



# Drivers Guide

**01908 467 467**

**[www.icrleasing.co.uk](http://www.icrleasing.co.uk)**

## **Buy Your Car**

As the driver, you have first option of purchasing your vehicle at an advantageous price at the end of the contract.

Call iCR to obtain a valuation.

## **Hours of business**

Monday - Friday

9.00 am - 5.30 pm

Closed Weekends

## **Out of hours emergency**

**phone number: 0800 912 1421**

## **Where Leasing is easy**

**iCR LEASING** Denbigh House Denbigh Road Bletchley Milton Keynes MK1 1DF [www.icrleasing.co.uk](http://www.icrleasing.co.uk)

## Driver Responsibilities

It is your responsibility to ensure the vehicle is properly maintained in accordance with the manufacture instructions detailed in the driver manual. If you miss a scheduled service any costs arising as a result of this i.e. an invalidated warranty will be passed back to you. To book a service call your local main dealer and book the vehicle in at your convenience, and inform them that this is an ICR leasing vehicle of which authorisation is approved through the eypx 1 Link system. Oils and fluids required outside of the routine service are excluded from a maintenance agreement.

Should your vehicle not be covered by a maintenance agreement all work must be carried out at an authorised dealer. If you are unsure whether your vehicle is covered by a maintenance agreement or for general maintenance enquiries please call ICR for advice.

## Breakdown Service

Your vehicle is covered by manufacturers breakdown policy or the AA. In the first instance please call **0800 912 1421** for guidance. This is a 24/7 service and covers our out-of-office hours. Please be aware that you will not be covered for a replacement vehicle, and if you require a daily rental vehicle it will be at your own expense and you will be required to show your driver's licence and have the use of a credit card.



## Traffic Offences

ICR Leasing is not responsible for the payment of any fines arising from Traffic Offences, Parking fines or if the vehicle is un-roadworthy. See our website for more details.

## Glass and Windscreens

Replacements to body glass or windscreens should be arranged through your company's insurance provider at a cost to your company.

## Taxing your vehicle: (Vehicle excise Duty)

This is carried out automatically by ICR and no disc is supplied. If you want to check if your vehicle is taxed, then go on to the government website: [www.vehicleenquiry.service.gov.uk](http://www.vehicleenquiry.service.gov.uk)

## Tyre Replacement

It is your responsibility to insure the vehicle is roadworthy at all times, and your tyres are checked on a regular basis. Tyres may be changed at 2mm; the legal limit is 1.6mm.

If your tyres need replacing then you need to contact your local National Tyre Centre on **0800 708 070** and arrange to take the vehicle in. Any replacement or repair not resulting from fair wear and tear is excluded from the maintenance agreement. If you are in Milton Keynes, then our tyre supplier Kiplings Motorist Centre will also offer this service: **01908 372 996** Authorisation must be obtained from ICR Leasing by the tyre company prior to fitting.

## Accessories

Permission must be granted by ICR before any accessories can be fitted to your vehicle. If it is removed any damage to the vehicle must be repaired before it is returned.

## Accidents

If you are involved in an accident, please ensure that ICR Leasing is notified immediately whether the accident is of

a serious nature or just minor damage, and whether the vehicle is roadworthy. If the vehicle is subject to a write-off, please instruct your insurance company that the vehicle is on a lease contract with ICR Leasing. See your company policy for guidance.

## Foreign travel

Should you wish to take your vehicle abroad you will require the relevant authorisation to do so. We will send you a VE103b document, so we will need the driver's details. Where possible, please provide 10 days' notice.

## MOT

Vehicles within UK mainland will require an MOT within three years of first registration. It is the driver's responsibility to ensure that the vehicle has a valid MOT certificate if required. If you need to check your vehicle has an MOT certificate go to the government website: [www.vehicleenquiry.service.gov.uk](http://www.vehicleenquiry.service.gov.uk) Please be aware failure to obtain an MOT will invalidate your insurance cover.

## Fair wear and tear:

Any costs arising out of abnormal wear and tear are your responsibility. For more information see ICR website or call the office on **01908 467 467 (Mon Fri 9.00 - 5.30)**

## End of contract:

All vehicles must be returned with service books, both sets of keys, wheel locking nuts etc. See our website for more details.

**Smoking is not permitted in our vehicles.**