

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.

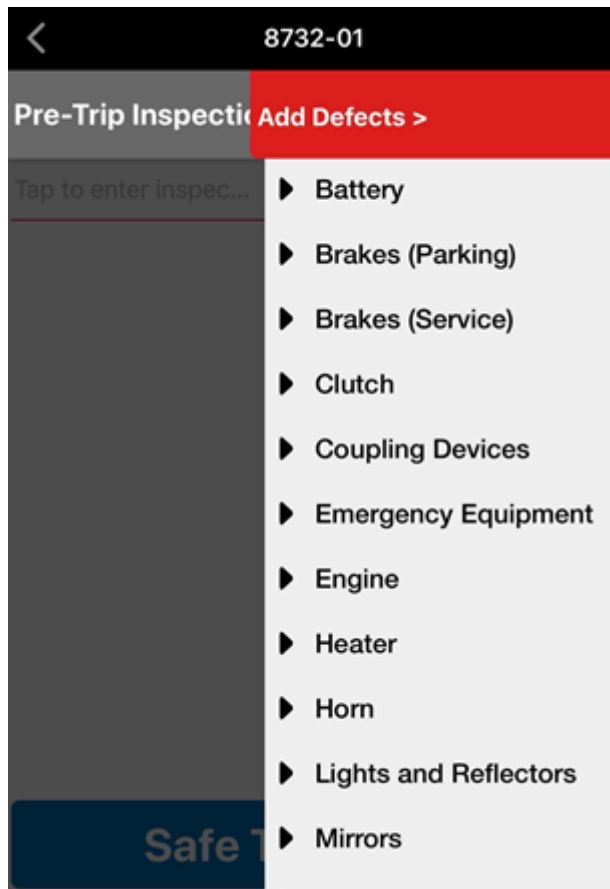
2. Enter Vehicle Defects and/or Inspection Notes.

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.

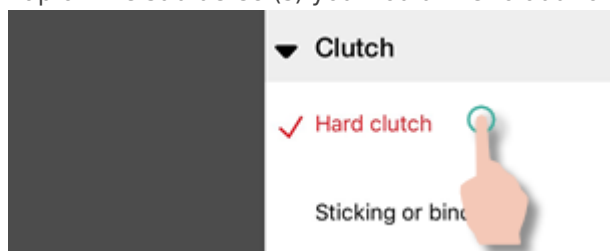


1. Tap the defect(s) you would like to add to the inspection report.

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.

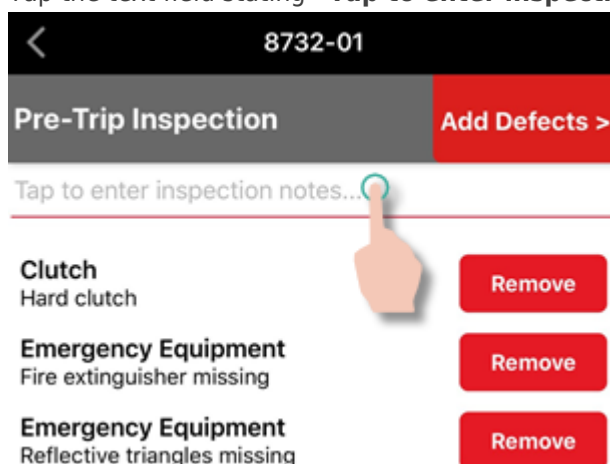
Selected defects appear on the inspection screen.



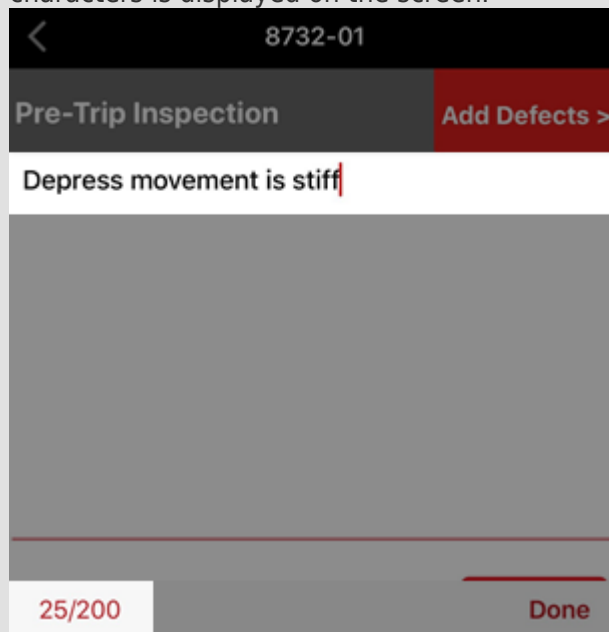
Note. Drivers can remove a defect before submitting a pre-trip inspection report by tapping on the **Remove** button.

1. To Enter Inspection Notes:

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



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



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

Your inspection notes appear on the DVIR screen.

