# DIGITAL FLEET

## Driver Vehicle Inspection Report - Driver Application
User Manual

**Post-Trip DVIR** ✕

Driver: Wendle, Christopher          Date: 9/13/18 10:58 AM

Truck:    TRUCK3

Check any items that need repair and give details in the Remarks input box.

☐  Air Compressor

☐  Air Lines

☐  Battery

☐  Belts and Hoses

☐  Condition of vehicle satisfactory

Submit

# Contents

## Login Process

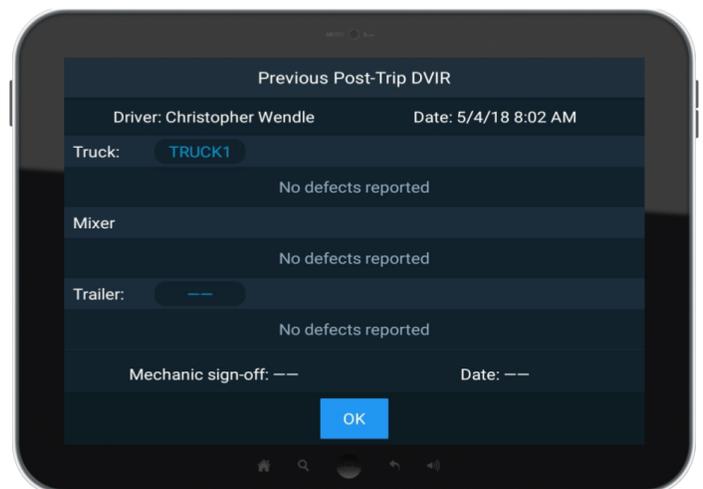| Steps | Driver Interaction |
|---|---|
| **Login** | 1. Select the ***Login*** button.<br>2. Enter your driver ID.<br><br><br><br>3. Select the ***Send*** button.<br>4. Upon login validation, the login process begins.<br>    a. If "Login Invalid" message is returned, verify your driver ID is correct and re-enter the driver ID.<br>    b. If "Login Timeout" message is returned, verify a good data connection is available and re-enter driver ID. |

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| **Review previously submitted DVIR** | Upon successful login, the application will retrieve the previously submitted DVIR for review by the driver. |



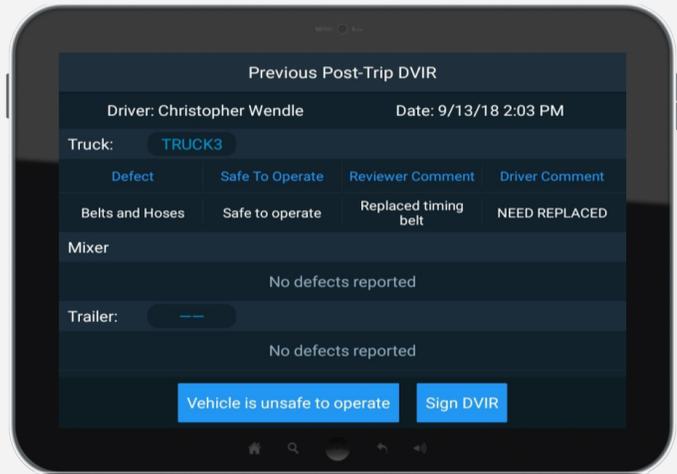1. Once retrieved, review the information for any reported defects. The previous DVIR page is split into five sections:
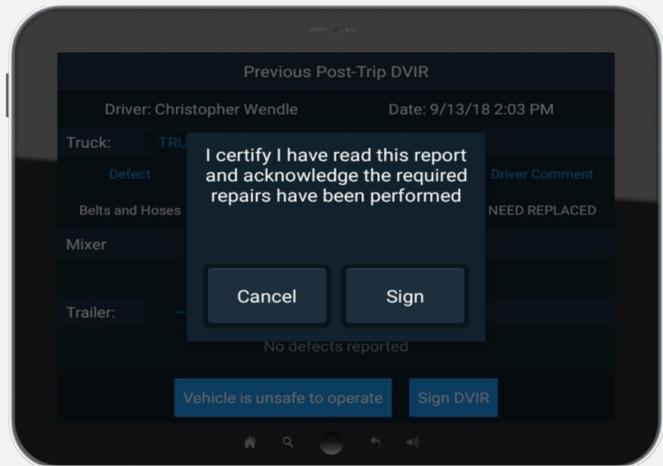


a. Driver and Date
    i. This is the driver and time the DVIR was submitted.
b. Truck
    i. The Truck section lists the associated truck for the submitted DVIR.
    ii. Any reported defects for the truck will be displayed here.
c. Mixer
    i. The Mixer section is the mixer associated with the Truck.

