How to make a vehicle booking

Make sure you have logged in to LeasePlan Online via www.leaseplan.com.au

1. Select ‘Pool Car’ from the top menu
2. Click ‘New Pool Car Booking’ on left menu

Contact Details

Check your Contact Details are correct. Update if required. Fields marked with a red asterix are mandatory

3. Click ‘Confirm Details’
Booking Details

4. Complete the General Details and Trip Details sections
5. Click ‘Search’ to commence searching based on details entered

If no cars are available that match the time / date entered, the following message will display:

No vehicles available at specified pick up location for this time period

To search again, repeat steps 4-5 and enter a new time or date
Vehicle Selection

6. Click [ ] to select the vehicle and display vehicle details
7. Click [ ] to confirm the vehicle selection

If you do not select a vehicle, the first result will be automatically selected.
Booking Confirmation

8. If there are multiple drivers, details can be entered in the ‘Driver Comments or Special Instructions’ box
9. Accept the ‘Terms and Conditions’ checkbox
10. Check all details are correct and click Submit for Approval

A confirmation of the booking with the booking number will be displayed on screen
The driver will receive a confirmation email with the booking details.