



# UNIVERSITY LEASED VEHICLE INFORMATION

## **APPROVED VEHICLE SERVICE PROVIDERS:**

### **(For use by managers of dedicated University vehicles/pool cars)**

Vehicle servicing, tyre and windscreen replacements, must be undertaken by a preferred service provider listed below. When contacting these providers, please quote the registration number of the vehicle and advise that it is an 'ORIX Vehicle':

### **VEHICLE SERVICING**

- JA & K Automotive: 0414 617 218
- Mobile Fleet Services: 9648 0990
- Rego's and More: 4588 5588
- Manufacturer of your vehicle (refer to the logbook for details)

### **WINDSCREENS**

- O'Brien Glass: 13 16 16
- Instant Windscreens: 13 24 44

### **TYRES**

- Bridgestone Tyre Centres: 13 12 29
- Beaurepairs: 13 23 81
- Bob Jane T-Mart: 13 26 25
- Goodyear: 13 23 43
- Roadrunner Tyres (mobile):  
1800 786 637

### **BATTERY FAULTS/REPLACEMENTS**

- Battery World: 13 17 60
- Marshall Batteries: 1300 627 742

## **FUEL CARD ERRORS:**

If you experience issues with a fuel card/s, please proceed with arranging payment by an alternate means (Corporate Credit Card) or alternatively retain a copy of the receipt and claim the expense via TEMS. Please email the Procurement Services Team ([pae@westernsydney.edu.au](mailto:pae@westernsydney.edu.au)) for advice regarding the replacement of existing fuel card/s.

## **ROADSIDE ASSISTANCE:**

Roadside Assistance is available through the lease provider (ORIX) and is carried out by Allianz.

Should you require roadside assistance, please contact ORIX Roadside assistance on 1800 032 563.

## **DAMAGES AND INSURANCE CLAIMS:**

For enquiries relating to damages and insurance claims, please contact the University Accountant, Taxation and Insurance on (02) 4570 1217 (Ext:1217).

## **ALL OTHER ENQUIRIES:**

All other enquiries should be directed to the Procurement Services Team via phone (02) 4570 1487 (Ext:1487) or email: [pae@westernsydney.edu.au](mailto:pae@westernsydney.edu.au)