Shaw Tracking

Vehicle Inspection Report (DVIR) - Workflow

Intelligent Vehicle Gateway - (IVG)

Contents

Objectives

This document will provide instructions for drivers on how to utilize the in cab electronic Driver Vehicle Inspection Report (DVIR) application for the IVG unit. Instructions include how to complete a DVIR that identifies a major/minor defect or no defects on the tractor or trailer. It also shows how to record a major defect that has been repaired and how to send a copy of the DVIR via fax or email.

Firmware Requirements

The IVG units discussed in this document require the following firmware or higher to perform efficiently:

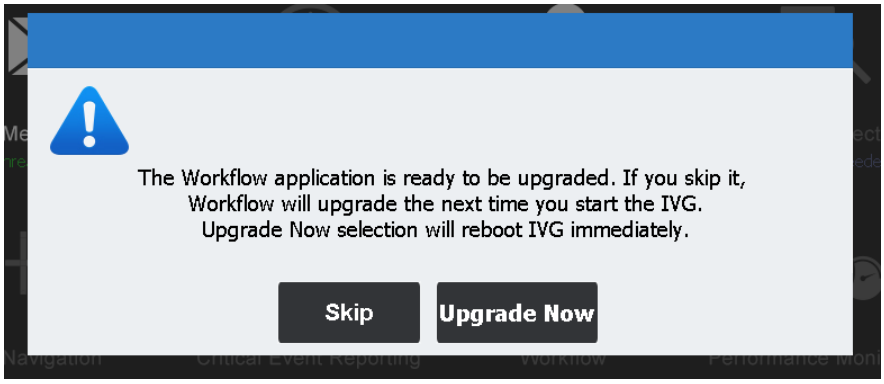
- Suggest firmware – IVG – DA03XXX
- Current DVIR IVG template

Notes

- A copy of 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 can have only 1 major defect, but can have more than 1 minor defect identified.

Deploying the IVG template to the Unit

When deploying the IVG template to the unit, the message window below may appear on the unit:

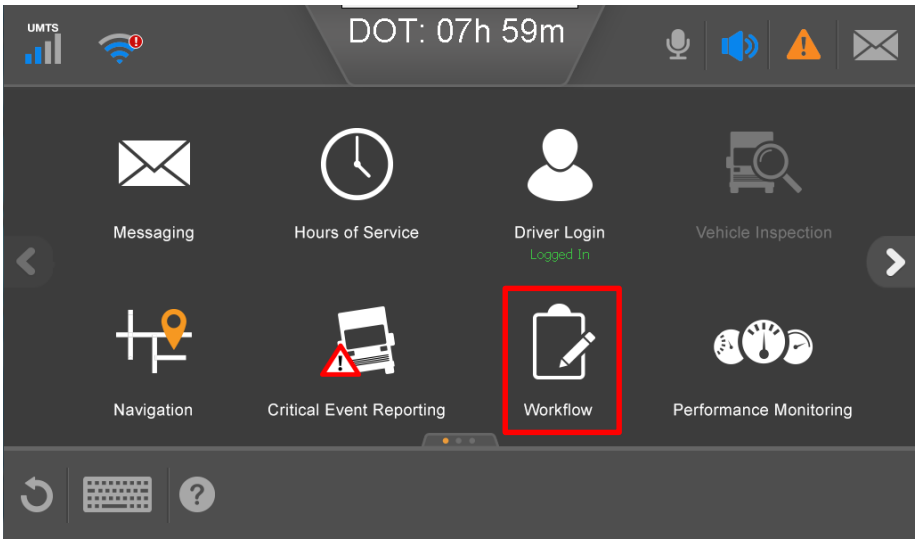


If the system gives the user the opportunity to *Upgrade Now* or *Skip* the reboot, it is highly recommended that the user select *Upgrade Now* to allow the unit to reboot and deploy the template.