| | |
|---|---|
| |      ii.     Any reported defects specific to the mixer will be displayed here.<br><br>   d.  Trailer<br>       i.     The Trailer section lists the associated trailer for the submitted DVIR.<br>          1.  This field will normally be empty for ready mix trucks.<br>     ii.     If the trailer is no longer attached to the truck, this section can be ignored.<br>   e.  Mechanic sign-off<br>       i.     This is the mechanic who looked into any reported defects.<br>2.  If no defects were reported, "No reported defects" will be shown.<br>3.  Select the *OK* button to continue to the Main page. |
| **Sign Previously Submitted DVIR** | If defects were reported, the driver is required to **SIGN** the submitted DVIR to verify the defects have been addressed and the vehicle is safe to operate.<br><br>1.  When one or more defects are reported, each defect will be listed under the appropriate section with the following information.<br>   a.  Defect<br>       i.     The identified defect submitted for the DVIR.<br>   b.  Safe to Operate<br>       i.     Status to show if the reviewing personnel marked the defect as "Safe to Operate" or "Not safe to Operate".<br>   c.  Reviewer Comment<br>       i.     Specific comments from the person who reviewed the defect.<br>   d.  Driver Comment<br>       i.     Specific comments about the defect from the driver who submitted the DVIR. |

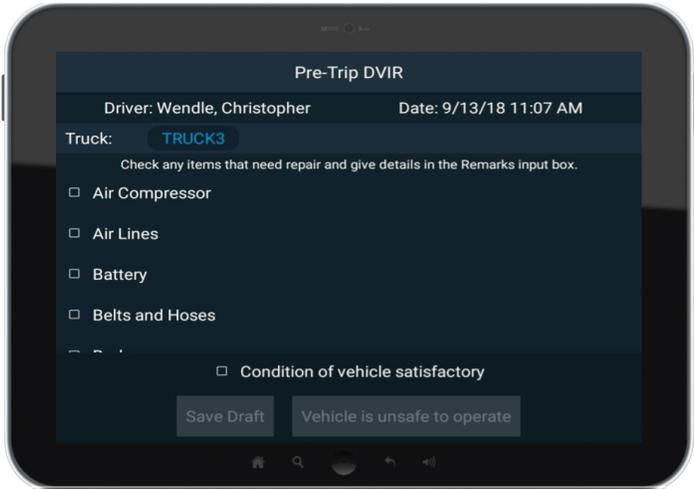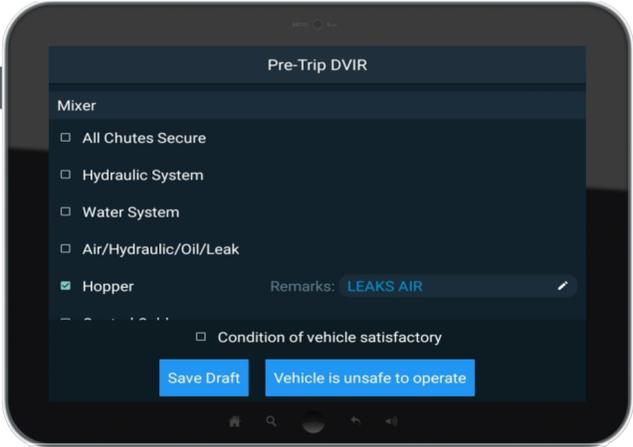| | |
|---|---|
| |  |
| | 2. Select the **Sign DVIR** button to verify the defects were adequately addressed and the vehicle is safe to operate.<br>3. When the **Sign DVIR** button is selected, a window opens asking the driver to acknowledge and sign the DVIR.<br><br><br><br>4. Select the **Sign** button to record the logged in driver's signature to the DVIR.<br>5. After selecting the **Sign** button, the app will record the logged in driver's signature to the DVIR and proceed to the Main app page. |
| **Action if vehicle is not safe to operate** | If the driver does not believe the defects were adequately addressed, and the vehicle is not safe to operate, the driver should immediately report the issues.<br><br>1. Select the **Vehicle is unsafe to operate** button.<br>   a. The driver will be logged out of the Digital Fleet driver application.<br>2. Report issues to the appropriate personnel. |

