

Drivers can submit a Driver Vehicle Inspection Report (DVIR) for pre- and post-trip inspections from their iOS mobile devices with the **Driver App**. In addition, the Driver App shows the last submitted DVIR on the vehicle on the Vehicle Inspection screen.

## Completing a DVIR

### ► How to complete a DVIR:

If a vehicle was marked as “Unsafe” in the last submitted DVIR, the Vehicle Inspection status bar appears red and reads “Status: Needs Inspection.” If a vehicle was marked “Safe to Operate” in the last submitted DVIR, the Vehicle Inspection status bar appears blue and reads “Status: Needs Inspection.” You are prompted to approve the prior inspection before submitting a new DVIR.

1. From the Vehicle Inspection screen, tap the **add** icon () at the top-right corner of the screen.



**Note.** If defects were added to the last submitted DVIR, you are prompted to certify that repairs have been completed. To certify completed repairs, tap the **Complete** button next to each applicable repair and then tap **Approve**.

The Inspection screen appears.

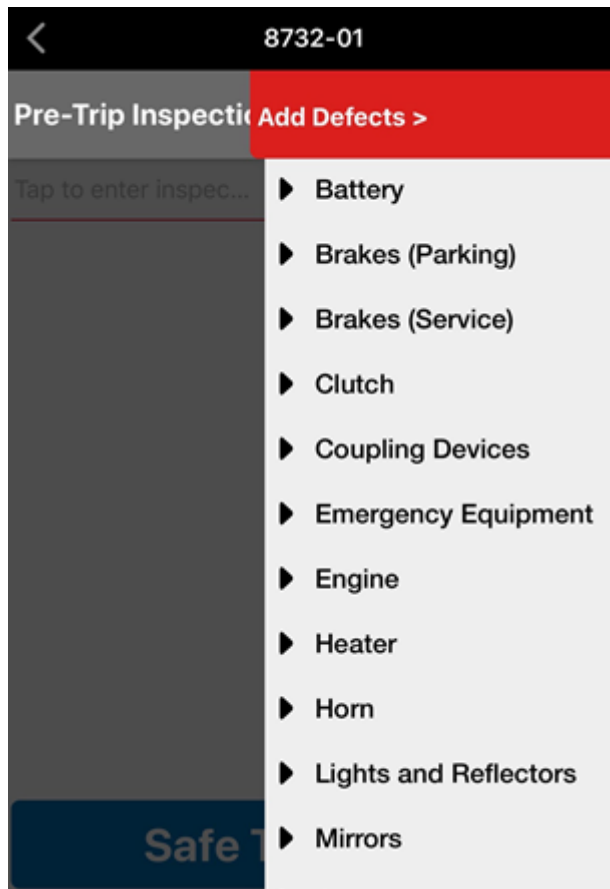
2. Enter Vehicle Defects and/or Inspection Notes.

If you do not have any vehicle defects to record or inspection notes to enter, proceed to Step #4.

A. To Enter Vehicle Defects:

- I. Tap on **Add Defects >**

The Add Defects menu expands. Scroll up/down to view all options.

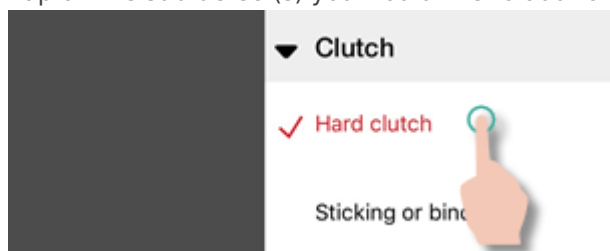


1. Tap the defect(s) you would like to add to the inspection report.

The menu expands with a list of sub-defects.



1. Tap on the sub-defect(s) you would like to add to the inspection report.



Selected defects will appear in red accompanied by a checkmark.

1. Tap on **Add Defects >** to collapse the menu.

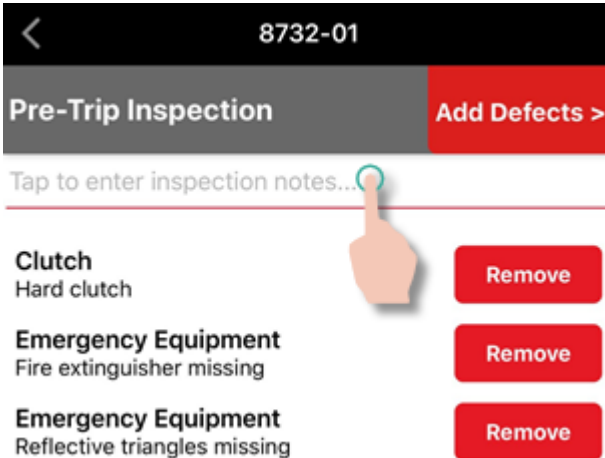
Selected defects appear on the inspection screen.



