ Wheel damage due to kerbing  
Side wall damage to tyres.

# 9. accident procedures

## 9.1 At the scene of the incident

### **If involved in an incident or accident you should:**

- Stop immediately (as long as it is safe to do so)
- Try to remain calm and avoid losing your temper, give yourself time to think
- If anyone has been injured, the *Gárdaí* must be called and the vehicles should not be moved until instructed to do so by a member of the *Gárdaí*.
- Do not admit liability, discuss the incident or offer to pay. By admitting liability you might invalidate a claim under your company's fleet insurance policy. If however the other driver admits liability, write it down and ask him/her to sign it.
- Make a note of the exact location of the accident, on a motorway note the number of the nearest location post. Later, when completing an accident report, you will be asked to provide a diagram showing (i) Vehicle positions before and after the accident (ii) Direction of travel of vehicles involved (iii) Any road markings, signs and traffic signals (iv) Width of road and any other pertinent information. Make notes and sketches at the time of the accident to help when you complete the accident report. If you have a camera with you take photographs of the vehicle positions and damage.
- Give the third party(s) your name and address and insurance details.
- If asked by the *Gárdaí* to make a statement, you do not have to provide it immediately. It is better to write it out later taking care with wording.
- Do not restart your journey until it is safe for you and your vehicle to do so
- Remember to record the information on the Accident Checklist provided within.

## 9.2 Third Party Details

Where possible you should obtain the driver's name, address and contact telephone number, their vehicle registration number, the make and model of the vehicle, insurance company's name, branch address, policy/certificate number and vehicle owner's name. If they are utilising a company vehicle, the company's details should also be obtained and where possible the relevant insurance information. In the event of a multi-vehicle accident, get these details for all parties involved, not just the one you are in collision with.

## 9.3 Witness Details

Where possible you should obtain names and full addresses for correspondence along with a contact telephone number. Disputed road traffic accidents can often depend upon the evidence of independent witnesses. It is therefore essential that as much information as possible is obtained.

## 9.4 *Gárdaí*

Please make sure you report an accident as soon as possible. When the *Gárdaí* attend the accident / incident, a record of the attending *Gárda* name and number should be obtained. In the case of theft or malicious damage, a crime reference number needs to be obtained from the *Gárdaí* as soon as possible.

# 10. essential vehicle documentation

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## 10.1 Tax Discs

Each year approximately one week prior to the expiry of your current tax disc, Johnson & Perrott Fleet will send you a replacement tax disc. You must display it on your windscreen immediately. Please contact Johnson & Perrott Fleet if you do not receive your tax disc.

## 10.2 Producing Documentation – at request of Gardaí

If required by the Gardaí to produce documentation for your vehicle you will be given seven days to present the required documents at a Gardaí station of your choice, it is an offence to produce late. The following documents are available from the Johnson & Perrott Fleet and will be sent to you on request, if required for production to Gardaí:

- NCT/ DOE Certificate
- Vehicle Registration Document

Very few Garda Stations will accept photocopy or faxed documents, it will therefore be necessary for you to present the originals. Ensure you contact Johnson & Perrott Fleet in good time for the required documents to be received by you and presented within 7 days.

## 10.3 NCT/ DOE Tests

When your vehicle is due for NCT or DOE, you will be contacted by a member of the Johnson & Perrott Fleet service line who will assist in co-ordinating a local test centre to test your vehicle.

On most vehicles, the DOE/ NCT Test requirement and Road Tax renewal coincide. Should this be the case with your vehicle, you should plan to have the test carried out 2 – 3 weeks before your Road Tax expires which will enable Johnson & Perrott Fleet to re-tax your vehicle prior to expiry of the current disc.

# 11. parking fines & traffic offences

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It is your responsibility to pay all fines and fixed penalty notices etc. within the specified time limit as notified by the issuing authority. Where charges are not paid a notice to Johnson & Perrott Fleet will be issued. Johnson & Perrott Fleet will refer the fine/penalty to the driver that the vehicle has been allocated to by entering the driver's name and address on the form and returning it back to the issuing authority. The driver will then receive a personally addressed notice for payment. Some authorities do not give the opportunity of referral and in this case Johnson & Perrott Fleet will contact your employer and may pay the fine on the driver's behalf, the full value plus administration fees will be invoiced to our company.

