DVIR Walkthrough

Driver Vehicle Inspection Report

What You Need To Know

Dispatch App Users:
- You have to turn the DVIR "on" or "off" in each truck from the Driver Administration.
- When drivers have completed a DVIR, it will populate a line of the Google Docs Spreadsheet linked below the Driver Admin DVIR on/off toggle.
- The linked spreadsheet can be shared to, and used by your team (dispatchers, mechanics, managers) to track and resolve issues.

Drivers:
- When your region decides, the tablet DVIR will replace your paper process.
- Pre and Post trip DVIRs must be completed regularly.
- When a "Major" issue is found (🚫) a truck should not be used.

Pre-trip: Summary

INSPECTED BY

First name	Tom
Last name	Tucker
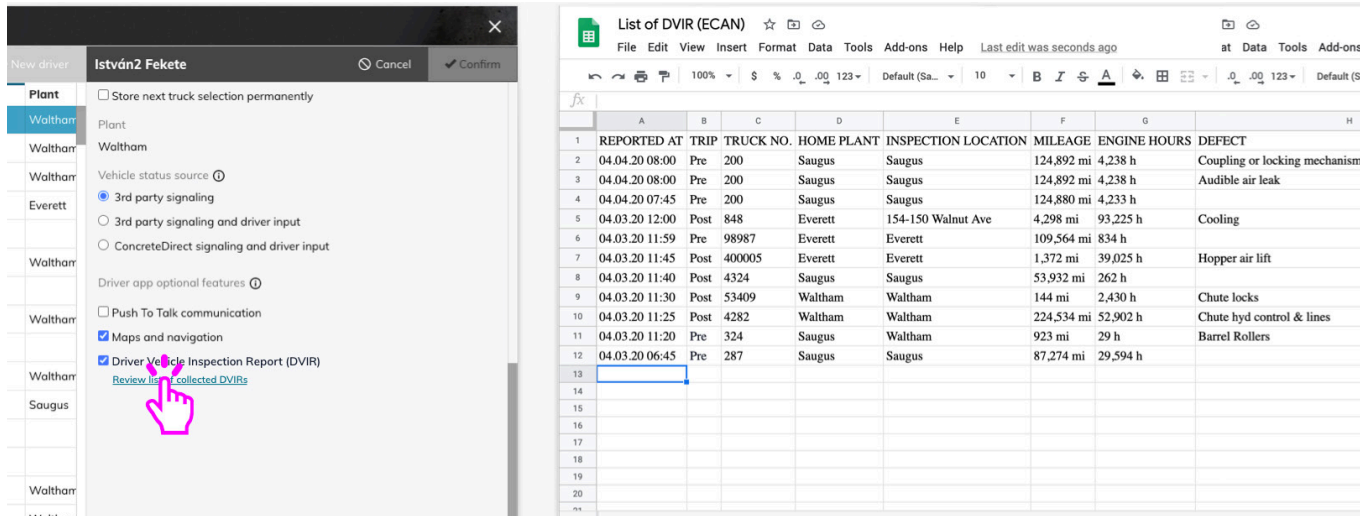
VEHICLE DATA

Truck no.	123456
Vehicle licence plate	57-4392
Inspection location	Saugus
Mileage	124,892 mi
Engine hours	3,893 h

INSPECTION OUTCOME

I certify that I have made a pre-trip inspection on the mentioned equipment and found no defect.

SIGN

List of DVIR

File   Edit   View   Insert   Format   Data   Tools   Add-ons   Help   Last edit

	A	B	C	D	E
1	REPORTED AT	TRIP	TRUCK NO.	HOME PLANT	INSPECTION LOCATION
2	04.04.20 08:00	Pre	200	Saugus	Saugus
3	04.04.20 08:00	Pre	200	Saugus	Saugus
4	04.04.20 07:45	Pre	200	Saugus	Saugus
5	04.03.20 12:00	Post	848	Everett	154-150 Walnut Ave
6	04.03.20 11:59	Pre	98987	Everett	Everett
7	04.03.20 11:45	Post	400005	Everett	Everett
8	04.03.20 11:40	Post	4324	Saugus	Saugus
9	04.03.20 11:30	Post	53409	Waltham	Waltham
10	04.03.20 11:25	Post	4282	Waltham	Waltham
11	04.03.20 11:20	Pre	324	Saugus	Waltham
12	04.03.20 06:45	Pre	287	Saugus	Saugus

Dispatch App: Enabling a Truck's DVIR and Viewing Completed records

Dispatch App:

- In the dispatch app, navigate to the specific truck's administration panel and click "Edit".
- Check the box next to "Driver Vehicle Inspection Report".
- After the driver logs back into the app, they will be able to see the DVIR icon in their navigation.
- To view all reported DVIR records, click "**Review list of collected DVIRs**".
- You should add this link to your bookmarks and share it with colleagues.

