Shaw Tracking

# Vehicle Inspection Report (DVIR) - Workflow

For MCP50

## Contents

## Objectives

This document will provide instructions for drivers to utilize the in cab electronic Vehicle Inspection Report (DVIR) software to log and track equipment defects and to initiate and input that repairs were completed on a tractor or trailer.

## Firmware Requirements

The MCP unit discussed in this document requires the following Firmware and Template version or higher to perform efficiently:

- Firmware – CA0826R
- MCP Template – DVIR MCP50 V3.06 ENG NO CTPAT or MCP50 DVIR V3.05 CTPAT ENG

## Note

- A laminated copy of the Schedule 1 (January 2015) MUST be kept in the vehicle at all times – Attachment #2
- There should only be 1 major defect recorded per DVIR. If multiple major defects are found then multiple DVIR's need to be created. A DVIR should have only 1 major defect, but can have more than 1 minor defect identified. If a major defect is fixed and an Inspector looks at the DVIR it will show that the defect has been fixed as per the regulations.

## Create a Vehicle Inspection Report (DVIR)- MCP50

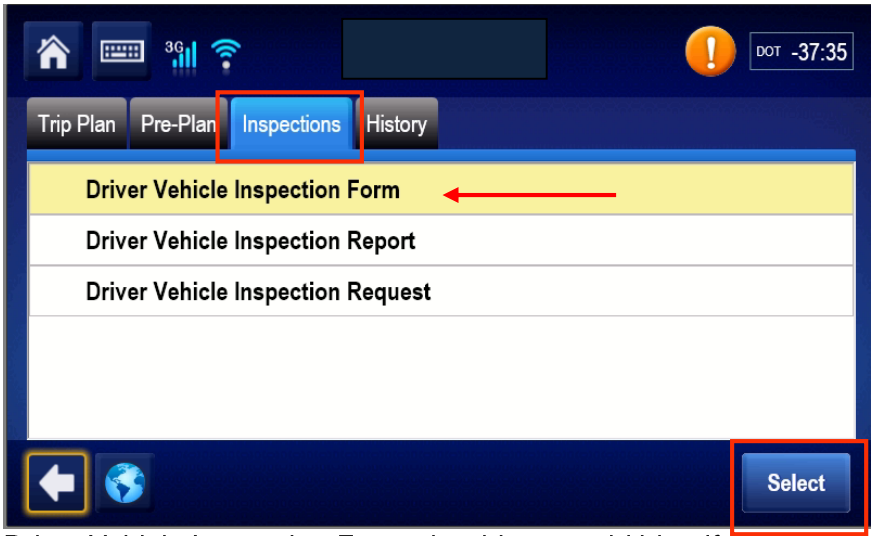
A Vehicle Inspection Report (DVIR) must be completed every 24 hours for a truck and trailer. If a driver changes a trailer during his shift, another DVIR must be done on the new trailer.
If the driver finds more than 1 major defects during an inspection then multiple DVIR's need to be created. A DVIR can have only one major defect, but it can have more than 1 minor defect listed.

1. Driver must be logged on to the MCP unit in the cab

2. On the MCP Home menu select Workflow by taping the icon once.


3. From the Workflow menu select the *Inspections* tab

   On the Inspections tab, tap the *Driver Vehicle Inspection Form* option, it will be highlighted in yellow when selected. Tap the *Select* button in the bottom right corner of the screen.

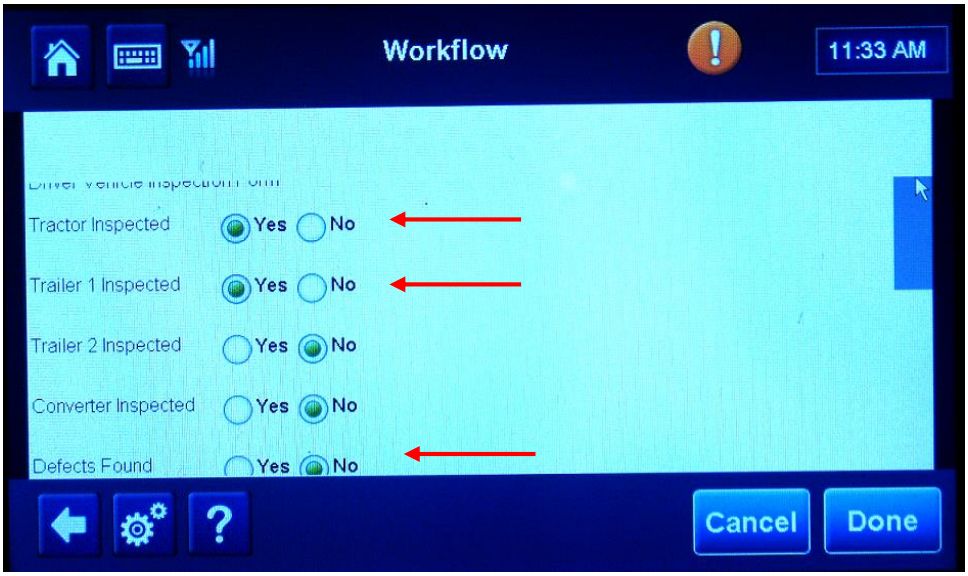



4. On the Driver Vehicle Inspection Form, the driver would identify which equipment has been inspected and if any defects were identified in accordance to Schedule 1.

## No Defect(s) Found

Inspection of the tractor and trailer has been done and no defects were found.