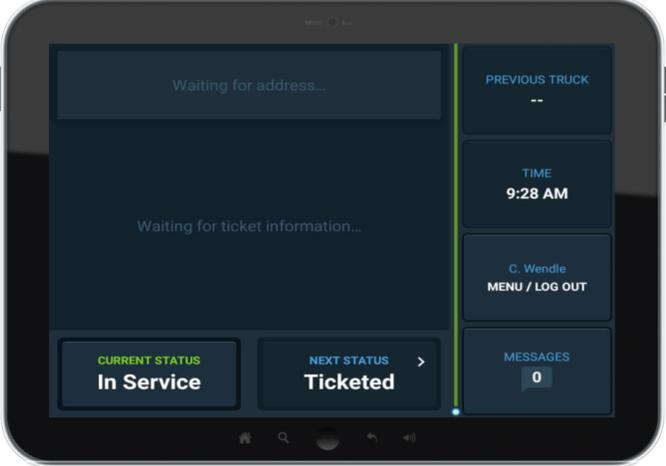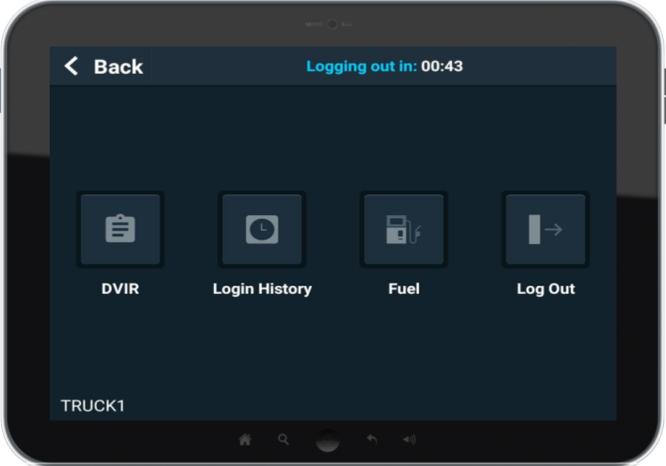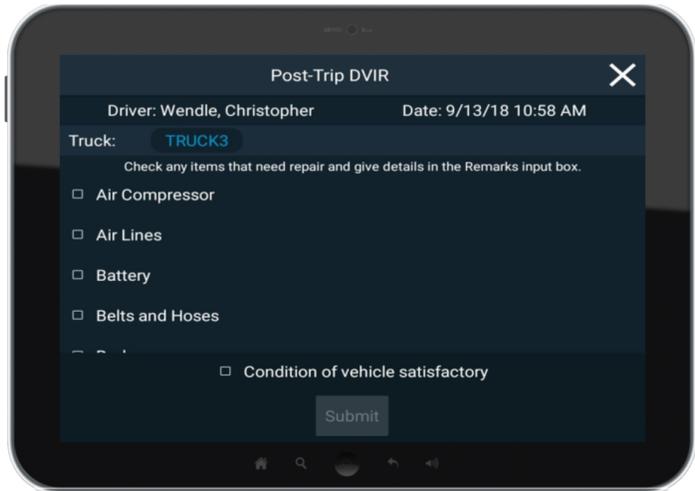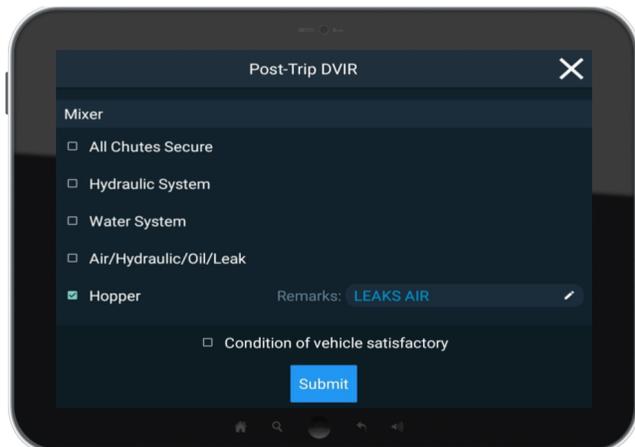| Pre-Trip Option (new in version 6.2) | |
|---|---|
| **Steps** | **Driver Interaction** |
| **If the DVIR Pre-Trip option is enabled<br>(disabled by default)** | After reviewing and signing the previously submitted DVIR, the application will display the pre-trip DVIR page.<br><br>![Pre-Trip DVIR tablet screen]<br><br>1. The DVIR page is split into three sections.<br>    a. Truck<br>        i. The Truck section lists the truck specific defects.<br>        ii. Any reported defects for the truck will be displayed here<br>    b. Mixer<br>        i. The Mixer section is the mixer associated with the Truck and lists mixer specific defects..<br>        ii. Any reported defects specific to the mixer will be displayed here.<br>    c. Trailer<br>        i. The Trailer section lists trailer specific defects.<br>            1. This field is editable.<br>            2. No trailer defects will be listed if the Trailer entry field is blank.<br>2. To report an issue, select the checkbox to the left of a defect. |

