



Easy Guide

Telephone: 13 25 72 Mon – Fri 8:30am – 17:00 AEST Web:

www.leaseplan.com.au

Roadside Assistance

Call Assist Australia on 1800 257 526

Accident Management

Report the accident – call Allianz Claim Centre on **1300 40 20 30**

The driver of the vehicle damaged or in an accident whilst the vehicle is in their charge must call the above.

When speaking with Allianz Claim Centre provide the below:

- Vehicle is a LeasePlan Tool of Trade vehicle
- Registration number
- **'Business'** as the purpose of the trip
- Driver's details
- Accident/damage details
- Details of other driver, vehicle, or property where applicable
- UniSA's preferred repairer:
Adelaide Panel Repairs
143 Richmond Road, Richmond SA 5033
Phone (08) 8352 8899
- Report to police as soon as possible within 24 hours after the crash, except in exceptional circumstances.
- Visit SAPOL Report a crash
www.police.sa.gov.au/your-safety/road-safety/report-a-crash
- **ALL accidents/damage MUST also be reported to FM ASSIST**



Accident Management cont.

No matter whose fault it is, make sure you

- Make the scene safe. If emergency services are required or someone is injured, call 000.
- Exchange details with the other driver(s), including driver's licence, address, vehicle registration and contact numbers.
- Record details of any witnesses, including name and contact numbers. If possible, take photos of vehicle damage and accident scene.
- **Do not admit liability.**

If the vehicle is too damaged to drive

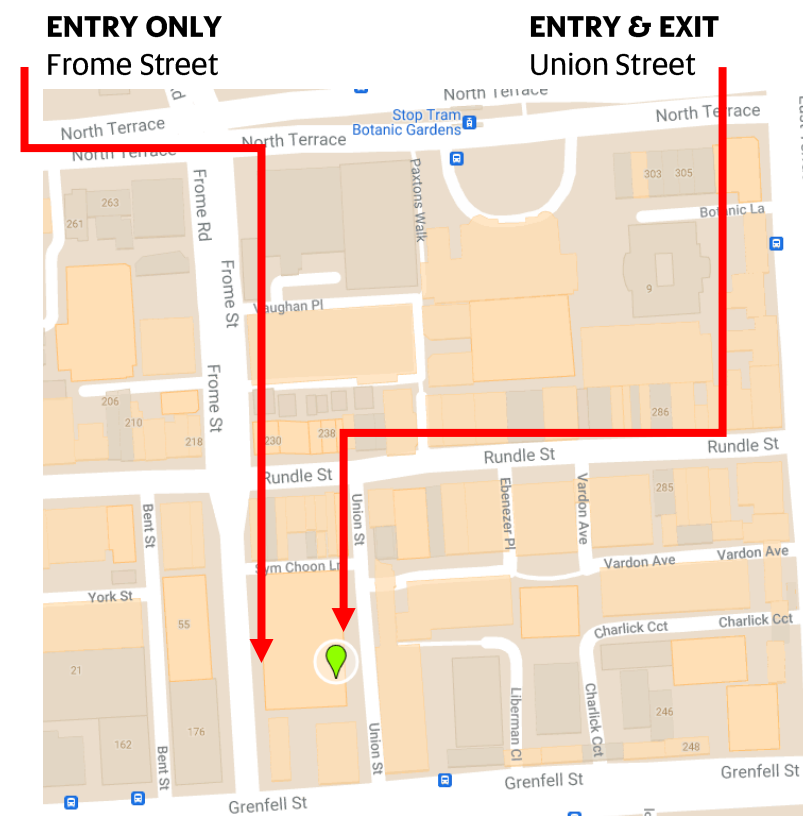
- Call 1300 40 20 30 to arrange emergency towing
- The vehicle will be towed to an Authorised Repairer in your area.
- **Important: Do not sign the authority to tow form unless it has the same address as advised by our telephone operators.**