## 12. fuel saving tips

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**Drive smoothly:** Aggressive driving and braking suddenly can increase your fuel consumption by as much as 40% and produce five times more toxic emissions. Hard acceleration, sharp breaking and aggressive driving all use more fuel as well as being more dangerous.

**Anticipate traffic situations:** by looking and thinking ahead as this will help maintain a steady fuel efficient speed, reducing the need for heavy braking and acceleration, will enhance a relaxed driving style and will enable safer driving style.

**Use the correct gear:** The higher gear you drive in the lower your engine speed is, which can improve fuel efficiency. So change up a gear whenever you can, without stressing the engine. Do not drive fast in lower gears and use 6th gear if you have it, where possible and especially on the motorway.

**Keep an eye on fuel prices and shop around:** Fill up your car when you see the price reduced, as there can be a price difference of 3cent per litre within a week. If you can't find a place to buy low priced fuel on one day, wait if you can until you find a cheaper one. Avoid using motorway services where possible, as these tend to be the most expensive.

**Keep your tyres at the right pressure:** Correctly inflated tyres are safer and last longer. A tyre that is under inflated by just 1psi can reduce fuel efficiency by as much as 3%. An under or over inflated tyre will wear more quickly and is also more susceptible to failing. The best time to check your tyre pressure is when its cool outside or in the morning after your car has been sitting for several hours without driving.

**Avoid carrying excess weight:** For every extra 100lbs (45 kg) you carry your fuel efficiency can drop by 1-2%. So keep your boot or back seat clear of unnecessary items that just add weight to your vehicle.

**Plan your trips and driving routes:** Backed-up traffic and redundant trips cause you to be on the roads for a longer time, burning more fuel. Restarting your engine uses less energy than 10 seconds of idling, so switch off if you're in a long queue. Avoid rush-hour traffic if possible. When planning your trip use a route finder such as the AA Route Finder.

**Avoid using the air conditioning:** When you first get into your hot vehicle, try to drive with the windows open to let out the hot air and let in a fresh breeze. Air conditioning reduces fuel economy by 10-20% so use it in moderation. Keep the windows closed when you are using the air conditioning. Use a sunshade to keep your car cool or park in the shade when it's warm.

## 13. foreign travel

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In the event that an employee wishes to take a Johnson and Perrott Fleet allocated vehicle abroad for any reason, advance permission must be sought from your employer and authorised provider of that vehicle. For travel outside the Republic of Ireland, you MUST ensure that the relevant paperwork, appropriate insurance and breakdown provisions are in place through your own company. You should also check the motoring requirements and information required for individual countries.

**Please note the following:**

**Documentation** – you will require original Insurance Certificate and owner's (J&P Fleet) letter of permission for taking the vehicle out of the Ireland. Please contact Johnson & Perrott Fleet on 01 409 7575 for more information.

**Breakdown Cover** – Johnson & Perrott Fleet’s permission to take one of its vehicles out of the country is conditional upon breakdown cover being in place for the trip. Breakdown cover must include repatriation for your company vehicle. You must ensure that you have the correct level of cover before travelling.

**Special Equipment** – It is not possible to give a definitive list of what you will require as this differs from country to country and from year to year. In all cases a warning triangle will be required, thereafter such items as spare bulb kits, fire extinguishers or first aid kits may be required dependant on where you are visiting. For further information please visit the AA website at [www.aa.ie](http://www.aa.ie)

**Fines** – In many countries abroad motorists, particularly tourists, found not to be in possession of the correct documentation or mandatory equipment may have an on the spot fine imposed. This can also apply to motoring offences such as speeding. On French toll motorways, entry ticket issue time is recorded and may be used as proof of speeding if the next tollbooth is reached too soon.

## 14. driver's code of driving

Whilst these few Do’s and Don’t might seem common sense they are designed to help you stay safe while out on the road.

