



iag

Vehicle Storage Management

Strategies for reducing your risk



Developed by IAG Risk Partners

Founding Industry Partner

Vehicle Storage and Maintenance

During reduction in demand for services some customers may see a need to reduce the number of fleet vehicles on the road. It is important that storage processes and continued maintenance is considered to reduce damage or loss.

Storage of vehicles requires some thought to reduce possible damage from the elements, fire and theft. No vehicle should be parked on the street and left unmanaged whilst they are not in regular use.

It's important to make sure vehicles are maintained and in roadworthy condition as demands will continue to fluctuate during these uncertain times. It is also just as important to maintain vehicles for the purpose of retaining value and condition as required from an WH&S perspective or as stipulated by your financier (e.g. leased or hire purchase).

Things to Consider

Stored Vehicle Management

- Review owner's manual to determine suggested storage procedure
- Clean the vehicle (external and internal)
- Remove all valuables
- Fuel: full tank to reduce moisture + fuel stabilizer
- Battery storage: in or out of the vehicle
- Tyre management: avoid getting flat spots – wheel chocks or raise vehicle
- Side mirrors: folded in
- Car cover: protects against elements, scratches and dirt

Storage Security

- Fleet to be stored: 1+, 10+, 20+, 50+, 100+
- Timeframes: 3, 6 or 12 months
- Location: home or onsite
- Storage space: open or undercover
- Access: gates, door and locks
- Onsite security: CCTV, surveillance or GPS tracking
- Key storage: safe, off site and access controls

Vehicle Use Policy

- Amend fleet policy to clearly state responsibilities whilst vehicle in storage at employee's home
- Application of excess or cost of repair if vehicle involved in an incident needs to be explained
- Accessibility during an emergency needs to be clearly outlined

Ongoing rotation of fleet vehicles during restricted activity is suggested to maintain vehicle condition consistency and reduce potential financial loss resulting from utilisation change.

If you require any assistance or guidance on the management of your fleet risk management program, please don't hesitate to contact IAG Risk Partners at riskpartners@iag.com.au



Vehicle Storage Checklist

Developed by IAG Risk Partners

Date: / /

Sign Off:

Vehicle Registration

Driver's Name

Contact Number

Location Address

Area	Action/Inspection to be Undertaken	Completed		
		Yes	No	N/A
Vehicle preparation	Review owners manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clean car - internal and external	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Remove all valuables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fuel - full tank and fuel stabiliser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Battery storage - in or out of vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cover engine outlets - scopes, exhausts, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tyre management - inflat & wheel chocks if storing longer than 3 mths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Side mirrors - folded in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees home	Off street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car cover <\$20K vehicle value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car cover + carport/sail <\$30K vehicle value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Car cover + garaged >\$30 Vehicle value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Onsite	Off street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Open carpark - car cover <\$20 vehicle value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Open carpark - car cover + carport/sail <\$30K vehicle value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Undercover parking - car cover + garaged 30K vehicle value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Onsite security	Gated and locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CCTV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Security - regular checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key storage	Key safe box storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Standard onsite safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Time lapse onsite safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



We're here to help

For assistance regarding risk education and training or for further guidance on this topic, please contact your CGU / WFI / SUU insurance representative or IAG Risk Partners



IAG Risk Partners

riskpartners@iag.com.au

The information, statements, statistics and commentary (together, the 'Information') contained in this document have been prepared by Insurance Australia Limited ABN 11 000 016 722 (IAL). IAL may, at its absolute discretion and without any obligation to do so, update, amend or supplement this document. IAL does not express an opinion as to the accuracy or completeness of the information provided, the assumptions made by the parties that provided the information or any conclusions reached by those parties. IAL disclaims any and all liability arising from actions taken in response to this document. IAL disclaims any and all liability for any investment or strategic decisions made as a consequence of information contained in this document. IAL, its employees, and any persons associated with the preparation of the enclosed documents are in no way responsible for any errors or omissions in the enclosed document resulting from any inaccuracy, misdescription or incompleteness of information provided or from assumptions made or opinions reached by the parties that provided information.