Refuelling Pool Vehicles

- **The odometer reading must be provided to the service station attendant when refuelling.**
- This will ensure LeasePlan's service network is updated and will guarantee any work required on University Pool Vehicles are completed in a timely manner.
- Drivers must ensure there is **at least ½ tank of fuel before returning** the vehicle to campus.
- **All Shell Petrol cards in Pool Vehicle are PIN activated.**
- Shell Petrol Card transactions will require PIN authorisation at the Point of Sale (POS).
- Pin should be located on card, if not please use the **last four digits of the card number as the PIN number.**

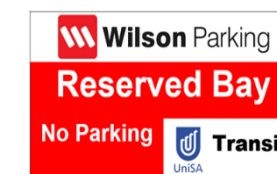
CITY EAST TRANSIT PARKING | WILSON PARKING

Located between Rundle and Grenfell St



TO ENTER

- Insert the Wilson Card into card reader or
- Hold the Wilson card flat on card reader



PARK IN TRANSIT BAYS ONLY

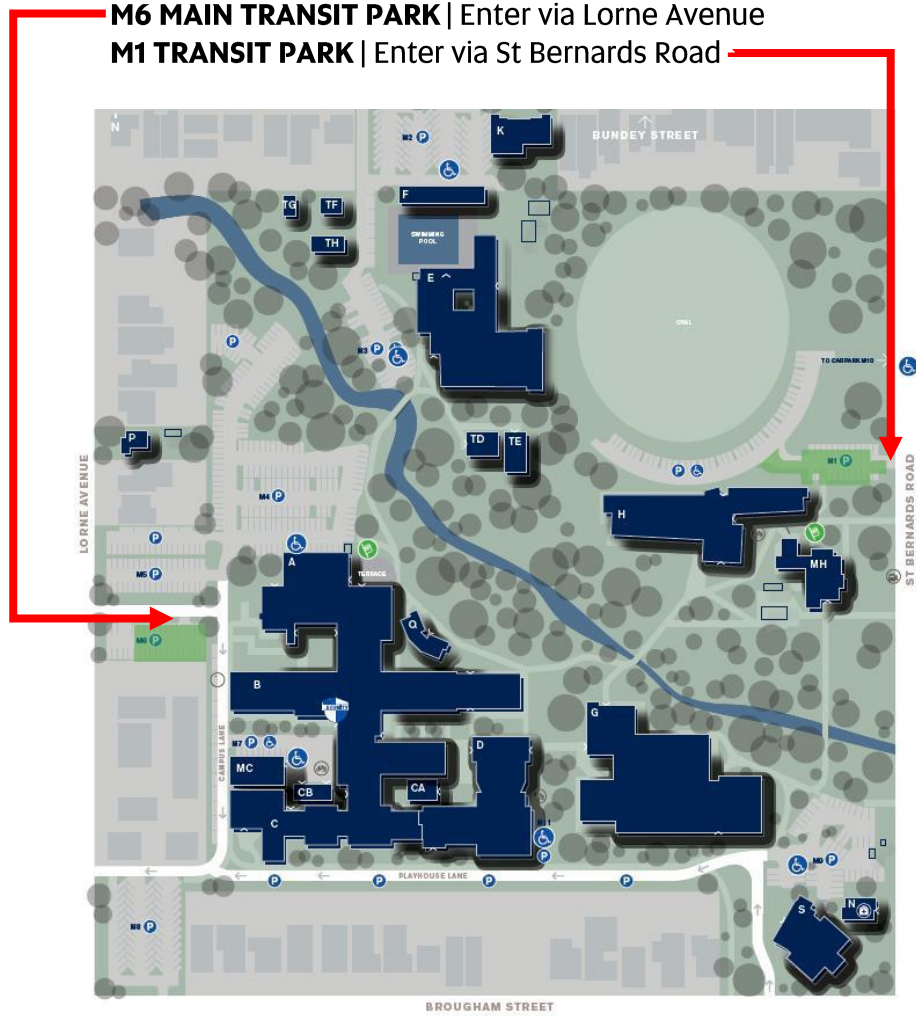
UniSA Transit bays located on **Level 2, Bays 125 to 132**