### Do

- Be safe not sorry
- Know your vehicle
- Obey all Traffic Laws
- Focus on flow not speed
- Consider other road users
- Stay calm, don’t get sucked in
- Plan your route before you leave
- Take regular breaks on long drives
- Look all around before manoeuvring
- Allow for changes in weather conditions
- Use lights appropriately - see and be seen
- Accept traffic hold-ups, they’re part of driving
- Check that the vehicle in front has actually gone
- Plan for the unexpected - leave yourself space and time

### Don’t

- Speed
- Tailgate
- Be aggressive
- Lose your temper
- Drive when over tired
- Drive over the pavement
- Drive whilst under the influence of drink or drugs
- Use mobile phones while driving
- Get involved in road rage situation

# 15. collision reporting form

<b>DETAILS OF THE VEHICLE BEING DRIVEN</b>	
Registration Number	
Vehicle Make	
Vehicle Model	
<b>DETAILS OF THE COLLISION</b>	
Location of Collision	
Date	
Time	
Speed Limit	
Weather Conditions	
Road Conditions	
Road Signs	
<b>GARDA DETAILS</b>	
Was there a Garda present?	
When did the Garda arrive at the scene?	
Name of Garda present	
Rank/Number and station of Garda	
Telephone Number	

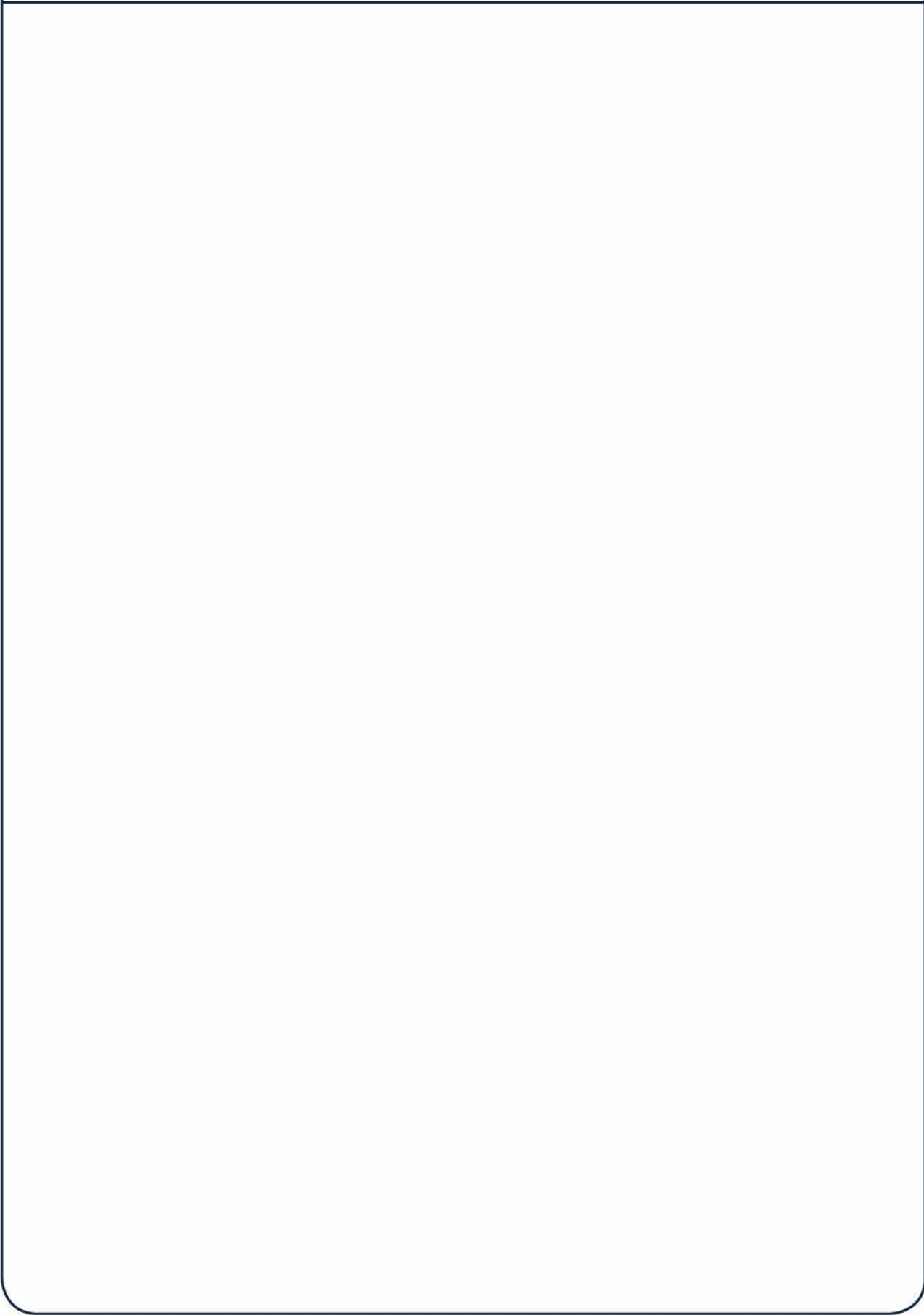
# 15. collision reporting form

<b>DETAILS OF THE OTHER VEHICLE IN THE COLLISION</b>	
Registration Number	
Vehicle Make	
Vehicle Model	
Name of Owner	
Name of Driver	
Address of Driver	
Telephone Number of driver	
Insurance Company	
Policy Number	
Description of damage to other vehicle(s)	

# 15. collision reporting form

<b>DETAILS OF DAMAGE TO OTHER PROPERTY (IF ANY)</b>	
Type of property	
Owners Name	
Address of Owner	
Description of damage	
<b>INJURY DETAILS</b>	
Was anyone injured	
Was an ambulance called?	
Name of injured person	
Address of injured person	
Was a safety belt worn?	
Description of injury	
<b>WITNESS DETAILS (IF ANY)</b>	
Name	
Address	
Contact Details	
<b>BRIEF DESCRIPTION OF COLLISION</b>	

**COLLISION SKETCH: MAKE A ROUGH SKETCH OF THE COLLISION SCENE**



**FOLLOW-UP ( TO BE COMPLETED BY DRIVER'S MANAGER/SUPERVISOR**

Has the driver the correct license for vehicle?																	
