



REDUCE YOUR

**L** **o** **s** **s** **e** **s**

## SUGGESTED THEFT PROTECTION CONTROLS

- Do not let customers leave anything of value inside vehicles.
- Signs should be posted stating that you're not responsible for articles left inside customers' vehicles.
- Keys to customer-owned vehicles should not be left inside cars.
- If customer-owned vehicles must remain at the premises overnight, the key should be kept on a keyboard or in a lockbox **and stored in a secure location**, such as a safe or office. Also, all personnel should be trained in proper key control methods.
- Methods used to restrict access to the facility when cars are parked on the premises overnight should include a securely fenced lot equipped with barrier-type access gates. Also consider installing a surveillance system.
- Keep an ongoing inventory of all tools and equipment.
- Consider having a burglar alarm system, with central station monitoring, for the shop.

## TEST DRIVING OF VEHICLES SERVICED:

- Motor Vehicle Records should be checked on all drivers test driving vehicles. Age, driving experience, training, and qualifications should also be considered when evaluating who will be allowed to test drive vehicles.
- A test driving area should be designed to test drive vehicles.

*This bulletin is advisory and does not attempt to list all hazards. You are responsible for the safety of your premises, operations, and products. Union Standard Insurance Group is not responsible for any loss, injury, death, damage, or expense arising from the use of this bulletin.*



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