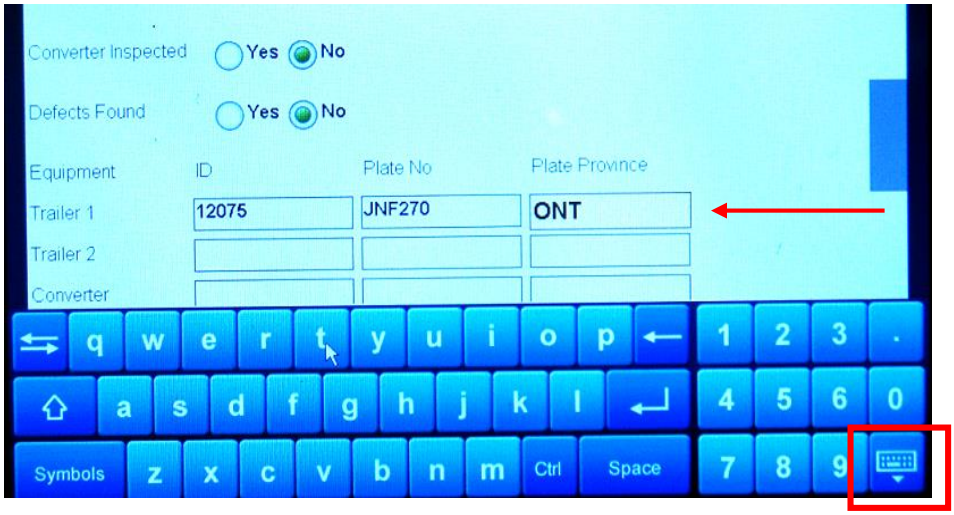
1. Tap the *Yes* buttons for*Tractor* and *Trailer* fields and the *No* button in the *Defects Found* fields.




2. Use the scroll bar on the right to move down the form to the Equipment area. Tap the Trailer 1 ID field. Use the keyboard icon at the top left of the window to activate the internal keyboard.

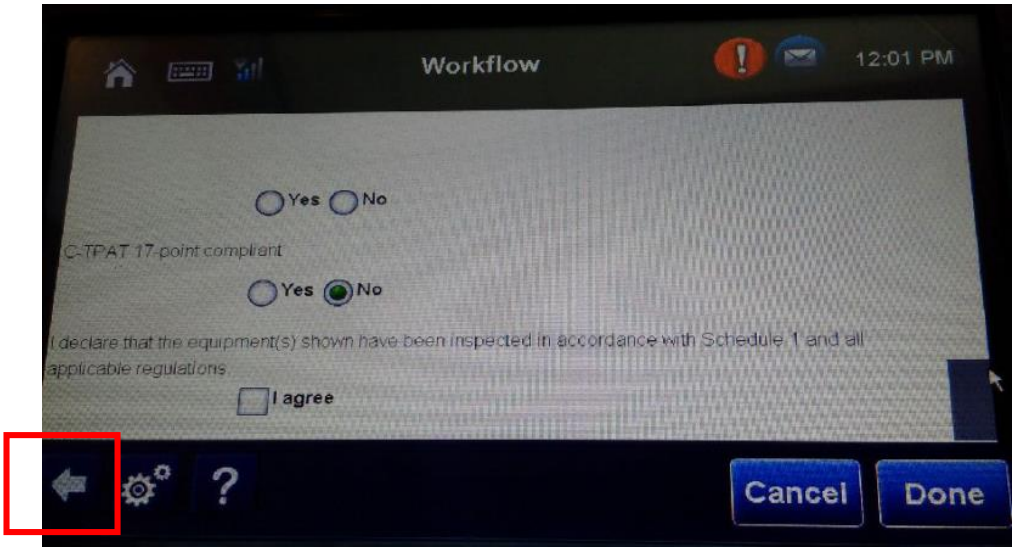

3. In the Equipment area for the Trailer, if not already populated input the *ID#*, *Plate No* and the *Plate Province* fields for Trailer 1.
   If the fields are populated with the previous trailer information it can be removed by tapping in that field and using the backspace key to remove them.

   The Plate No. and Plate Province information for Trailer 1, 2 and the converter are optional fields. The tractor information does not need to be input as the MCP unit already knows it is attached to this tractor.




4. Close the keyboard by selecting the keyboard icon in the bottom right corner of the screen.

5. Use the scroll bars on the right to move to the bottom of the form. Identify *Type of Inspection* being done and if the vehicle is Safe to Operate.



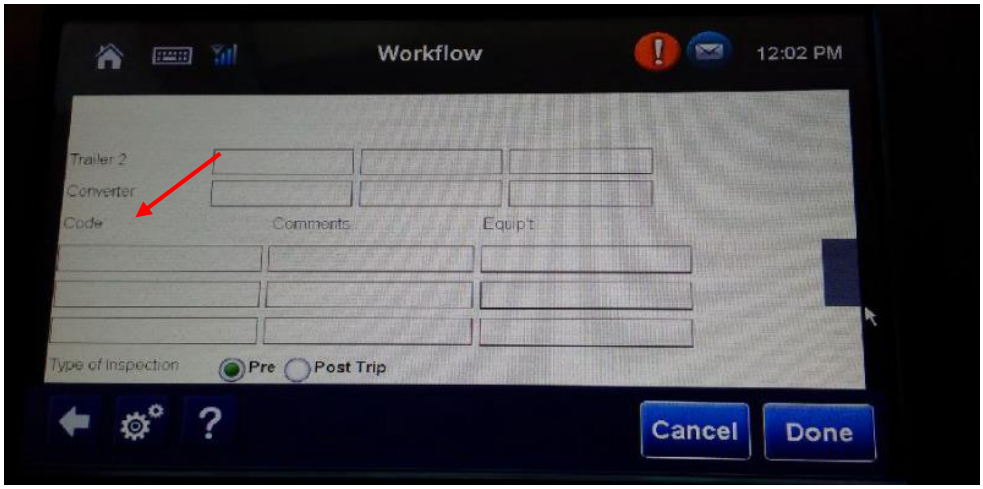

6. Complete the DVIR process by tapping the *I Agree* field and then the Done button.

7. If the driver needs to cancel the DVIR prior to selecting the Done button, select the left pointing arrow in the bottom left corner of the screen or the cancel button on the right. The system will prompt user to confirm the cancellation, select Yes.