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Driver App: Completing DVIR Records

Driver Vehicle Inspection Report

PRE-TRIP   POST-TRIP

18min

Operator's name	**LafargeHolcim**
Vehicle licence plate	**57-4392**
Mileage	**124,892 mi**
Major defect(s)	**2**

⊘ Coupling or locking mechanism is damaged or fails to lock
⊘ Coupling or locking mechanism is damaged or fails to lock

Minor defect(s)	**1**

✕ Audible air leak
   1 defect description(s)

Inspected by	**Tom Tucker**

Tom Tucker

Mon, 19 Jan 12:32 AM
Saugus

PRE-INSPECTION
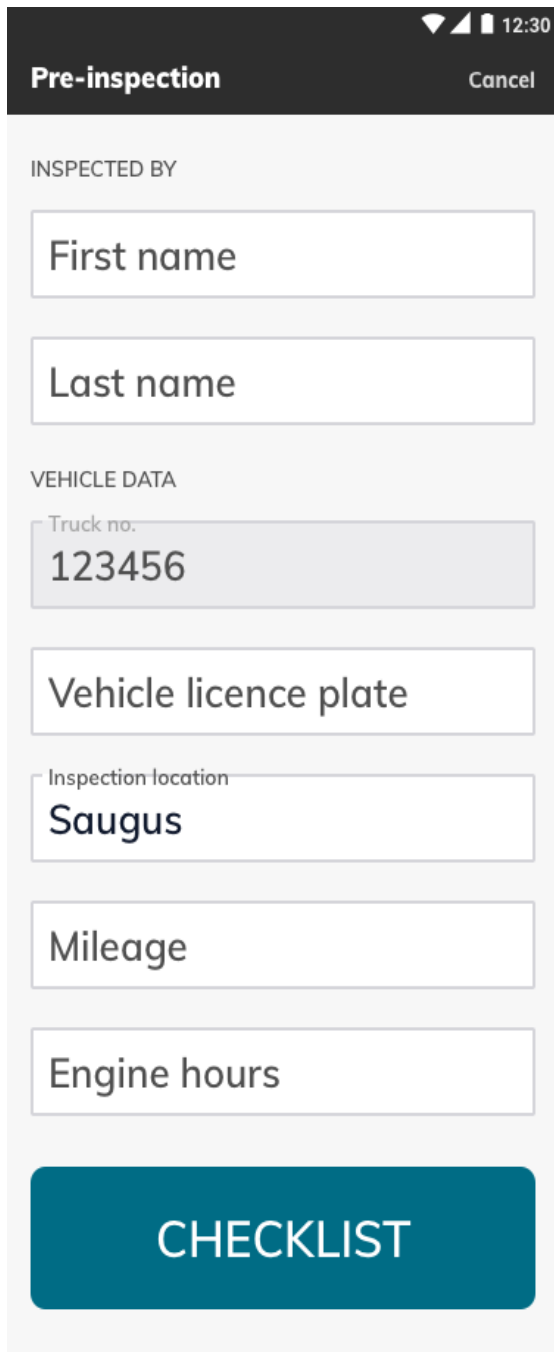
DVIR   TICKET   RADIO   MO

Review Previous DVIR:
- By default, the last DVIR completed for that truck will be on display. Any defects previously found will be listed.
- The DVIR here shows two major defects as well as one minor defect.

Pre-trip or Post-trip?
1. Drivers should select whether they want to create a new Pre or Post trip report.
2. To begin a new report, tap the "**PRE-INSPECTION**" button.

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Driver App: Vehicle Data Screen

Pre-inspection   12:30   Cancel

INSPECTED BY

First name

Last name

VEHICLE DATA

Truck no.
123456

Vehicle licence plate

Inspection location
Saugus

Mileage

Engine hours

CHECKLIST

Verify Name and Vehicle Data

- The fields on this page will remember the values last entered into them.
- In most cases, you will only have to update the "**Mileage**" and "**Engine hours**".
- After confirming all the values, you may hit the "**CHECKLIST**" button to begin the inspection...