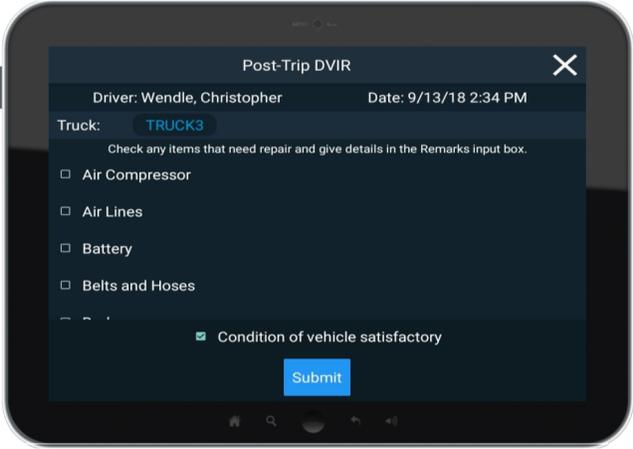| | 3. When a defect is checked, an input field will become available. Select the input field to enter details.<br><br>    a. Remarks detailing the defect are required to submit the DVIR and finish the logout process.<br><br>4. Edit the Trailer field if it is empty and a trailer is associated with the vehicle.<br><br>    a. When a Trailer is entered, the trailer specific defects will be shown. |
|---|---|
| **Save Pre-Trip DVIR** | 1. Verify all information has been entered properly.<br>2. Select the General Remarks section to add any additional remarks.<br>3. Select the *Save Draft* button to submit the DVIR.<br><br>    a. When the *Save Draft* button is grayed out, additional information is required to submit the DVIR.<br><br>    b. When the *Save Draft* button turns blue all required information has been entered and the DVIR can be submitted.<br><br>4. When *Save Draft* is selected, the DVIR will be saved to allow for further editing throughout the day before final submission during the post-trip inspection.<br>5. Upon successful save, the application will finish the login process. |
| **Action if vehicle is not safe to operate on pre-trip inspection** | If the driver believes the vehicle is unsafe to operate after the pre-trip inspection, the driver should immediately report the issues.<br><br>1. Select the defect(s) and provide description of the issue(s).<br>2. Select the *Vehicle is unsafe to operate* button.<br><br>    a. The DVIR will be submitted at this time and the driver will be logged out of the Digital Fleet driver application .<br><br>3. Report issues to the appropriate personnel as needed. |