Create a Daily Vehicle Inspection Report (DVIR)- IVG

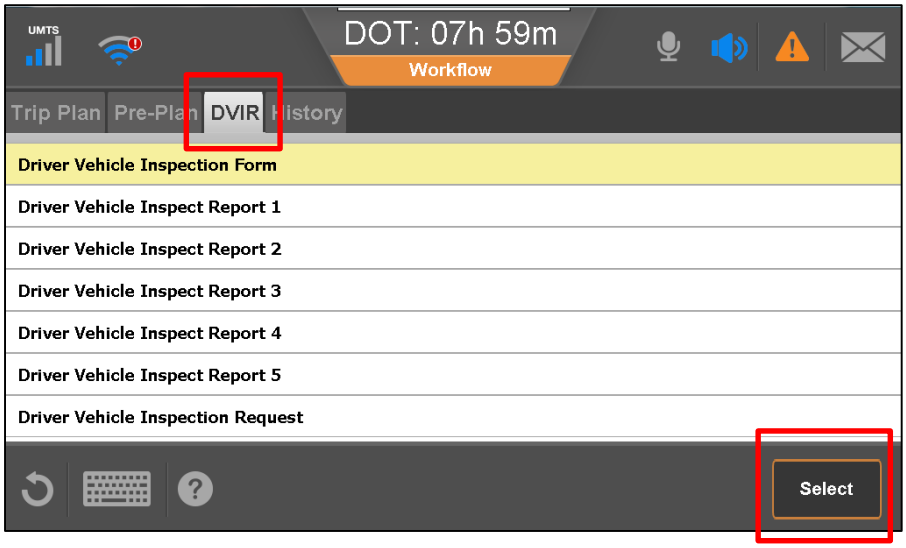
A Vehicle Inspection Report (DVIR) must be completed every 24 hours for a truck and trailer. If a driver changes a trailer during his shift, another DVIR must be done on the new trailer.
If the driver finds more than 1 major defects during an inspection, then multiple DVIR's need to be created. A DVIR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

1. Driver must be logged on to the IVG unit in the cab or the Workflow icon will not be active
2. Select the Workflow Icon from the bottom row

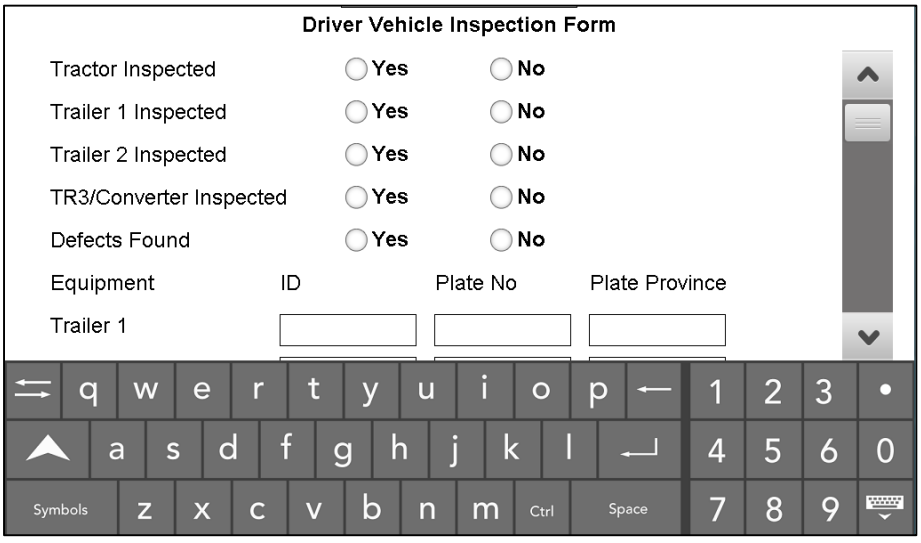


4. From the Workflow menu select the *DVIR* tab

   On the *DVIR* tab, tap the *Driver Vehicle Inspection Form* option, then tap the *Select* button in the bottom right corner of the screen.



5. On the Driver Vehicle Inspection Form, the driver will identify which piece of equipment that has been inspected and if any defects were identified in accordance to Schedule 1.



