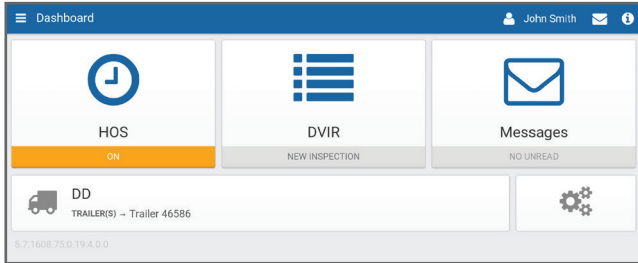


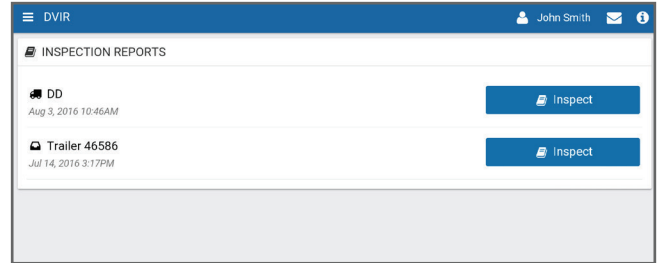
## ELD: DVIR Workflow

Drivers must perform Driver Vehicle Inspection Reports (DVIR). If repairs are required, the appropriate staff member must review the DVIR. They must also take corrective action on identified issues and update the inspection report, noting that repairs have been made or are unnecessary. The following is a guide to the DVIR workflow:

1. From the **Dashboard** (Home Screen), select **DVIR**.



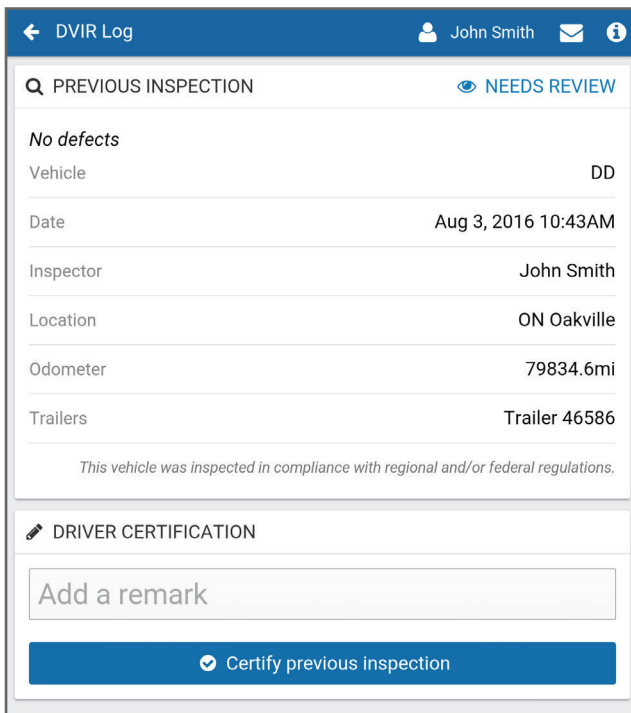
2. Under **Inspection Reports**, select **Inspect** beside the 2 associated vehicle or trailer(s).



From Step 3 and onwards, choose the scenario that applies to your DVIR.

3a. **No Defects on Previous Inspection**

Before performing a new inspection, you will first have to sign off on the previous inspection. If there are no defects on the previous inspection, you can click **Certify previous inspection** and start a new inspection.

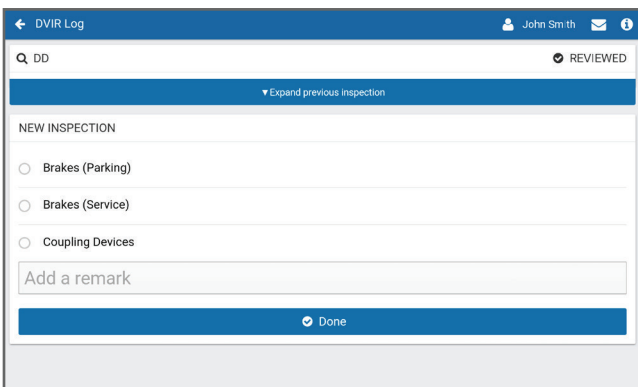


⚠ Drivers must perform Driver Vehicle Inspection Reports (DVIR). If repairs are required, the appropriate staff member must review the DVIR.