# Logout Process

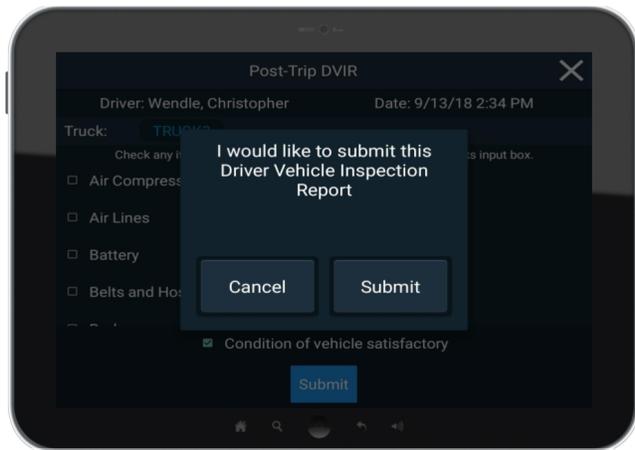| Steps | Driver Interaction |
|---|---|
| **Logout** | 1. Select the *MENU / LOG OUT* button on the Main page.<br><br><br><br>2. Select the *Log Out* button on the intermediate screen.<br><br> |
| **Report Defect** | Upon logout, the application will check for an in progress DVIR and display the DVIR page with any previously saved information. |

5. The DVIR page is split into three sections.
    a. Truck
        i. The Truck section lists the truck specific defects.
        ii. Any reported defects for the truck will be displayed here
    b. Mixer
        i. The Mixer section is the mixer associated with the Truck and lists mixer specific defects..
        ii. Any reported defects specific to the mixer will be displayed here.
    c. Trailer
        i. The Trailer section lists trailer specific defects.
            1. This field is editable.
            2. No trailer defects will be listed if the Trailer entry field is blank.
6. To report an issue, select the checkbox to the left of a defect.
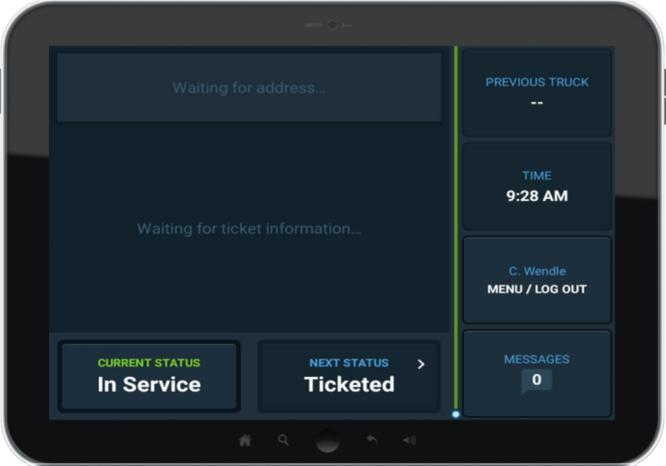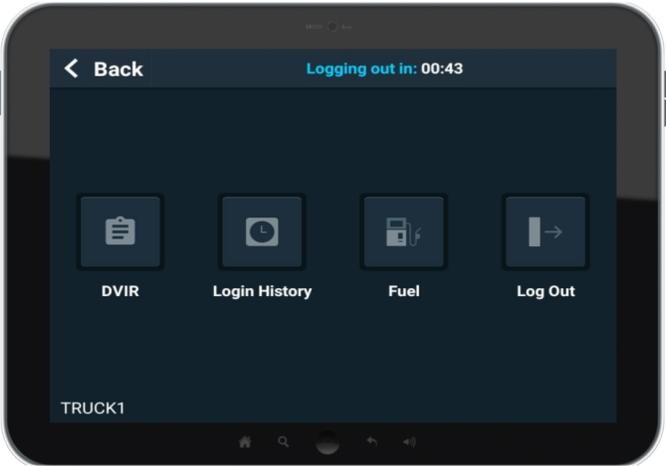
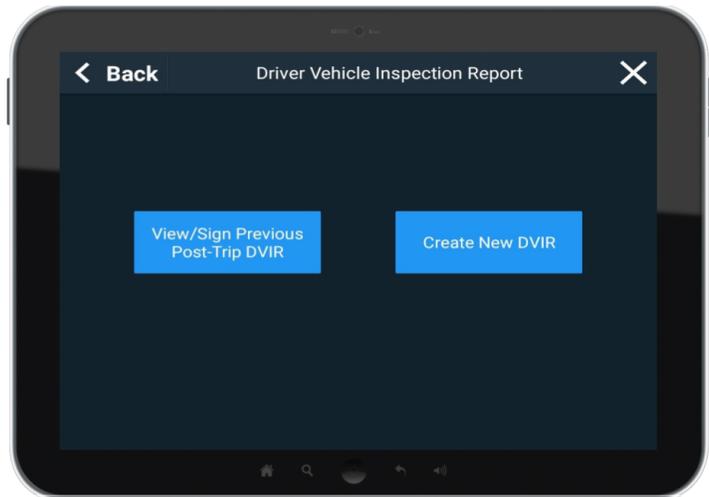| | |
|---|---|
| | 7. When a defect is checked, an input field will become available. Select the input field to enter details.<br>    a. Remarks detailing the defect are required to submit the DVIR and finish the logout process.<br>8. Edit the Trailer field if it is empty and a trailer is associated with the vehicle.<br>    a. When a Trailer is entered, the trailer specific defects will be shown. |
| **Mark Vehicle as safe to operate** | If no defects have been identified, the driver must identify the vehicle as safe to operate.<br>1. Scroll to the bottom of the page.<br>2. Select the checkbox next to *Condition of vehicle satisfactory*.<br>    a. If no defects have been checked, the *Condition of vehicle satisfactory* must be checked to submit the DVIR.<br><br>Post-Trip DVIR<br>Driver: Wendle, Christopher    Date: 9/13/18 2:34 PM<br>Truck:    TRUCK3<br>Check any items that need repair and give details in the Remarks input box.<br>☐ Air Compressor<br>☐ Air Lines<br>☐ Battery<br>☐ Belts and Hoses<br>☑ Condition of vehicle satisfactory<br>Submit |
| **Submit DVIR** | 6. Verify all information has been entered properly.<br>7. Select the General Remarks section to add any additional remarks.<br>8. Select the *Submit* button to submit the DVIR.<br>    a. When the *Submit* button is grayed out, additional information is required to submit the DVIR.<br>    b. When the *Submit* turns blue all required information has been entered and the DVIR can be submitted.<br>9. When *Submit* is selected, a pop up message is presented to verify submission of the DVIR. |