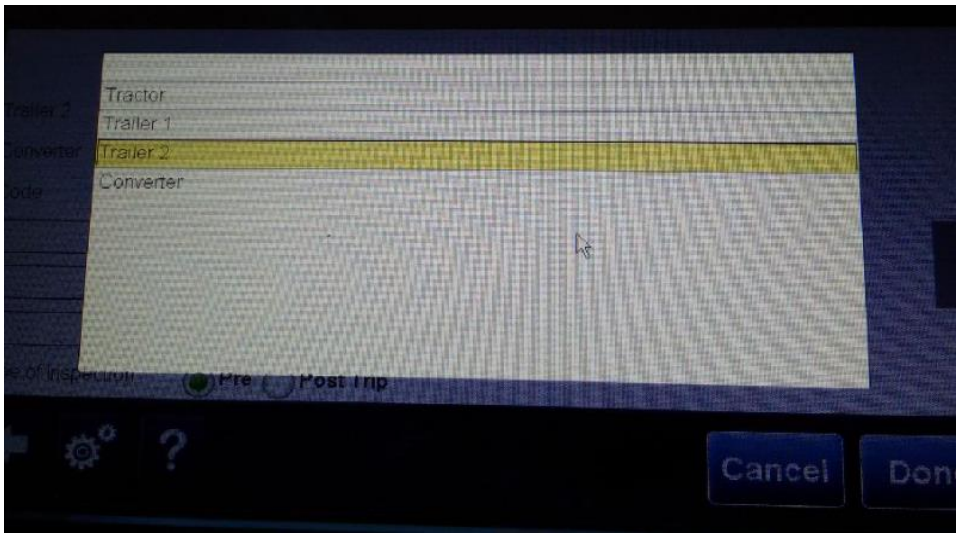
## Defect(s) Found

Inspection of the tractor and trailer has been done and defect(s) were identified. Each truck should have a current copy of the Schedule 1 (January 2015) available for the driver to input defect codes.

1. In the Driver Vehicle Inspection Form tap the *Tractor* and *Trailer* fields to select them
2. Tap the *Yes* button in the *Defects Found* field
3. Use the scroll bar on the right to move down the form to the Equipment area.
4. In the Equipment area the *ID*, *Plate No.* and the *Plate Province* fields for the Trailer 1 will auto populate with information from the previous No Defects DVIR. To remove this information, tap the field, the current information is highlight and just type in the new information or use the Delete or Backspace key on the keyboard.
5. Use the scroll bar on the right to move down the form to the Defect Code area.

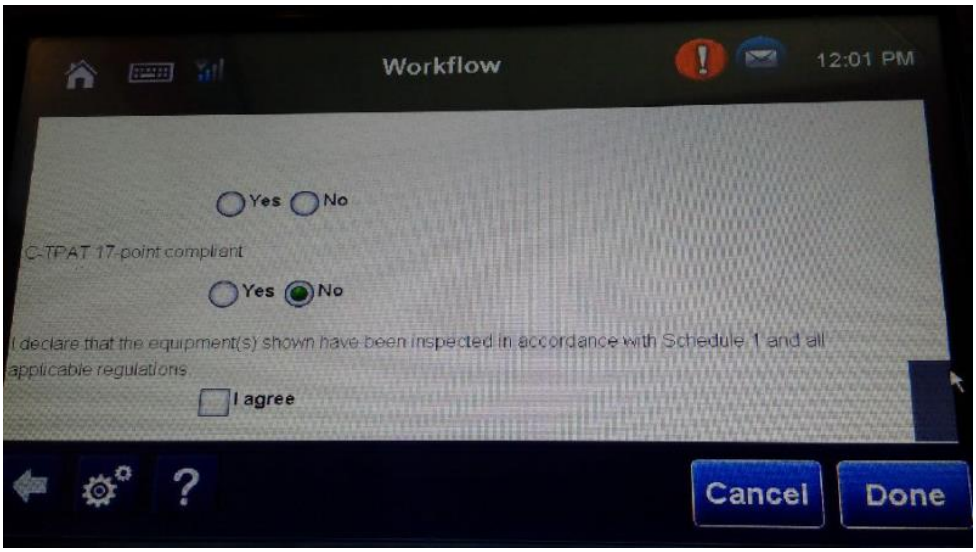



6. Tap in the *Code* field and manually input the defect code number from Schedule 1 to identify the defect type. Activate the keyboard by tapping the keyboard icon in the top left corner of the screen. When inputting a major defect i.e. 15.2m, the lower case m can be used. The Code, Comments and Equip't fields are mandatory and the system will not let the DVIR be saved until they are completed.




