Using the iOS Driver App DVIR

Drivers can submit a Driver Vehicle Inspection Report (DVIR) for pre- and post-trip inspections from their iOS mobile devices with the Driver App. In addition, the Driver App shows the last submitted DVIR on the vehicle on the Vehicle Inspection screen.

Completing a DVIR

▶ **How to complete a DVIR:**

If a vehicle was marked as "Unsafe" in the last submitted DVIR, the Vehicle Inspection status bar appears red and reads "Status: Needs Inspection." If a vehicle was marked "Safe to Operate" in the last submitted DVIR, the Vehicle Inspection status bar appears blue and reads "Status: Needs Inspection." You are prompted to approve the prior inspection before submitting a new DVIR.

1. From the Vehicle Inspection screen, tap the **add** icon (+) at the top-right corner of the screen.

> 📝 **Note.** If defects were added to the last submitted DVIR, you are prompted to certify that repairs have been completed. To certify completed repairs, tap the **Complete** button next to each applicable repair and then tap **Approve**.
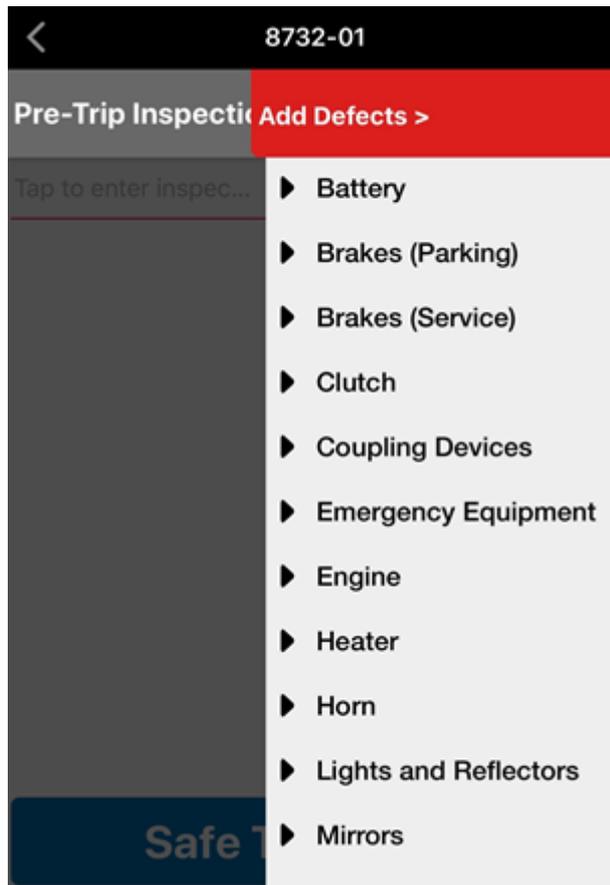
The Inspection screen appears.

2. Enter Vehicle Defects and/or Inspection Notes.

If you do not have any vehicle defects to record or inspection notes to enter, proceed to Step #4.

A. To Enter Vehicle Defects:

I. Tap on **Add Defects >**

The Add Defects menu expands. Scroll up/down to view all options.

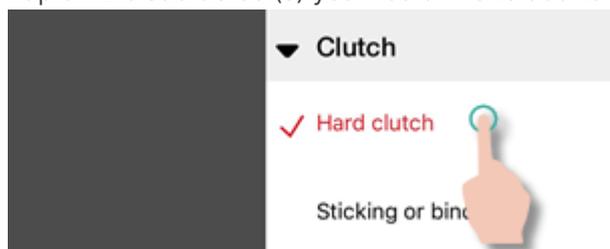# Using the iOS Driver App DVIR

1. Tap the defect(s) you would like to add to the inspection report.

   The menu expands with a list of sub-defects.