**Note.** Drivers can remove a defect before submitting a pre-trip inspection report by tapping on the **Remove** button.

## 1. To Enter Inspection Notes:

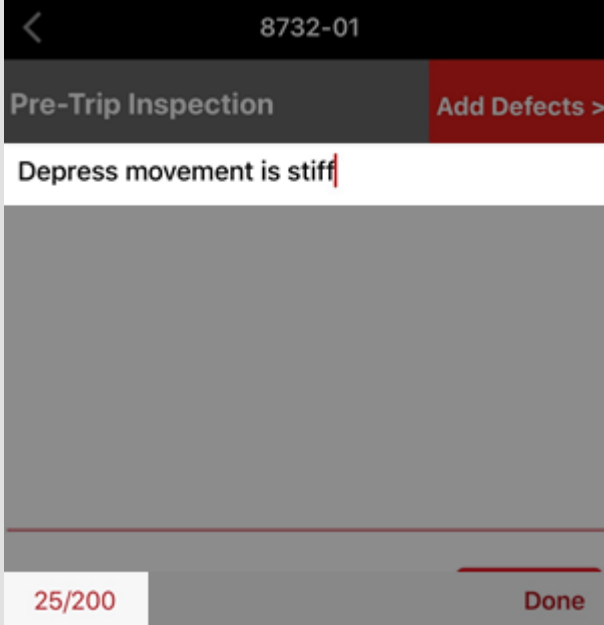
### I. Tap the text field stating “Tap to enter inspection notes...”



The screenshot shows the 'Pre-Trip Inspection' screen for vehicle 8732-01. It features a list of defects: 'Clutch' (Hard clutch), 'Emergency Equipment' (Fire extinguisher missing), and 'Emergency Equipment' (Reflective triangles missing). Each defect has a red 'Remove' button next to it. A hand icon points to the text field labeled 'Tap to enter inspection notes...'.



**Note.** Inspection notes are limited to 200 characters. A count of your characters is displayed on the screen.



The screenshot shows the 'Pre-Trip Inspection' screen for vehicle 8732-01. The text entry field contains the note 'Depress movement is stiff'. At the bottom left, a character count of '25/200' is displayed. At the bottom right, there is a 'Done' button.

### II. Enter your notes and tap **Done**.

Your inspection notes appear on the DVIR screen.

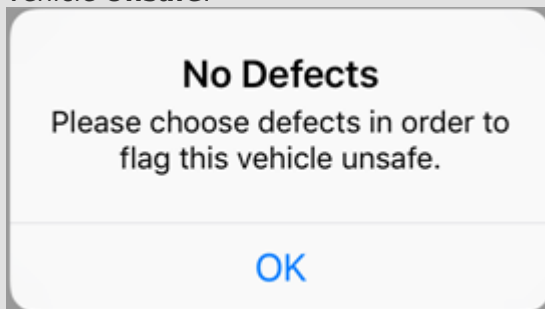


**Note.** If you need to add or edit your inspection notes, tap in the text field and make any revisions necessary then tap **Done**.

4. Tap **Safe to Operate** or **Unsafe**.



**Note.** If you would like to select **Unsafe**, you must select defects for the DVIR. You will receive an error message if you do not select defects and have attempted to mark the vehicle **Unsafe**.



