



## DEALERSHIP INFORMATION BULLETIN

### Loss Prevention Advisory – “Best Practices” Information

#### INVENTORY CONTROL

Vehicle deliveries and lot storage are of concern due to the large numbers of vehicles located at most dealerships. Rows of vehicles make inventory maintenance and control a challenge. The following ideas and recommendations are suggested to make inventory control efforts more effective.

##### **Inspect and Secure deliveries:**

- If possible, have deliveries made during regular business hours.
- Inspect each vehicle as soon as possible after delivery.
- Note the inspection and delivery time.
- Have a responsible representative sign for the delivery.
- Report any damage to the transportation company.
- Secure the vehicle as soon as possible following the dealership’s procedures for securing vehicles.
- Incorporate the vehicle’s keys in the system used by the dealership for key control as soon as possible.

##### **Take Inventory / Count Vehicles Regularly:**

- Develop a system or method to count vehicle inventory regularly, accurately and efficiently.
- Ally Insurance recommends inventory be taken monthly at a minimum. More frequently is better.
- If it appears that a theft has taken place report it immediately to the police and to the Ally Insurance National Property Claims Center. The sooner a vehicle theft is reported the more likely the chance of recovery.

##### **“Block Park” or “Lot Pack” Vehicles in Uniform Patterns:**

- Block parking limits the access to certain vehicles such as the higher valued vehicles on a dealer’s lot.
- Parking vehicles in uniform patterns makes it more obvious, at a quick glance, if a vehicle is missing.

**ADDITIONAL INFORMATION MAY BE OBTAINED FROM THE  
ALLY INSURANCE LOSS PREVENTION DEPARTMENT  
1-800-729-4622, Option 4**

This document contains a brief explanation loss prevention measures. No warranty of the suggestions or recommendations is implied or made.

ALLY Insurance  
5000 Dearborn Circle, Suite 200, PO Box 5047, Mt. Laurel, NJ 08054  
Telephone (800) 729-4622, Option 4 Fax (800) 504-5047