7. Tap in the *Equipment* field and select the equipment with the defect from the pop-up menu.

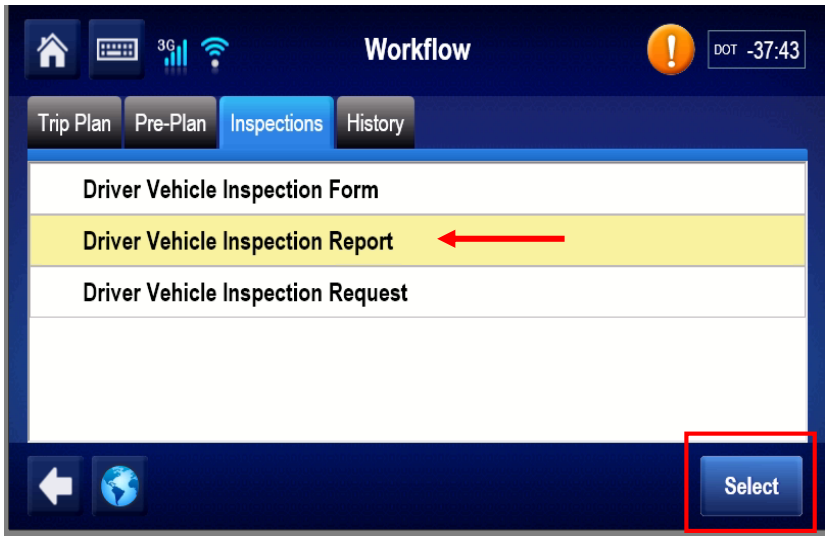
10. Use the scroll bars on the right to move to the bottom of the screen. Identify *Type of Inspection* being done. Identify that the vehicle is safe to operate or not and if a 17 point C-TPAT inspection was done. Then complete the DVIR process by tapping *I Agree* field and then the Done button.



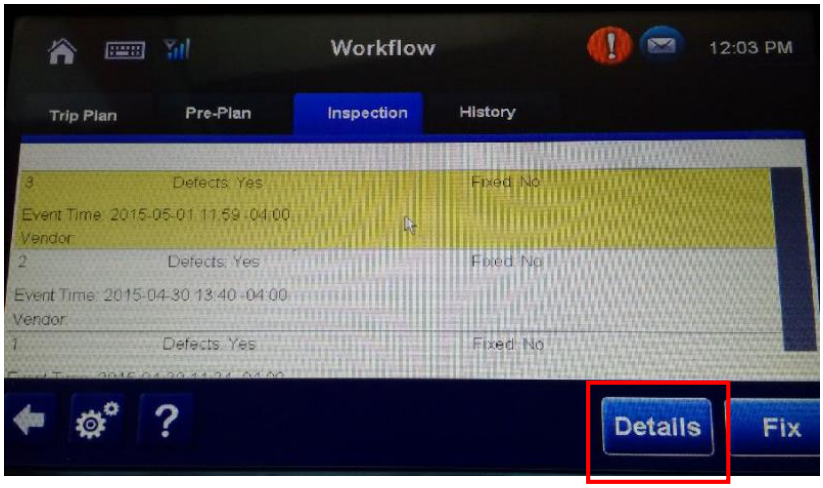
# View or Update a Vehicle Inspection Report (DVIR)

## Viewing a Completed Vehicle Inspection Report

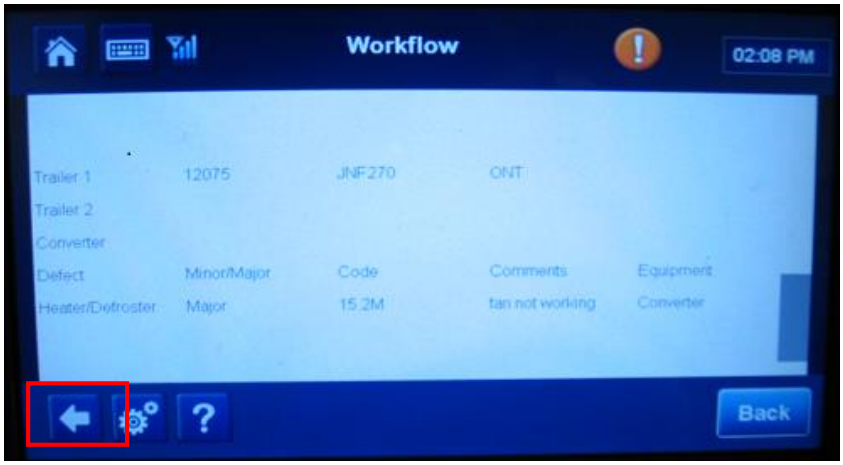
1. From the Workflow menu select the Inspections tab; tap Driver Vehicle Inspection Report option, then tap the *Select* button in the bottom right of the screen.




2. The Vehicle Inspection Report window will display a list of DVIR reports with the latest at the top. The DVIR record shows the event date and time, if defects were found and if they were fixed.
   Select the DVIR to be viewed by tapping and highlighting it then tap the Details button at the bottom.



3. This will take you to a screen that shows the details of the DVIR that was just completed.

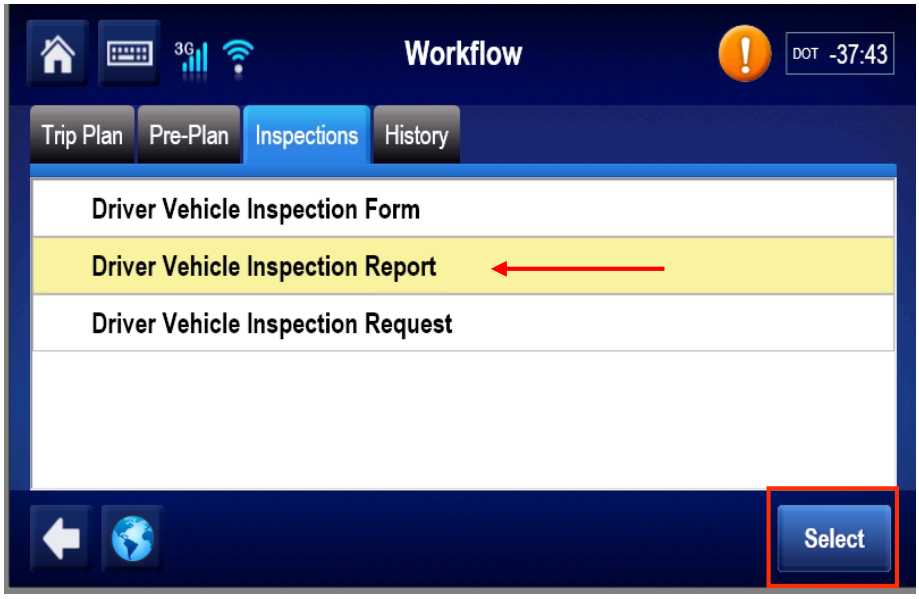



4. Tap the arrow in the bottom left corner of the screen 2 times to return to the Inspections tab on the Workflow menu or hit the Back button in the bottom right of the screen.