10. Select the *Submit* button to close out and save the post trip DVIR.
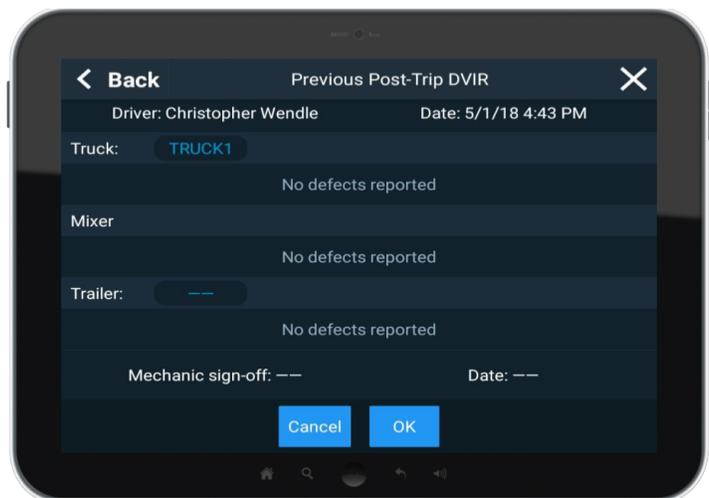11. Upon successful submission, the application will finish the logout process.

# Review previously submitted DVIR

The following procedure outlines how to access the previous post trip DVIR throughout the day. This may be necessary during a vehicle inspection or for general knowledge.

| Steps | Driver Interaction |
|---|---|
| **Access DVIR landing page** | 1. Select the **MENU / LOG OUT** button on the Main page.<br><br><br><br>2. Select the **DVIR** button on the intermediate screen.<br><br> |
| **Open previously submitted DVIR** | 1. Select the **View/Sign Previous Post-Trip DVIR** button. |

2. The application will retrieve the previously submitted DVIR for review by the driver.
3. Upon retrieval, the previously submitted DVIR will be displayed.