1. Tap on the sub-defect(s) you would like to add to the inspection report.

   Selected defects will appear in red accompanied by a checkmark.
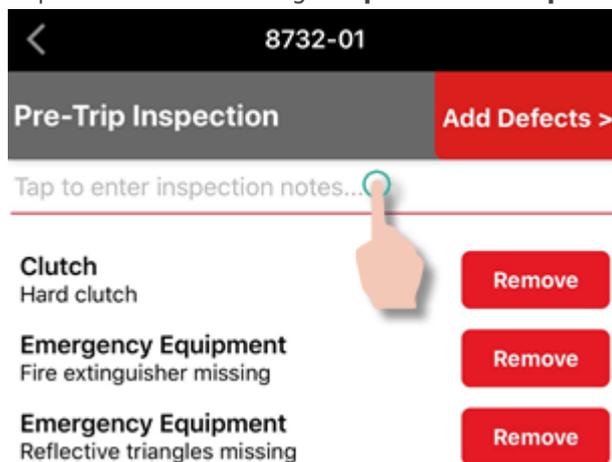
1. Tap on **Add Defects >** to collapse the menu.

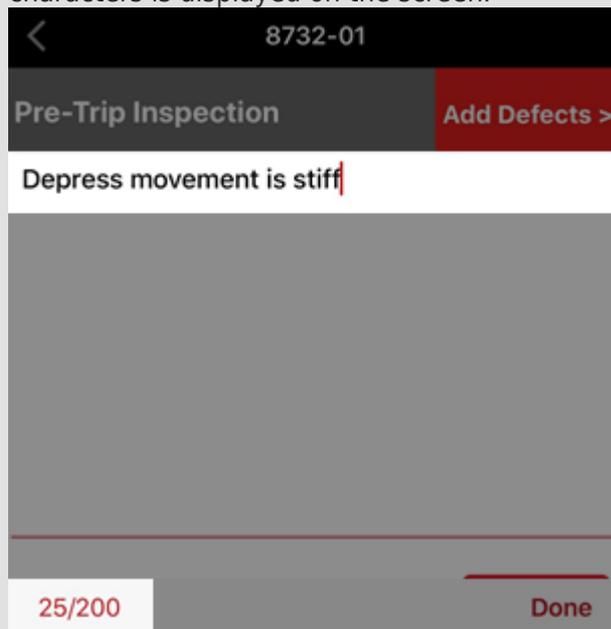Selected defects appear on the inspection screen.

> **Note.** Drivers can remove a defect before submitting a pre-trip inspection report by tapping on the **Remove** button.

1. To Enter Inspection Notes:

    I. Tap the text field stating **"Tap to enter inspection notes..."**

> **Note.** Inspection notes are limited to 200 characters. A count of your characters is displayed on the screen.

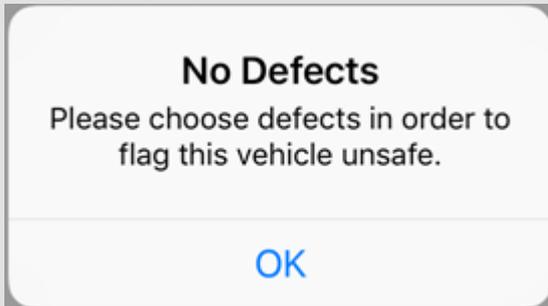   II. Enter your notes and tap **Done**.

Your inspection notes appear on the DVIR screen.

> **Note.** If you need to add or edit your inspection notes, tap in the text field and make any revisions necessary then tap **Done**.

