DIGITAL FLEET

Driver Vehicle Inspection Report - Web Application
User Manual

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Introduction

To provide an electronic means to meet the Federal Motor Carrier Safety Administration (FMCSA) regulations 396.11 and 396.13, Digital Fleet has a beta Driver Vehicle Inspection Report available for trial. The beta will provide the drivers the ability to electronically submit post trip DVIRs and review the previous post trip DVIR. All DVIRs are associated to the vehicle the tablet is registered with.

The DVIR process requires interaction from the driver at login and logout to increase visibility into reviewing and submitting of DVIRs. It also allows for DVIR drafts to be saved throughout the day at the drivers discretion to keep track of potential issues. It's recommended that submittal of DVIRs occur during the normal log off process as that generally represents the end of a driver's trip with the vehicle.
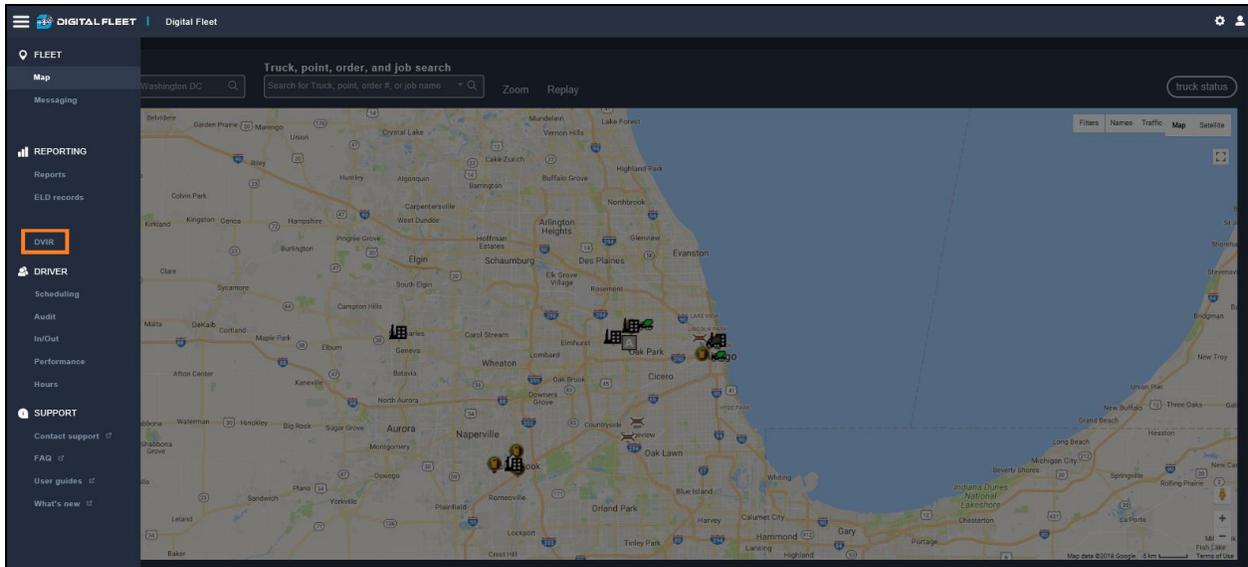
Alerts can be set up to notify personnel when a defect is reported in a DVIR. Please let us know if you'd like to trial the DVIR beta and we can get everything set up for you. This feature will require updating of the driver app software to version 6.1.

DVIR tags functionality

With the introduction of DVIR, the concept of tags is being introduced into the platform at a limited capacity. These tags will be used for filtering on the DVIR page along with more defined DVIR alerts. With the initial roll out, the tags can be added at a region or division level by us. Please contact support@digitalfleet.com if you are interested in setting up tags.

DVIR records

The DVIR record entries for all trucks can be viewed by selecting the DVIR button on the Digital Fleet web application. This will become available with the new web application release.

Within the DVIR page, all saved DVIRs are listed for review by support personnel.

By default, the viewable date range for the DVIR records will be for the past month. To view by a specific date range, update the **custom date range** or select one of the **quick** date options. To meet federal requirements, the DVIRs will be stored for 90 days.

The DVIR page does not update in real time by default. Select the **Refresh automatically** toggle to enable automatic updating of the page or manually refresh the page to retrieve the newest submissions.

By default, the DVIR records needing action will be listed in priority order. To view all DVIR records, select the **total** option at the top of the page.

The DVIR records can also be filtered to look at records for a specific Truck, Trailer, Certifying Mechanic, or Signing Driver. To filter, enter the desired input into the search box at the top of the appropriate column and press enter.

Column Definitions

Truck: CMV associated with the DVIR.

Trailer: Trailer associated with the DVIR. This field may be blank if no trailer is attached to CMV.

Priority: The priority assigned to the specific defect. By default, all defects have a medium priority. The priorities can be updated in the **Defect List Admin** tab by Client Administrators.