Designated bays have the signage displayed as below

MAGILL | TRANSIT PARKING

M6 MAIN TRANSIT PARK | Enter via Lorne Avenue

M1 TRANSIT PARK | Enter via St Bernards Road



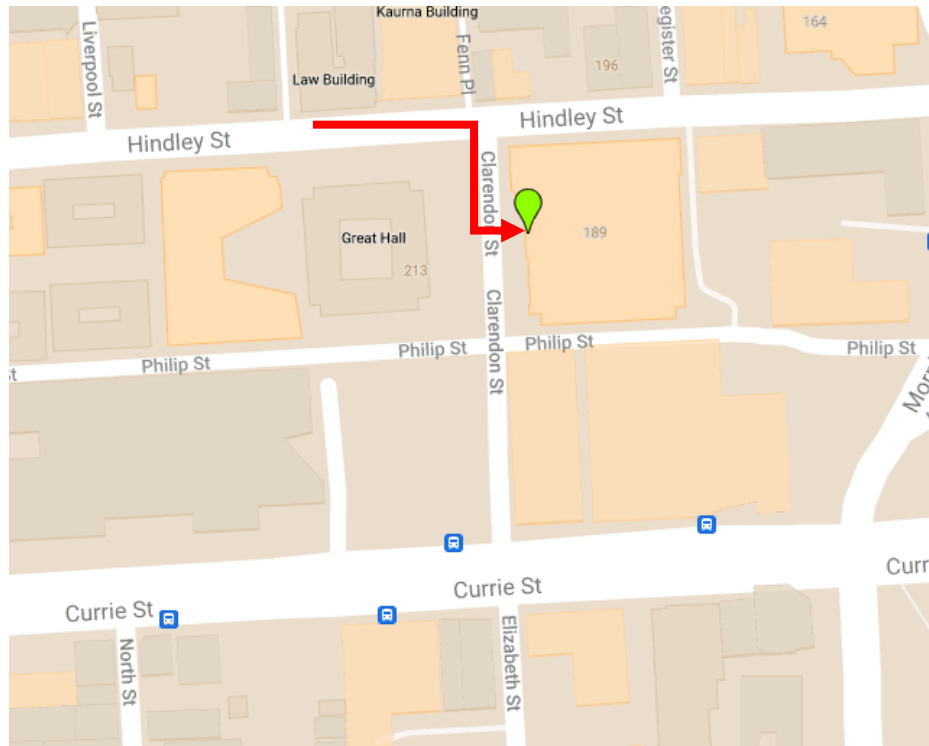
M6 Main Transit Park | Enter via Lorne Ave, enter the second parking lot on right via boom gate using your Staff ID

M1 Transit Park | Enter via St Bernards Rd, park within 4 bays marked with the blue transit bays.

CITY WEST TRANSIT PARKING | WILSON PARKING

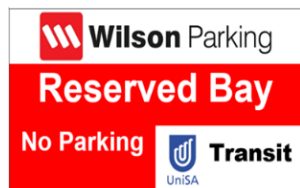
ENTRY & EXIT from Hindley Street

NO ENTRY from Currie Street



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PARK IN TRANSIT BAYS ONLY

UniSA Transit bays located on **Level 2, Bays 125 to 132**

Designated bays have the signage displayed as below

MAWSON LAKES | TRANSIT PARKING

ML1 TRANSIT PARK | Enter via boom gate University Boulevard

ML15 TRANSIT PARK | Enter via University Boulevard



ML1 Transit Park | Enter via University Boulevard, enter the parking lot via boom gate using your Staff ID, park within the blue transit bays

ML15 Transit Park | Enter via University Boulevard, park within the blue transit bays.