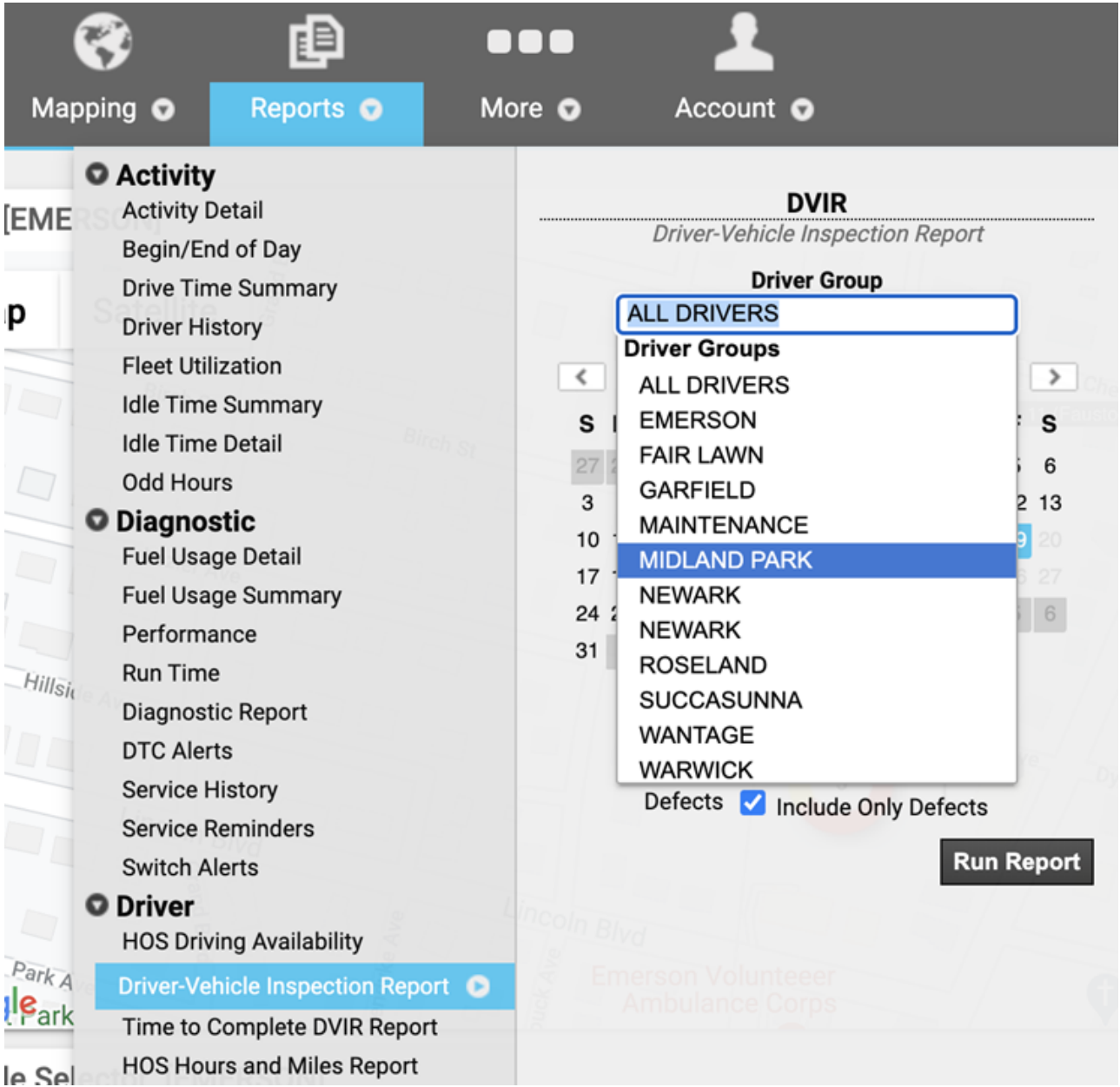
Tap **OK** and proceed to Step #2A.

Your DVIR is submitted and appears on the Vehicle Inspection screen.

## Viewing DVIR Data

### ► To view DVIR data:

1. In the Classic portal go to: Reports > Driver > Driver Vehicle inspection.
2. Select the Date Range and Driver Group.
3. Click Run Report.



#### 4. Review details on report.

Driver-Vehicle Inspection Overview (DVIR) »

Source	Driver App	Selected Driver Group	ALL DRIVERS (17 drivers)
DVIRs	4	Report Time Period	Feb 1 12:00 AM to Feb 19 11:59 PM
Show	Defects Only	Report Created	February 19, 2021 2:59:42 PM

Export Data Schedule This Email Report

Driver-Vehicle Inspection Report (DVIR) »

Reported by GPS Insight

DVIR ID	Vehicle/Asset	Safety Status	Report Notes	Created	Repair Certified	Approved	Defects	HighPriority
20206	42	Safe	General Feb 11, 2021 7:21:00 AM This is just a test. Truck is safe with no defects	Curt Kabula Feb 11, 2021 7:21:45 AM			<ul style="list-style-type: none"><li>Emergency Equipment: Fire extinguisher missing</li><li>Mirrors: Improperly adjusted</li></ul>	
20207	42	Safe		Curt Kabula Feb 11, 2021 7:21:52 AM	Curt Kabula Feb 11, 2021 4:48:00 PM	Curt Kabula Feb 11, 2021 4:48:47 PM	<ul style="list-style-type: none"><li>Emergency Equipment: Fire extinguisher missing</li><li>Mirrors: Improperly adjusted</li></ul>	
20249	WW-9	Safe	General Feb 16, 2021 5:56:00 AM Trailer has Marker Lights out	Doug Stoyling Jr Feb 16, 2021 5:56:09 AM			<ul style="list-style-type: none"><li>Lights and Reflectors: Other</li></ul>	
20257	WW-9	Safe		Doug Stoyling Jr Feb 16, 2021 4:07:28 PM			<ul style="list-style-type: none"><li>Lights and Reflectors: Other</li></ul>	

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