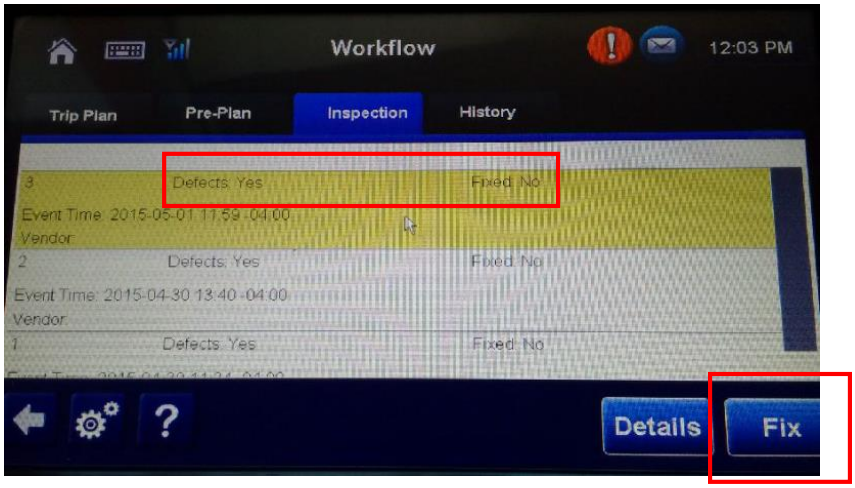
## Updating a Vehicle Inspection Report (DVIR) when a Defect is Fixed

There will be times when a driver will initiate a fix for an identified defect. When the fix is complete the driver can update the DVIR on the MCP unit in the cab.

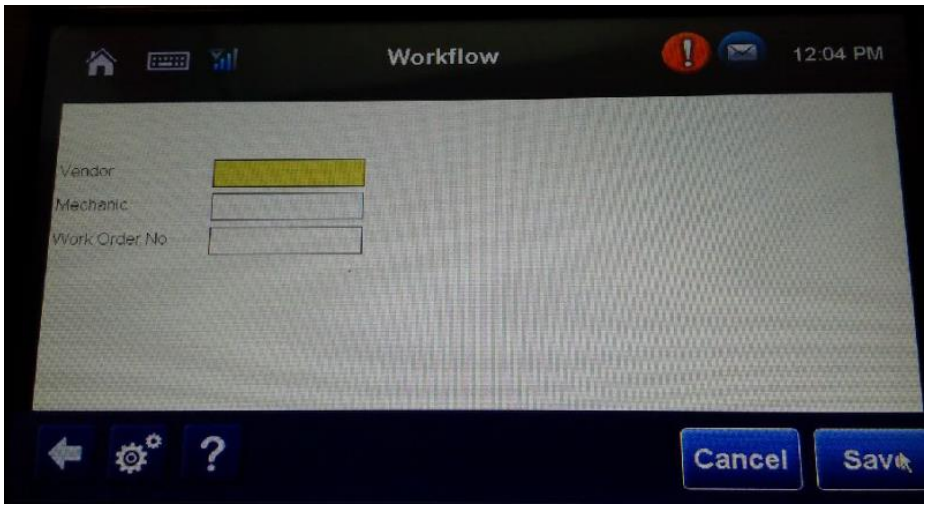
1. From the Workflow menu select the Inspections tab; tap Driver Vehicle Inspection Report option, then tap the Select button in the bottom right of the screen.




2. In the Vehicle Inspection Report window there will be a list of the current DVIR reports. The current DVIR shows that a Defect was found and that it has not been fixed. Highlight the DVIR that has been fixed and select the Fix button at the bottom.

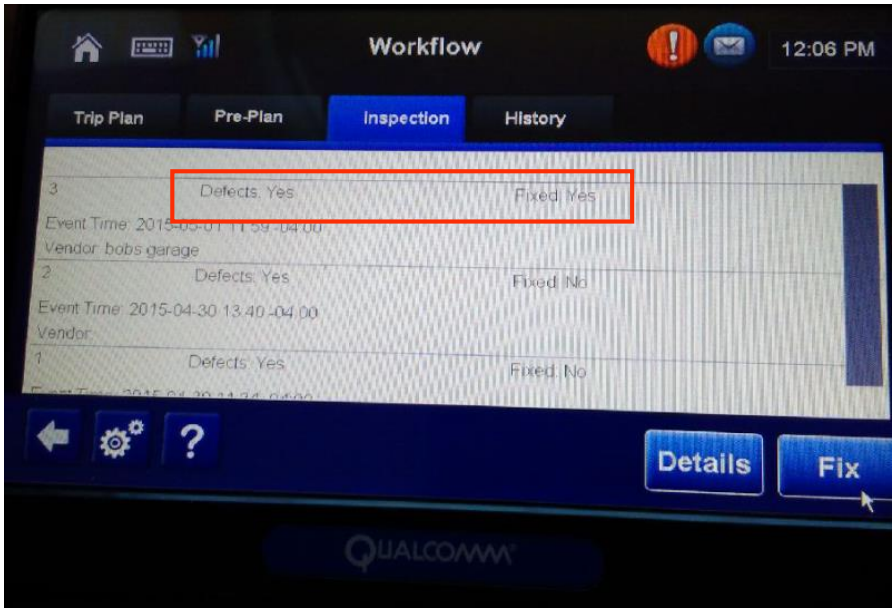


3. When the window opens input the name of the Vendor where the defect was fixed, the mechanic and the Work Order number.