Reported: Automatically recorded time when the DVIR was submitted. This field can also display **In Progress** to identify a draft has been saved but not yet submitted.

Condition: The condition will be shown as either **satisfactory** or **not satisfactory** dependent on the driver's input when the DVIR was submitted.

Status: Current state of the DVIR
> **In Progress:** DVIR has been saved but has not yet been submitted.
> **Needs mechanic signoff**: DVIR has been submitted and a defect was reported requiring review.
> **Needs driver signoff**: DVIR has been marked resolved and waiting on driver sign off.
> **Complete**: DVIR submitted with as "Condition Satisfactory" or all required signatures have occurred.

Mechanic Signature: Mechanic marked as repairing or reviewing any defects. This field is only required when a defect has been marked for the DVIR.

Driver Signature: Logged in driver who signed off on the previous post trip DVIR.

Notes: General notes added by the reviewer for the DVIR.

Reviewing a DVIR record

Each DVIR record can be reviewed for additional information. Select the desired DVIR to look at it's details.

DVIR marked as Vehicle in satisfactory condition

DVIR with listed defects

1. The reviewer can change the status of a defect by selecting either "**Safe to operate**" or "**Not safe to operate**" in the dropdown menu.
   a. Any reviewer remarks relevant to the review can be entered in the **Reviewer Remarks** field. This field is not required.
2. To identify the mechanic who certified the defect, use the dropdown menu in the **Signatures and remarks** section. This field, along with the certify date, is required to update the DVIR status.
3. Select the **Save** button to update the changes.

Add Mechanic feature to a user

To identify a web user as a mechanic a client administrator can add the **Mechanic** feature to the desired users. When this feature is added to a web user they will be visible in the **Mechanic** dropdown menu.