Has the driver received correct training for the vehicle?																	
Was the collision caused by; (Tick correct option)	<table> <tr><td>Human Error</td><td><input type="checkbox"/></td></tr> <tr><td>Mechanical Failure</td><td><input type="checkbox"/></td></tr> <tr><td>Unsafe systems of work</td><td><input type="checkbox"/></td></tr> <tr><td>Road/weather conditions</td><td><input type="checkbox"/></td></tr> <tr><td>Other</td><td><input type="checkbox"/></td></tr> </table>	Human Error	<input type="checkbox"/>	Mechanical Failure	<input type="checkbox"/>	Unsafe systems of work	<input type="checkbox"/>	Road/weather conditions	<input type="checkbox"/>	Other	<input type="checkbox"/>						
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Road/weather conditions	<input type="checkbox"/>																
Other	<input type="checkbox"/>																
Was the driver to blame in any way due to: (Tick correct option)	<table> <tr><td>Carelessness</td><td><input type="checkbox"/></td></tr> <tr><td>Dangerous Driving</td><td><input type="checkbox"/></td></tr> <tr><td>Loss of concentration</td><td><input type="checkbox"/></td></tr> <tr><td>Misjudgement</td><td><input type="checkbox"/></td></tr> <tr><td>Not following safe systems of work</td><td><input type="checkbox"/></td></tr> <tr><td>Unfamiliar with the vehicle</td><td><input type="checkbox"/></td></tr> <tr><td>Other</td><td><input type="checkbox"/></td></tr> <tr><td>Not at fault</td><td><input type="checkbox"/></td></tr> </table>	Carelessness	<input type="checkbox"/>	Dangerous Driving	<input type="checkbox"/>	Loss of concentration	<input type="checkbox"/>	Misjudgement	<input type="checkbox"/>	Not following safe systems of work	<input type="checkbox"/>	Unfamiliar with the vehicle	<input type="checkbox"/>	Other	<input type="checkbox"/>	Not at fault	<input type="checkbox"/>
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Not at fault	<input type="checkbox"/>																
Was the collision avoidable?																	
Has Johnson & Perrott Fleet been notified of the collision?																	
Date of notification																	
Signed																	
Date:																	

