


Joe Duffy Leasing 

Driver Information

Contact Number 01 864 7711



SERVICE & MAINTENANCE

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

We are confident that with our technical ability in dealing directly with garages and our high level of expertise, that we will save you valuable time if problems arise with your vehicle.



To book a service, please call

01 864 7711

Select **option 2**
for service/maintenance

Vehicle Service

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 manufacturer's recommended service schedule.

Tyres

For information about tyre replacement, please contact our Service Line on 01 864 7711 or you can call into any Modern Tyres outlet and advise the attendant that you are driving a Joe Duffy Leasing vehicle, and they will assist you.



Tyre Safety Check

Modern Tyres provide a Safety Check to all Joe Duffy Leasing Drivers. You can avail of this service by calling into any Modern Tyres outlet. Please contact our Service Line to find out more about the check and the location of your local branch, or check www.moderntyres.ie

BREAKDOWN ACCIDENT MANAGEMENT

Breakdown / Recovery

If you experience a breakdown during working hours, please contact the Manufacturer Breakdown Assistance to begin with. This number can be found in the vehicle handbook, which is usually in the glove compartment. If there are any issues during office hours, please call the Service Line on 01 864 7711



Accident Management

Our Accident Management Services have developed a step-by-step guide detailing what you should do after an accident.

Firstly, 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, 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, vehicle registrations of any witnesses and any other details relevant to the incident.

Step 4: Call the Service Line 01 864 7711

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

TAX & CVRT

CVRT (DoE)

Commercial vehicles in Ireland must be tested for roadworthiness one year after registration and thereafter every year.

A CRW (Certificate of Roadworthiness) is needed to apply for Motor Tax.



Arranging a CVRT

Joe Duffy Leasing will contact the driver in advance of the expiry of their current CRW and/or Motor Tax to arrange the CVRT.

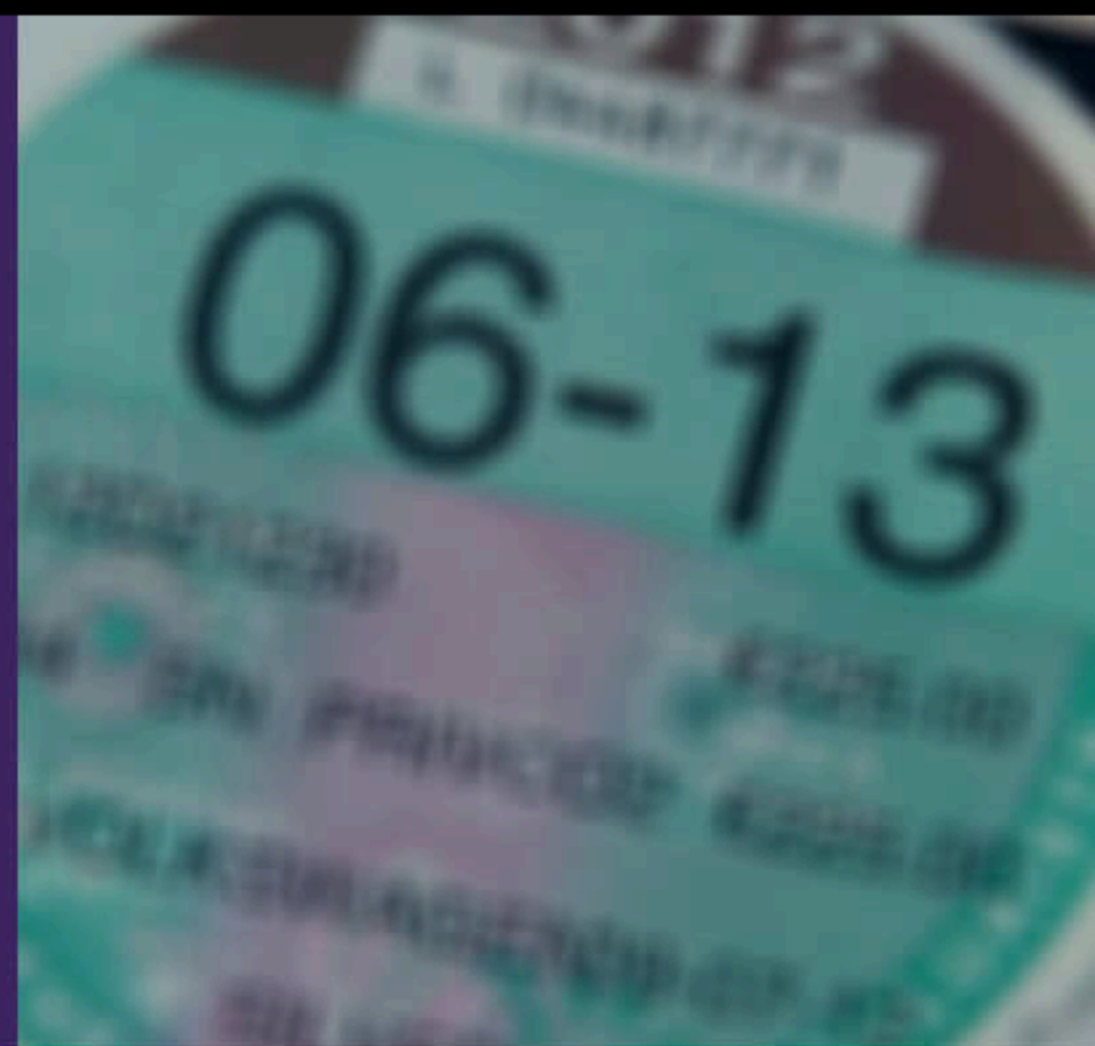
It is imperative that the driver make themselves available on the agreed date. Failure to do so will transfer the responsibility back to the driver to schedule a new date.