4. The page is split into five sections:
    a. Driver and Date
        i. This is the driver and time the DVIR was submitted.
    b. Truck
        i. The Truck section lists the associated truck for the submitted DVIR.
        ii. Any reported defects for the truck will be displayed here.
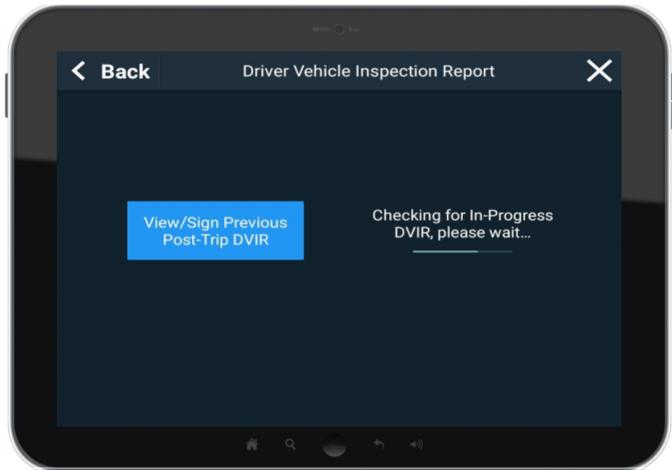
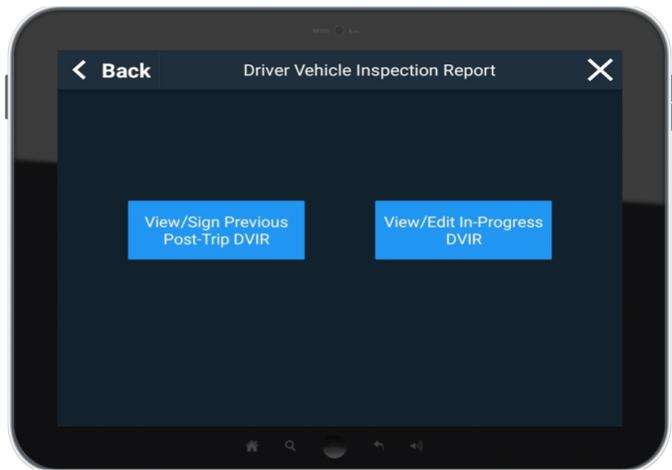| | |
|---|---|
| | c. Mixer<br>    i. The Mixer section is the mixer associated with the Truck.<br>    ii. Any reported defects specific to the mixer will be displayed here.<br>d. Trailer<br>    i. The Trailer section lists the associated trailer for the submitted DVIR.<br>        1. This field will normally be empty for ready mix trucks.<br>    ii. If the trailer is no longer attached to the truck, this section can be ignored.<br>e. Mechanic sign-off<br>    i. This is the mechanic who looked into the reported defect. |
| **Close the previously submitted DVIR page** | 1. Select the *OK* or *Cancel* button to close the page.<br>2. The DVIR landing page will be displayed.<br>3. Select the *X* button to go back to the Main page or select the *Back* button to return to the intermediate logout page.<br><br>**NOTE: Staying on the intermediate logout page will automatically log the driver out after 60 seconds.** |

# Periodic DVIR Updates

The following procedure outlines how to save DVIR drafts throughout the day to keep track of ongoing issues. It is recommended to only submit the DVIR during the logout process.

| Steps | Driver Interaction |
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| **Access DVIR landing page** | 1. Select the *MENU / LOG OUT* button on the Main page.<br><br><br><br>2. Select  the *DVIR* button on the intermediate screen.<br><br> |