4. Select the Save button at the bottom and the system takes you back to the Inspections tab on the Workflow menu.

5. To see the Fixed DVIR in the unit; select the Inspections tab from the Workflow menu; tap Driver Vehicle Inspection Report option, then tap the Select button in the bottom right of the screen.



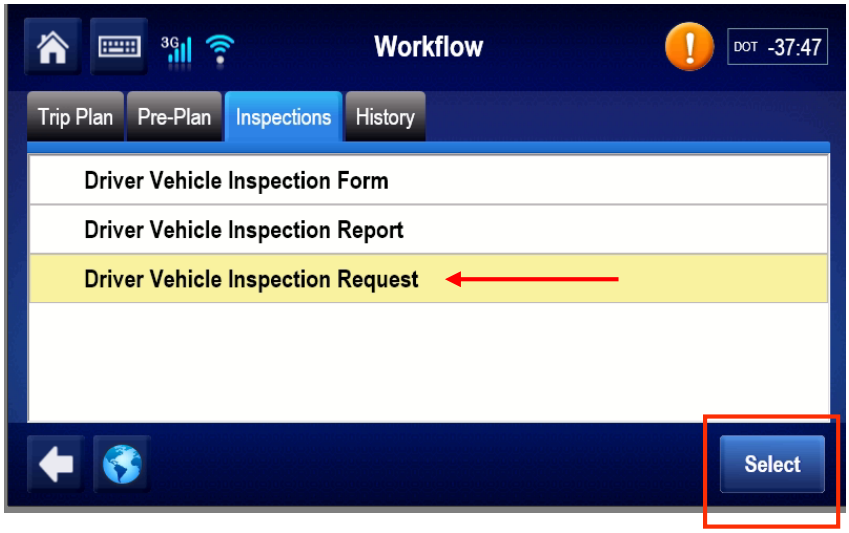

6. The DVIR screen will show that both the Defects and Fixed fields have changed to Yes. This will show that the defect on that DVIR has been fixed. To see the vendor details in

the DVIR tap the DVIR and then select the Details button at the bottom.
Use the scroll bars to move to the bottom of the DVIR and the Vendor name will appear above the acknowledgement statement.

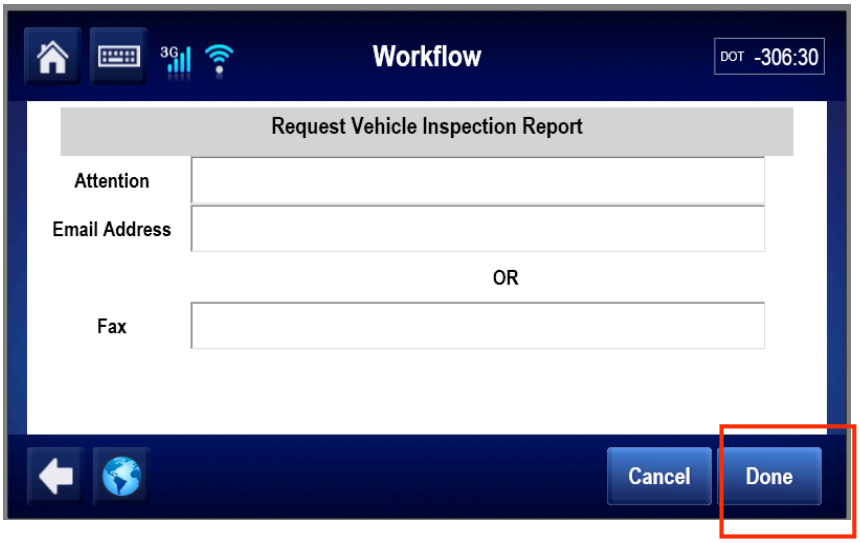
## Email/Fax a Completed Vehicle Inspection Report (DVIR)

If an Inspector requests to see the DVIR's for the last 24 hours, a driver can provide them with the MCP unit. If they request copies of the DVIR's, this can be done from the Driver Vehicle Inspection Request Screen.

1. From the Inspections tab on the Workflow menu; tap Driver Vehicle Inspection Request option, then tap the *Select* button in the bottom right of the screen.