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Driver App: Recording Defects
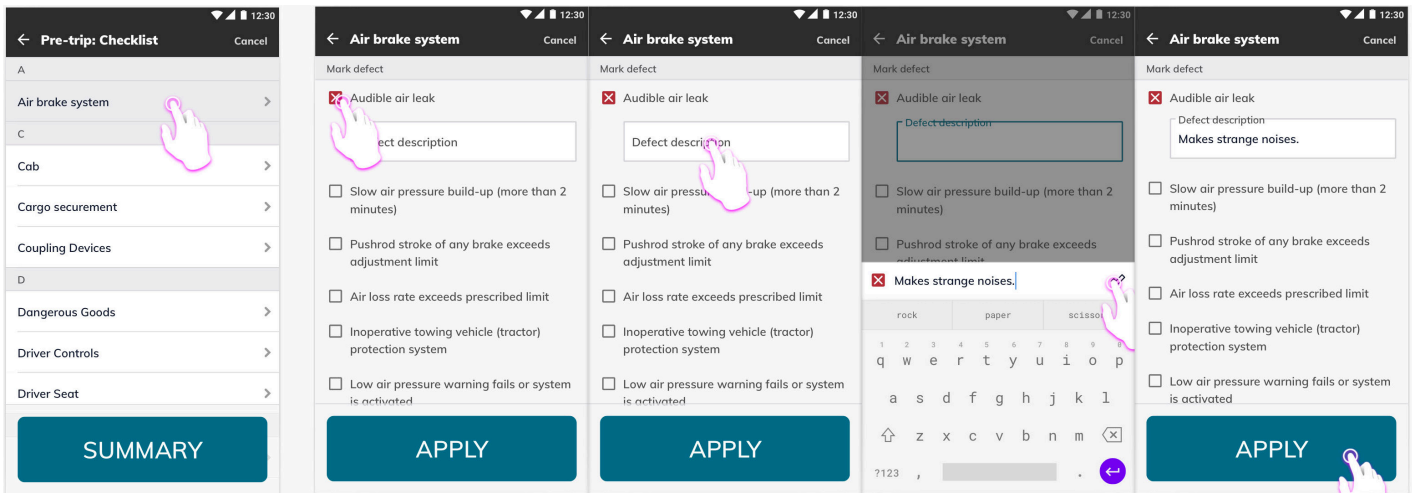
Recording Defects

- When a defect is discovered you should select the part of the vehicle that requires repair and check the box best describing the issue.
- Comments can be added to each defect for clarification.
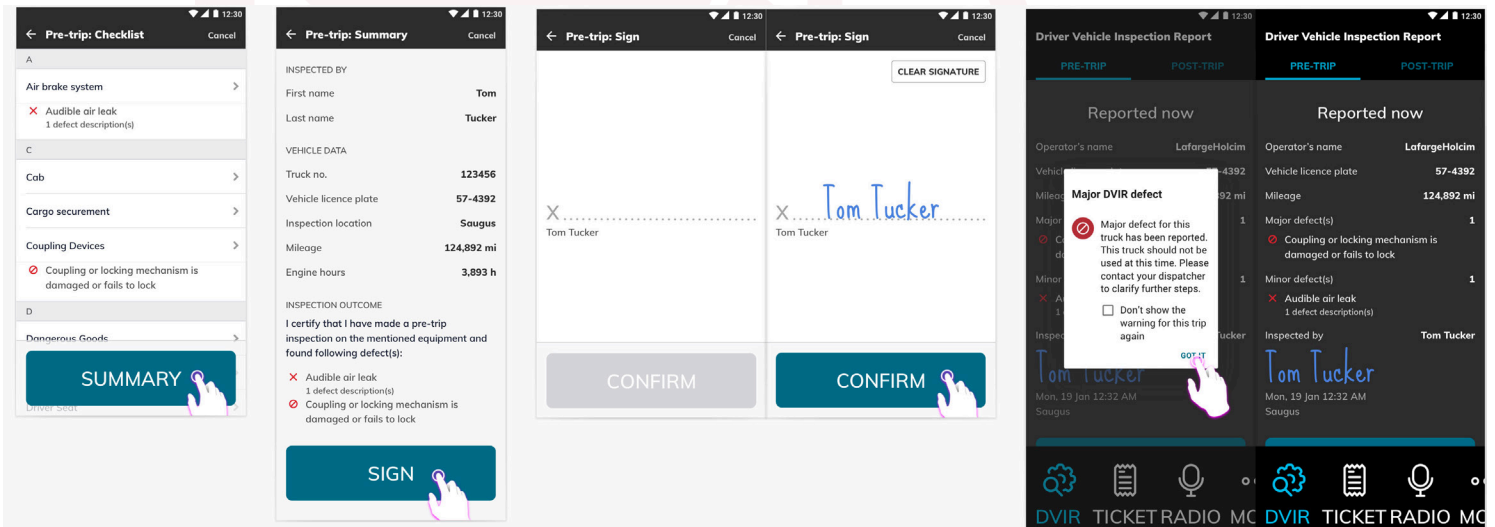
Review and Sign

- After checking off the defects you must tap the "**SUMMARY**" button and review the DVIR before signing.
- When ready, tap the "**SIGN**" button, write your signature with your finger, and the tap "**CONFIRM**".
- If the DVIR includes any major defects, an alert dialog will appear that can be dismissed.
- Hitting confirm completes the record and sends your entry to spreadsheet used by dispatchers and managers.

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