1. Open the Settings page.
2. Select the Users option.
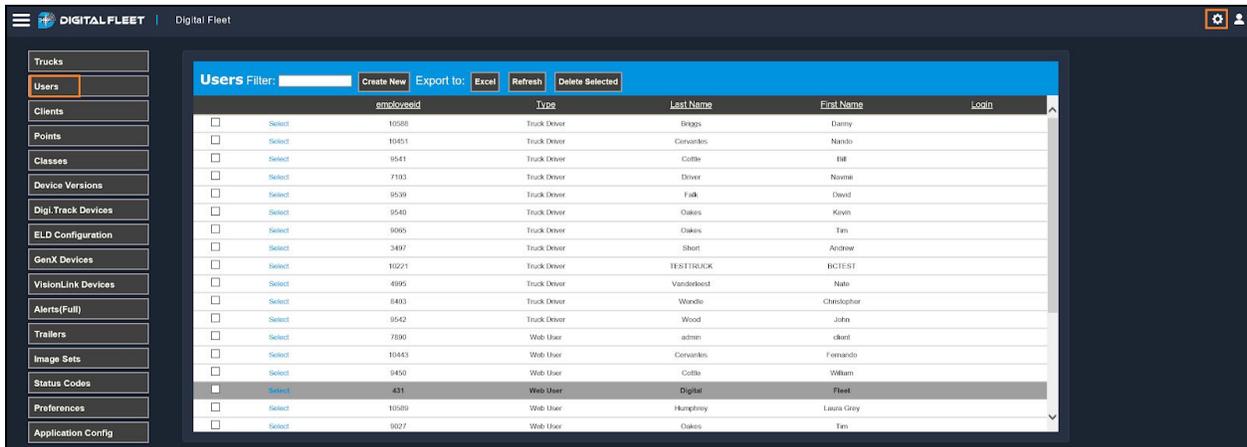
3. Select the desired web user.
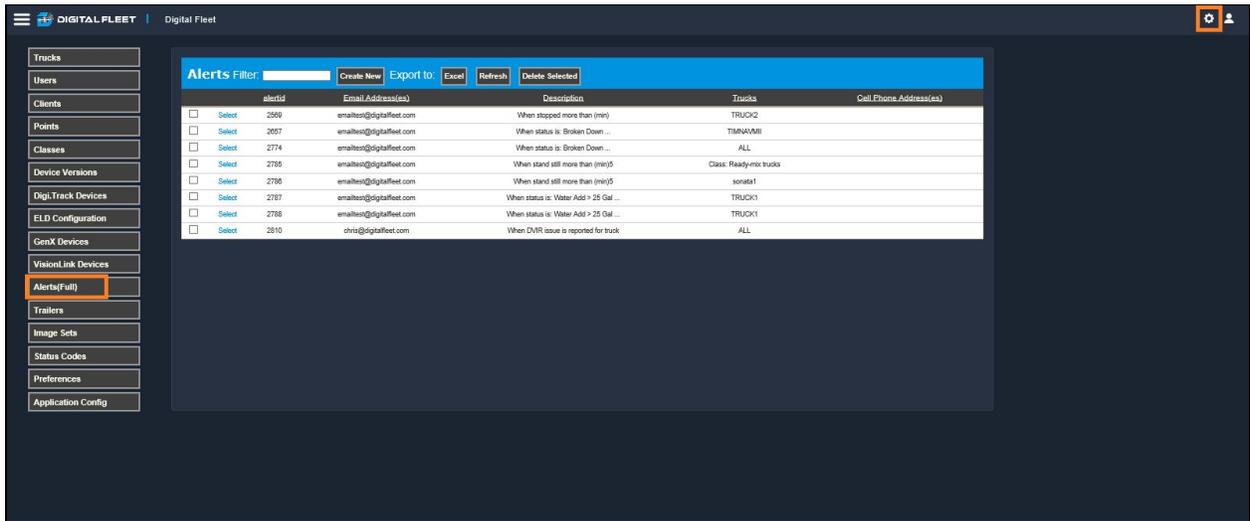4. Under the **Feature List**, select the **Mechanic** option.
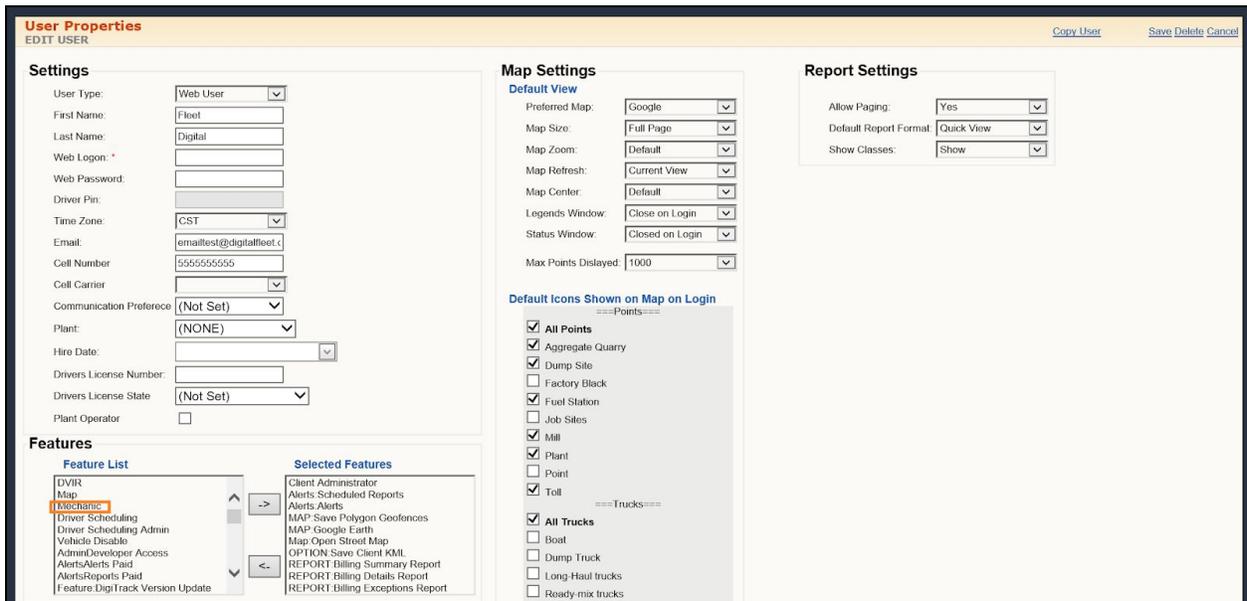
5. Select the **->** button to add the feature.
6. Select the **Save** button.

Setup DVIR defect alerts

Alerts can be created to notify selected personnel when a driver reports a DVIR defect upon DVIR submission or saving of a draft. The alerts are sent every 30 minutes on the half hour.

1. Open the Settings page.
2. Select the Alerts option.

3. Select the ➕ button to add a new alert.
4. Select **DVIR Issues** for the Alert Type.

5. There are two options for DVIR alerts:
   a. **DVIR Issue Created** option.
      i. For this alert an email will be sent for each defect identified when a DVIR is saved or submitted.
   b. **DVIR Submitted With Issue** option.
      i. For this alert, an email will be sent when a DVIR is submitted with one or more identified defects. If no defects are identified on the submitted DVIR, an email is not sent.
6. Upon selection of the alert type, tags or truck class can be selected for the alert to only trigger for trucks in the tag or truck class group.
7. Under the **Recipients** tab enter email or phone numbers of desired recipients.
8. Under the **schedule** tab the frequency to check and send the alert is available.
   a. Selecting **Trigger realtime** will send the alert immediately.
   b. The alerts can also be set to only send on specific days between specific times to reduce off hour alerts.
      i. The **Interval to Check for Alerts** is how often the system will check for new instances of the alert and only runs between the specified hours. Any new instance of the alert since the last time the system checked will be sent in an alert.