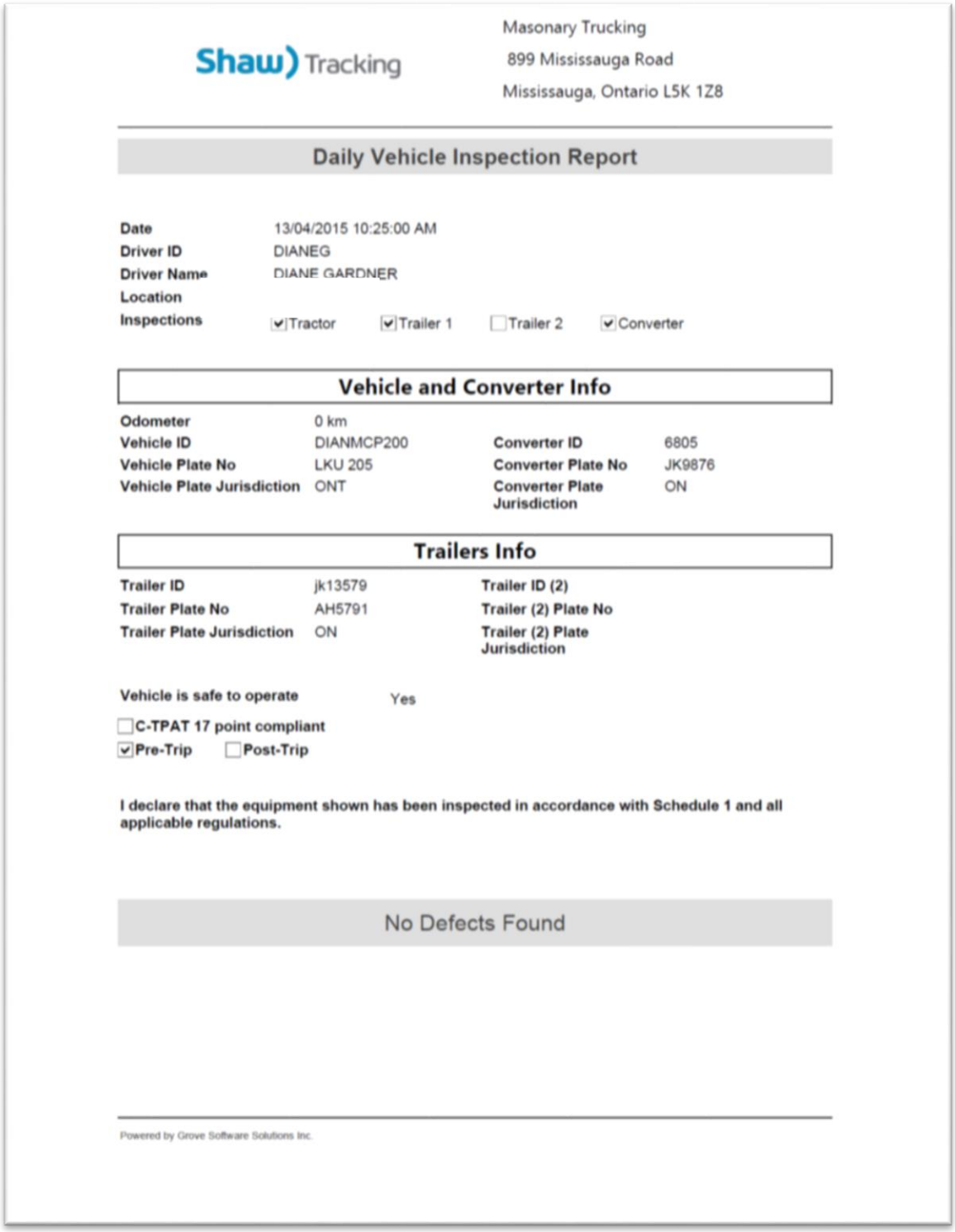

2. On the Request Vehicle Inspection Report window complete the Attention field, input an email address and/or a fax number of the DVIR recipient. Tap *Done* button to complete the process.




3. This will take you back to the Inspections tab on the Workflow menu.

## Attachments

### 1) Sample of Vehicle Inspection Report (DVIR) with no defects.



Shaw) Tracking

Masonary Trucking
899 Mississauga Road
Mississauga, Ontario L5K 1Z8

**Daily Vehicle Inspection Report**

| | |
|---|---|
| **Date** | 13/04/2015 10:25:00 AM |
| **Driver ID** | DIANEG |
| **Driver Name** | DIANE GARDNER |
| **Location** | |
| **Inspections** | ☑ Tractor ☑ Trailer 1 ☐ Trailer 2 ☑ Converter |

**Vehicle and Converter Info**

| | | | |
|---|---|---|---|
| **Odometer** | 0 km | | |
| **Vehicle ID** | DIANMCP200 | **Converter ID** | 6805 |
| **Vehicle Plate No** | LKU 205 | **Converter Plate No** | JK9876 |
| **Vehicle Plate Jurisdiction** | ONT | **Converter Plate Jurisdiction** | ON |

**Trailers Info**

| | | | |
|---|---|---|---|
| **Trailer ID** | jk13579 | **Trailer ID (2)** | |
| **Trailer Plate No** | AH5791 | **Trailer (2) Plate No** | |
| **Trailer Plate Jurisdiction** | ON | **Trailer (2) Plate Jurisdiction** | |

**Vehicle is safe to operate** Yes

☐ **C-TPAT 17 point compliant**
☑ **Pre-Trip** ☐ **Post-Trip**

**I declare that the equipment shown has been inspected in accordance with Schedule 1 and all applicable regulations.**

No Defects Found

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# 1) Schedule 1 - Revised Jan 2015