⚠ Take corrective action on identified issues and update the inspection report. Note any repairs that have been made or deemed unnecessary.

4a. **Defects on Previous Inspection**

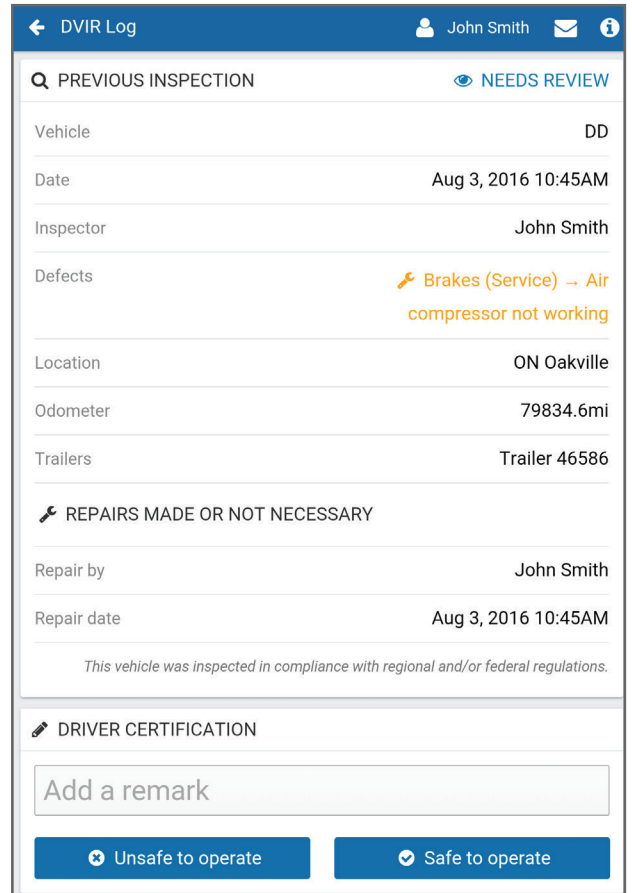
If no defects are found on inspection, scroll down the page and select **Done**. Finally, certify that the vehicle was inspected in compliance with regulations.



3b. **Defects on Previous Inspection**

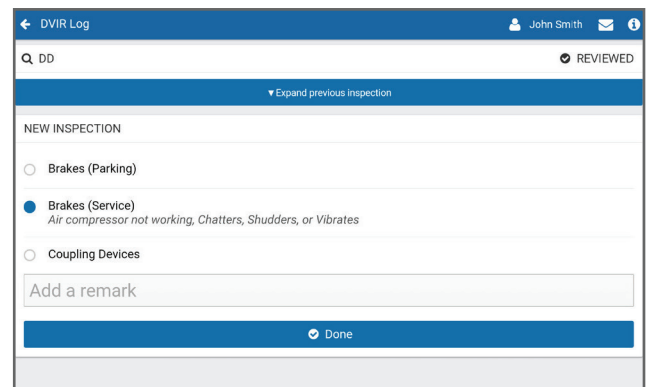
If the previous inspection had a defect and a repair was made, the driver will have to review the repair and certify if the vehicle is **Safe to operate** or **Unsafe to operate**.

**Note:** Selecting Unsafe to operate will auto-select the defects listed on the previous inspection.



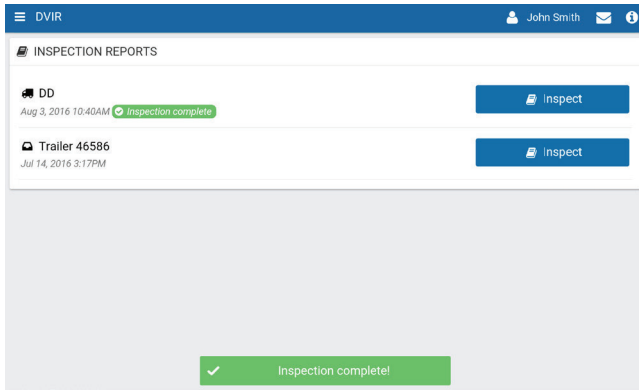
4b. **Defects Found on Inspection**

Select the defects that apply. Scroll down, add remarks, and then select **Done**. Finally, certify that the vehicle was inspected in compliance with regulations.



