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.

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.

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.

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.
Completing the Inspection (No Issues)
The inspection is complete. There are no defects and no repairs are required.

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

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

Completing the Inspection (Defects)
The inspection is complete. Defects requiring repairs have been identified.

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

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

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.