Shaw Tracking

Schedule 1
Daily Inspection of Truck, Tractors and Trailers

| | |
|---|---|
| | **AIR BRAKE SYSTEM** |
| 1.1 | Audible air leak |
| 1.2 | Slow air pressure build-up rate. |
| **1.3 M** | **Pushrod stroke of any brake exceeds the adjustment limit** |
| **1.4 M** | **Air loss rate exceeds prescribed limit** |
| **1.5 M** | **Inoperative towing vehicle (tractor) protection system.** |
| **1.6 M** | **Low air warning system fails or system is activated.** |
| **1.7 M** | **Inoperative service, parking or emergency brake.** |
| **2** | **CAB** |
| 2.1 | Occupant compartment door fails to open. |
| **2.2M** | **Any door fails to close securely** |
| **3** | **CARGO SECUREMENT** |
| 3.1 | Insecure or improper load covering |
| **3.2M** | **Insecure cargo** |
| **3.3M** | **Absence, failure, malfunction or deterioration of required cargo securement device or load covering** |
| **4** | **COUPLING DEVICES** |
| 4.1 | Coupler or mounting has loose or missing fastener |
| **4.2M** | **Coupler is insecure or movement exceeds prescribed limit** |
| **4.3M** | **Coupling or locking mechanism is damaged or fails to lock** |
| **4.4M** | **Defective, incorrect or missing safety chain or cable** |
| **5** | **DANGEROUS GOODS** |
| **5.1M** | **Dangerous goods requirements not met** |
| **6** | **DRIVER CONTROLS** |
| 6.1 | Accelerator pedal, clutch, gauges, audible and visual indicator or instruments fail to function properly |
| **7** | **DRIVER SEAT** |
| 7.1 | Seat is damaged or fails to remain in set position |
| **7.2M** | **Seatbelt or tether belt is insecure, missing or malfunctions** |
| **8** | **ELECTRIC BRAKE SYSTEM** |
| 8.1 | Loose or insecure wiring or electrical connection |
| **8.2M** | **Inoperative breakaway device** |
| **8.3M** | **Inoperative brake** |
| **9** | **EMERGENCY EQUIPMENT & SAFETY DEVICES** |
| 9.1 | Emergency equipment is missing, damaged or defective |
| **10** | **EXHAUST SYSTEM** |
| 10.1 | Exhaust Leak, except as described as Major Defect |
| **10.2M** | **Leak that causes exhaust gas to enter the occupant compartment** |
| **11** | **FRAME AND CARGO BODY** |
| 11.1 | Damaged frame or cargo body |
| **11.2M** | **Visibly shifted, cracked. Collapsing or sagging frame member** |
| **12** | **FUEL SYSTEM** |
| 12.1 | Missing fuel tank cap |
| **12.2M** | **Insecure fuel tank** |

| | |
|---|---|
| **16** | **HORN** |
| 16.1 | Vehicle has no operative horn |
| **17** | **HYDRAULIC BRAKE SYSTEM** |
| 17.1 | Brake fluid is below indicated minimum level |
| **17.2M** | **Brake boost or power assist not operative** |
| **17.3M** | **Brake fluid leak** |
| **17.4M** | **Brake pedal fade or insufficient brake pedal reserve** |
| **17.5M** | **Activated (other than ABS) warning device** |
| **17.6M** | **Brake fluid reservoir is less than 1/4 full** |
| **17.7M** | **Parking brake is inoperative** |
| **18** | **LAMPS AND REFLECTORS** |
| 18.1 | Required lamp does not function as intended |
| 18.2 | Required reflector is missing or partially missing |
| *When use of lamps is required* | |
| **18.3M** | **Failure of both low-beam headlamps** |
| **18.4M** | **Failure of both rearmost tail lamps** |
| *At all times* | |
| **18.5M** | **Failure of rearmost turn-indicator lamp** |
| **18.6M** | **Failure of both rearmost brake lamps** |
| **19** | **STEERING** |
| 19.1 | Steering wheel lash (free-play) is greater than normal |
| **19.2M** | **Steering wheel is insecure** |
| **19.3M** | **Steering wheel lash (free-play) exceeds prescribed limit** |
| **20** | **SUSPENSION SYSTEM** |
| 20.1 | Air leak in suspension system |
| 20.2 | A broken spring leaf |
| 20.3 | Suspension fastener is loose, missing or broken |
| **20.4M** | **Damaged (patched, cut, bruised, cracked to braid or deflated) air bag or insecurely mounted air bag** |
| **20.5M** | **Cracked or broken main spring leaf or more than one broken spring leaf** |
| **20.6M** | **Part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component** |
| **20.7M** | **Loose U-bolt** |
| **21** | **TIRES** |
| 21.1 | Damaged tread or sidewall of tire |
| 21.2 | Tire leaking, if leak cannot be heard |
| **21.3M** | **Flat tire** |
| **21.4M** | **Tire leaking, if leak can be heard** |
| **21.5M** | **Tire tread depth is less than wear limit** |
| **21.6M** | **Tire is in contact with another tire or any vehicle component other than mud-flap** |
| **21.7M** | **Tire is marked "Not for highway use"** |
| **21.8M** | **Tire has exposed cords in the tread or outer sidewall area** |
| **22** | **WHEELS, HUBS AND FASTENERS** |
| 22.1 | Hub oil below minimum level (when fitted with sight glass) |
| 22.2 | Leaking wheel seal |

| | |
|---|---|
| **12.3M** | **Dripping fuel tank** |
| **13** | **GENERAL** |
| **13.1M** | **Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation** |
| **14** | **GLASS AND MIRRORS** |
| 14.1 | Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted |
| 14.2 | Required mirror or glass has broken or damaged attachments onto vehicle body |
| **15** | **HEATER / DEFROSTER** |
| 15.1 | Control or system failure |
| **15.2M** | **Defroster fails to provide unobstructed view through the windshield** |

| | |
|---|---|
| **22.3M** | **Wheel has loose, missing or ineffective fastener** |
| **22.4M** | **Damaged, cracked or broken wheel, rim or attaching part** |
| **22.5M** | **Evidence of imminent wheel, hub or bearing failure** |
| **23** | **WINDSHIELD WIPER / WASHER** |
| 23.1 | Control or system malfunction |
| 23.2 | Wiper blade is damaged, missing or fails to adequately clear driver's field of vision |
| ***When use of wipers or washer is required*** | |
| **23.3M** | **Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper** |

50 – Other Minor

50M – Other Major

O. Reg. 199/07, Schedule. 1; O. Reg. 242/14, s. 9.

## Help and Support

For further information or help on this For MCP50, feel free to contact our Application Support Center at:

**1.800.863.9191, option # 2**

OR

Tracking24HoursSupport@ShawTracking.ca