

HOW TO ARRANGE your dual controlled courtesy car

Arranging a dual controlled courtesy car helps keep your driving school running smoothly when your main vehicle is off the road. With the right replacement in place, lessons can continue with minimal disruption - protecting your diary, income and pupils' progress.

01. Check your eligibility

A dual-controlled courtesy car will be provided only if all of the following apply:

- You have opted for the dual-controlled courtesy car extension on your legal cover add-on policy
- You have been involved in an accident with an identifiable third party
- The damage to your vehicle means it is undriveable

02. Report the incident

You must report the claim to **both of the providers** listed below **within 48 hours** of the incident.

CLAIM TYPE	PROVIDER	CONTACT DETAILS	OPENING HOURS
Report a claim	iRevolution	01227 285 540 (option 2)	24/7
Hire vehicle & legal cover	Law Shield	0344 856 2359	24/7

03. Provide the details

Please have your policy numbers and incident details to hand when reporting the incident. Additional documentation may be requested to support your claim.

04. Await confirmation and delivery

Once your claim has been submitted, the provider will:

- Confirm your eligibility
- Arrange delivery of your dual-controlled courtesy car
- Keep you updated on expected timelines