Once the vehicle has passed the test, a pass statement will be sent to Joe Duffy Leasing, who will in turn tax the vehicle accordingly. Joe Duffy Leasing will keep the CRW on file.

Motor Tax & Insurance Disc

Tax discs are automatically issued by Joe Duffy but legally it's the driver's responsibility to ensure valid tax and insurance discs are displayed.

In the event of a tax disc being lost, it is your responsibility to obtain an RF134 from local Garda Station and send completed form to us and we will then apply for a duplicate. There is an administration charge for this service.



GENERAL

Penalty Points & Fines

It is your responsibility to ensure that all fines are paid on time and that you comply with your employer's 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 being imposed.

You should notify your company in the event you receive any penalty points.



Tolls

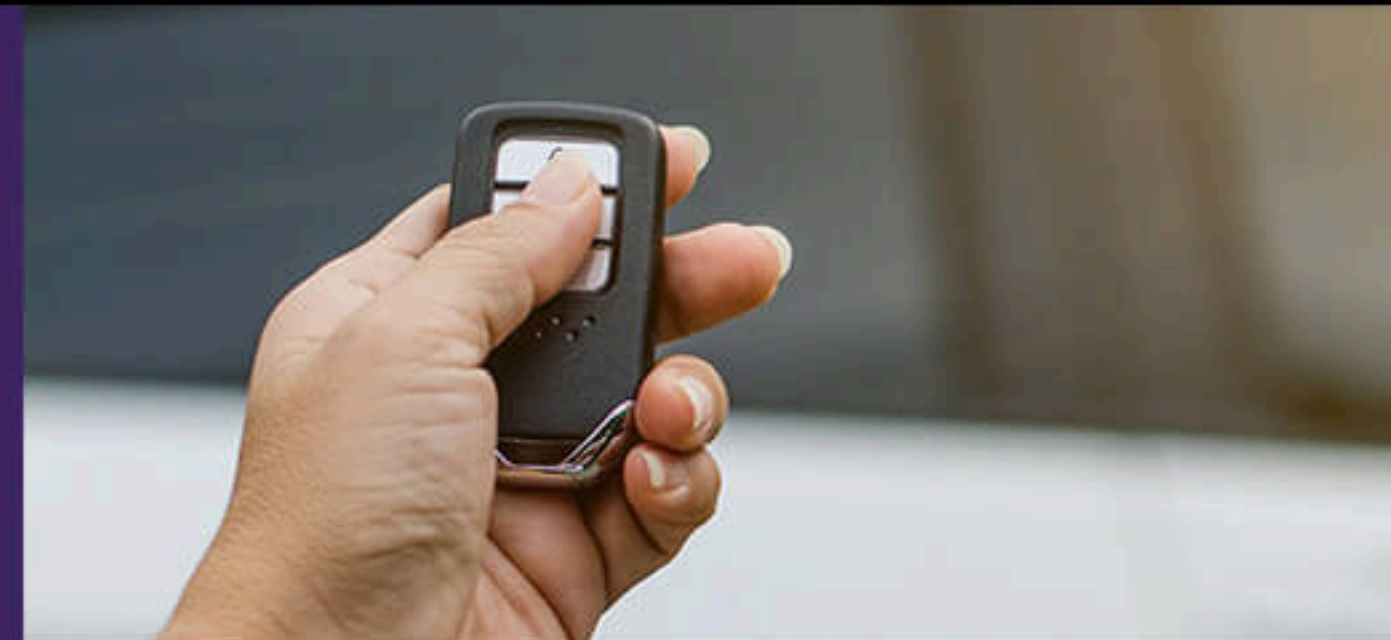
It is your responsibility to ensure that all tolls are paid on your vehicle. All drivers are required to register their vehicle on either a video registration account or on a tag account.

It is very important that any tolls incurred during the period you are in a replacement/rental vehicle are paid for.

Additional fees will be incurred if Joe Duffy leasing has to settle outstanding tolls on your behalf.

Spare Key

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



Travelling Abroad

You will require written authorisation from Joe Duffy Leasing as the registered owner if you intend to take your vehicle abroad.

It is your responsibility to arrange and pay for adequate foreign travel breakdown insurance. Please contact us via jdl@joeduffy.ie for your letter of authorisation.

SAFETY

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 being in some cases legal obligations. Please also ensure your vehicle is kept clean inside and outside.

Weekly

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

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

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



Monthly

Tyre Tread Depth: Tyre Tread Depth legal minimum is 1.6mm; it is Joe Duffy Leasing policy to change tyres once the depth reaches a level of 2.0mm.

Tyre Condition/Wear Pattern: Sidewall damage is potentially dangerous and can result in a blowout. 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. All damage must be reported to the Driver Hotline.



SAFETY

Yearly

Service: : It is your responsibility to arrange servicing in accordance with manufacturers recommended service intervals.

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

In modern cars the dashboard Service Light is the key indicator of whether a service is due, but if you have not had your car serviced in the last year, please call us to check if a service is required.



Driver Safety

You are required to abide by all legal requirement while driving.

You are required to abide by all legal requirement while driving.

In addition to these items influencing the safety of you and other road users, they also incur penalty points.

For full details on your legal responsibilities and safe driving please visit www.rsa.ie

Child Car Seats

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.





Joe Duffy Leasing

Joe Duffy Leasing,
Unit 9, Airside Business Park,
Swords, Co. Dublin

01 864 7711
JoeDuffyLeasing.ie