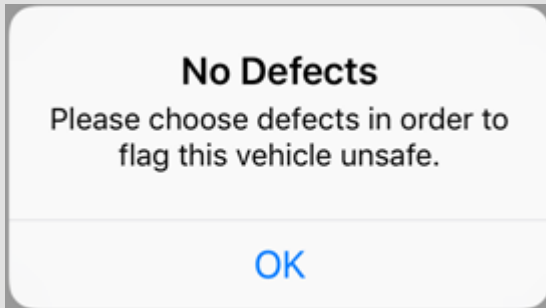


Note. If you need to add or edit your inspection notes, tap in the text field and make any revisions necessary then tap **Done**.

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**.



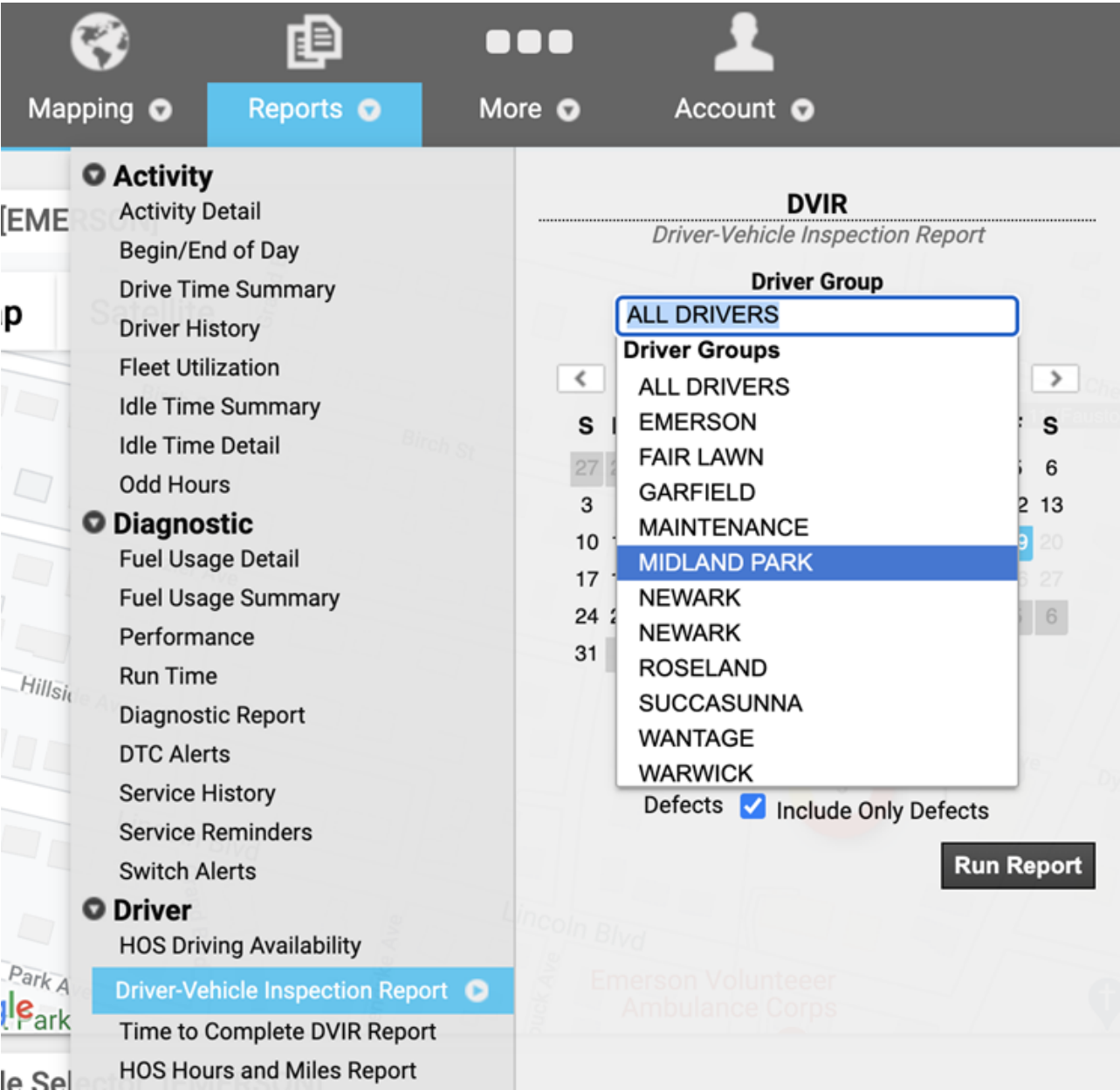
Tap **OK** and proceed to Step #2A.

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">Emergency Equipment: Fire extinguisher missingMirrors: Improperly adjusted	
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">Emergency Equipment: Fire extinguisher missingMirrors: Improperly adjusted	
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">Lights and Reflectors: Other	
20257	WW-9	Safe		Doug Stoyling Jr Feb 16, 2021 4:07:28 PM			<ul style="list-style-type: none">Lights and Reflectors: Other	

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