



---

## HERZOG DOT Inspection Process

This document is intended to provide information to help you perform Department of Transportation (DOT) inspections using the Herzog Annual Vehicle Inspection Report.

Questions regarding the adequacy of the inspection should be directed to Herzog directly. GM FleetTrac makes no representations regarding the sufficiency or compliance of the Herzog inspection process with DOT inspection requirements.

When a Herzog vehicle is presented for DOT inspection service, please follow the direction included below. Before proceeding with the inspection, the driver must present you with a *DOT Safety Inspection Sticker*. ***Please be sure to review the instructions on the reverse side of the sticker to ensure the inspection is completed appropriately.***

### The 5 DOT Inspection Steps

1. To begin the Herzog DOT inspection process, download and print the *Herzog Annual Vehicle Inspection Report* from the “Herzog Documents” link, located in the GM FleetTrac account requirements section of the new claims page.
2. After reviewing the form and instruction provided, perform the inspection as indicated.
  - Herzog has preapproved up to 0.75 hours (45 Min) to perform a vehicle inspection
  - Herzog must be contacted for approval of additional time required to complete the inspection (including completion of the form and sticker application)
  - If the total inspection and associated repairs exceed \$250, approval and a Purchase Order Number must be obtained from Herzog.

#### Herzog contact information:

#### **Herzog Contracting/Transit Corp**

Damon Swan  
816-901-4079

#### **Herzog Services, Inc.**

Damon Swan  
816-901-4079

#### **Herzog Technologies**

Carl Acosta  
817-893-1008

#### **Herzog Railroad Services**

Arie Longoria  
816-901-4932

**3. Complete the Annual Vehicle Inspection Report as applicable. When completing the form, please note:**

- The vehicle inspector may also need to complete the Annual Vehicle Inspection – Inspector Certification form and send to Herzog (if one has not been completed earlier).
- The Vehicle Inspection Certification form can be obtained from “Herzog Documents” link, located in the GM FleetTrac account requirements section of the new claims page.
- Document road flare kit and fire extinguisher inspection in the “Other” area on the inspection report form.
- For any items not applicable, please indicated “NA” as appropriate on the inspection report form.

**4. Upon completion of the annual vehicle inspection, complete the *DOT Safety Inspection Sticker* and affix to the vehicle as shown in the illustration below.**



**5. After the *Annual Vehicle Inspection Report* form(s) have been completed, the inspection form and RO must be provided to the driver for retention in the vehicle. A copy of the complete report (all 6 pages) must be either scanned and e-mail or faxed to Herzog.**

- Scan copy and emailed to: “dswan@herzog.com” (This is the preferred method)
- FAX copies to (816) 676-5677, attention Damon Swan.

An additional copy should also be put in the dealer’s vehicle service file.



**Dealer GM FleetTrac Claim Submission Instructions:**

- Labor Code – 0050012 – “DOT Inspection/Sticker” [This is a unique GM FleetTrac labor code]
- Labor Reimbursement – DOT inspections are pre-approved for up to 0.75 Hrs. (Requires Herzog authorization for higher times)
- Part Numbers – List part numbers used (if any)
- Taxes – Add taxes to invoice as required

**Please contact OEConnection at (888) 776-5792, prompts #2, #3 for claim submission assistance**