4. Tap **Safe to Operate** or **Unsafe**.

> **Note.** If you would like to select **Unsafe**, you must select defects for the DVIR. You will receive an error message if you do not select defects and have attempted to mark the vehicle **Unsafe**.
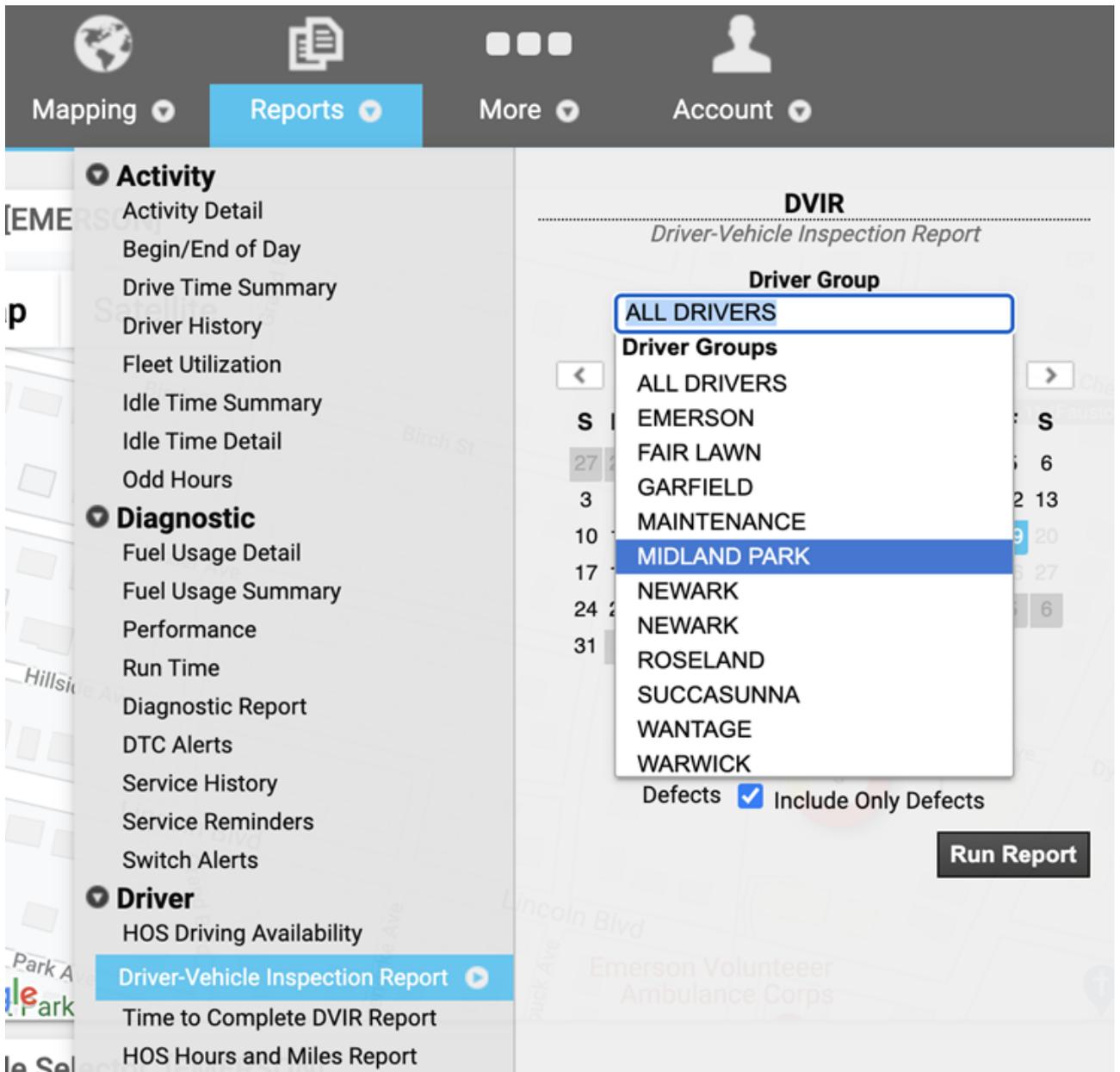>
> **No Defects**
> Please choose defects in order to flag this vehicle unsafe.
>
> **OK**
>
> Tap **OK** and proceed to Step #2A.

Your DVIR is submitted and appears on the Vehicle Inspection screen.

Viewing DVIR Data

▶ **To view DVIR data:**

1. In the Classic portal go to: Reports > Driver > Driver Vehicle inspection.

2. Select the Date Range and Driver Group.

3. Click Run Report.

4. Review details on report.