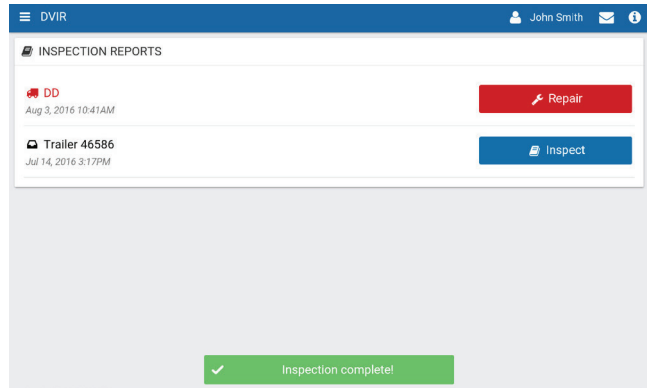
### 5a. Completing the Inspection (No Issues)

The inspection is complete. There are no defects and no repairs are required.



### 5b. Completing the Inspection (Defects)

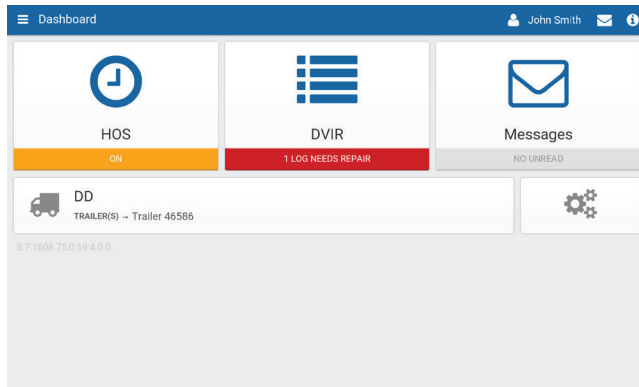
The inspection is complete. Defects requiring repairs have been identified.



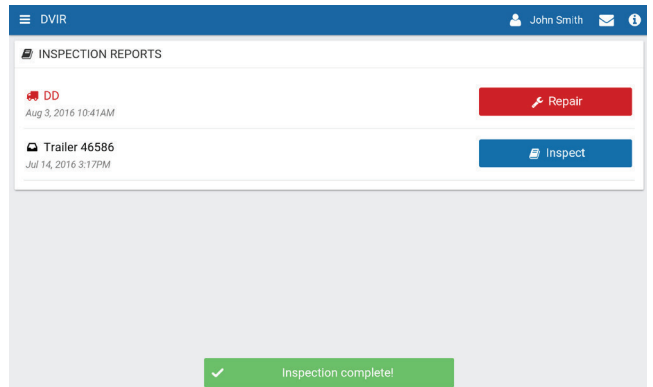
## Repairing Defects

The following are the steps for those authorized to log repairs. If you are unauthorized, please speak with your manager.

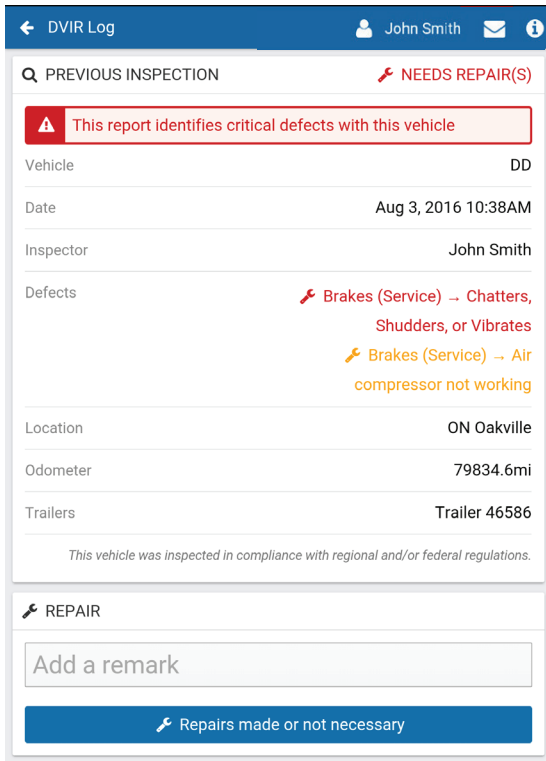
1. From the Dashboard (Home Screen) you can see if an asset needs repairs. Select DVIR to continue.



2. Under Inspection Reports, select Repair beside the associated vehicle or trailer(s).



3. Review the previous inspection, add remarks, and then select Repair made or not necessary.



4. The Inspections Reports page will indicate that a repair has been logged.