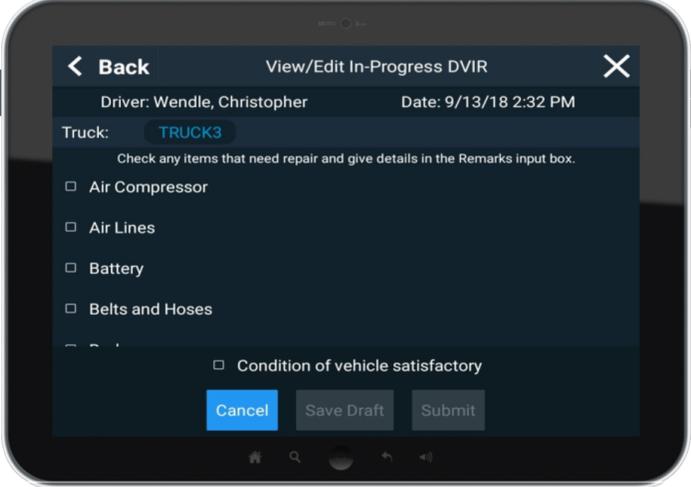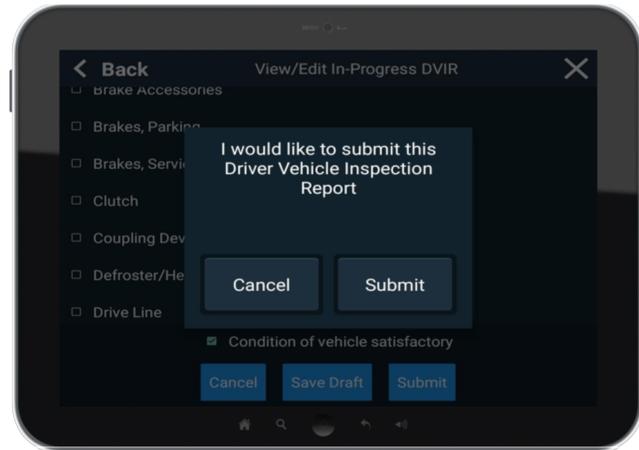| | |
|---|---|
| | 3. The application will check for an in progress DVIR to keep any saved DVIR drafts in sync.<br><br><br><br>4. After the check is complete, the *Create New DVIR* or *Edit/View In Progress DVIR* button will display.<br><br><br><br>    a. *Create New DVIR* is displayed when no in progress DVIR is identified.<br>    b. *Edit/View In Progress DVIR* is displayed when an in progress DVIR is identified. |
| **Access DVIR defect list** | 1. Select the *Create New DVIR* or *Edit/View In Progress DVIR* button. |

2. The DVIR page will be displayed.



3. The DVIR page is split into three sections.
    a. Truck
        i. The Truck section lists the truck specific defects.
        ii. Any reported defects for the truck will be displayed here
    b. Mixer
        i. The Mixer section is the mixer associated with the Truck and lists mixer specific defects..
        ii. Any reported defects specific to the mixer will be displayed here.
    c. Trailer
        i. The Trailer section lists trailer specific defects.
            1. This field is editable.
            2. No trailer defects will be listed if the Trailer entry field is blank.
                a. Enter a Trailer name to display the trailer defects.

| Update DVIR | 1. To record information about an issue, select the checkbox to the left of a defect. |
| --- | --- |

2. When a defect is checked, an input field will become available. Select the input field to enter details.
    a. Remarks detailing the defect are required to save a DVIR draft.
3. If a Trailer is not listed, a Trailer can be manually entered by selecting the Trailer field and adding the Trailer name.
    a. When a Trailer is entered, the Trailer defects list will be shown.



4. When an edit is made the **Save Draft** button will become active.

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| **Save DVIR Draft** | 1. Select the **Save Draft** button. <br> 2. Upon selection of the **Save Draft** button, the information will be saved and the user will be returned to the Main page. |
| **Submitting a DVIR outside the logout process** | **NOTE: It is recommended to save drafts throughout the day and only submit a DVIR during the normal logout process.** |

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| | 1. To submit a DVIR outside of the logout process, follow the above steps but select the *Submit* button.<br>2. When the *Submit* button is selected, a message will be displayed asking the driver to confirm submission of the DVIR.<br><br><br><br>3. Select the *Submit* button to finalize the DVIR for recordkeeping. |