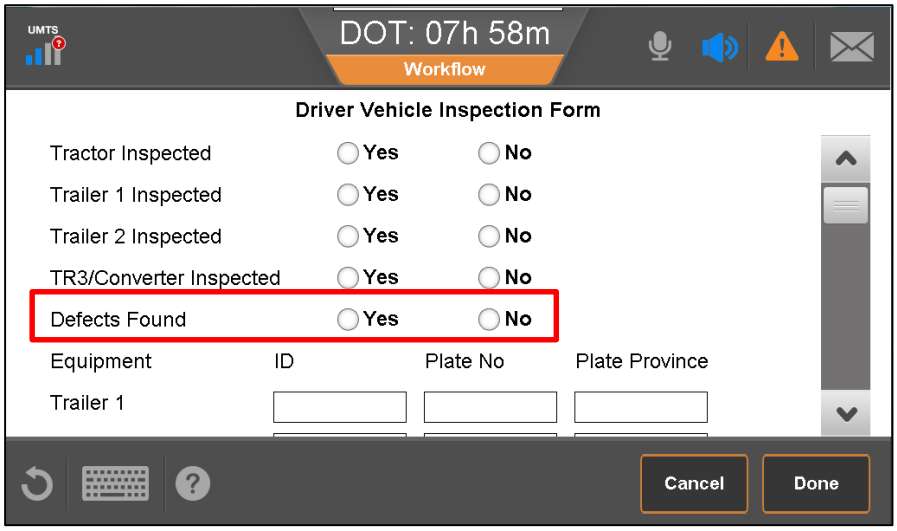
No Defect(s) Found

Inspection of the tractor, trailer or converter has been completed and no defects were found.

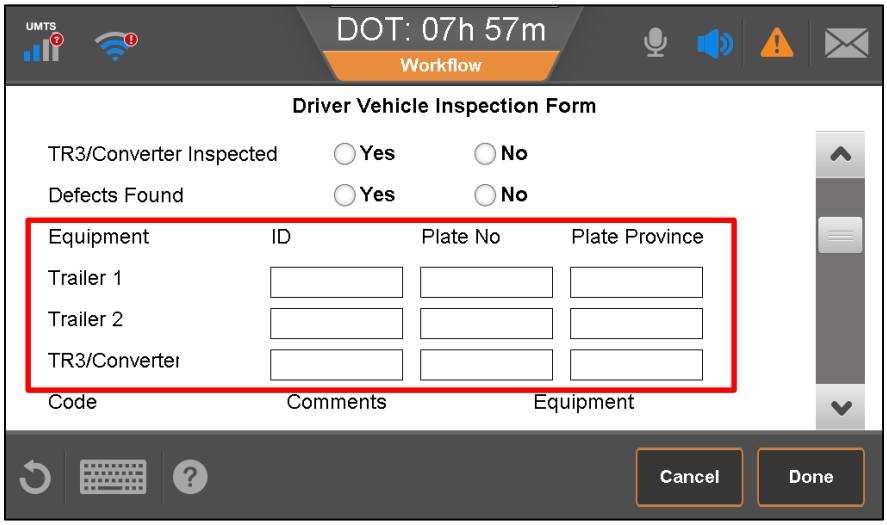
At the bottom of the Driver Vehicle Inspection Form screen are 2 buttons:

- Done – once the template is complete, select Done to log the DVIR
- Cancel – to get out of the Driver Vehicle Inspection Screen. The system will ask for a confirmation. Select *Yes*.

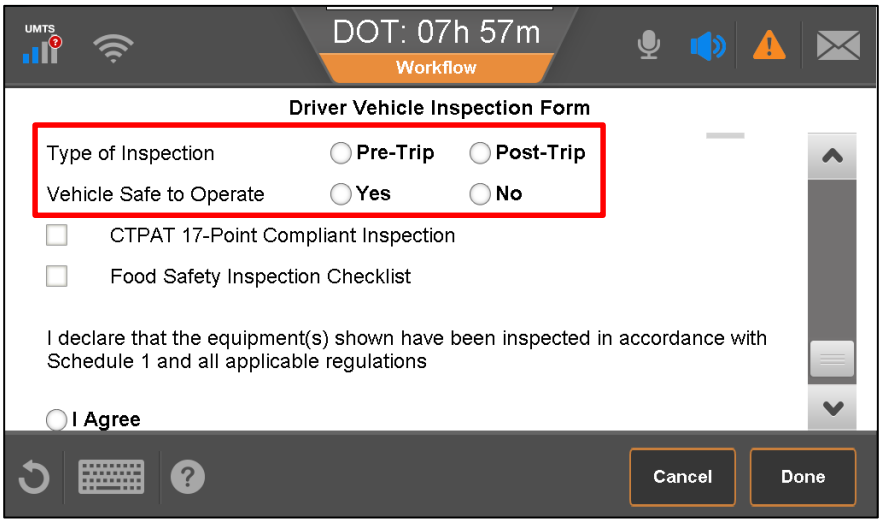
1. Identify which piece of equipment was inspected by tapping *Yes* or *No* . Each piece **must** have a *Yes* or *No* selected. Tap *No* for button Defects Found.



2. Use the scroll bars on the right to move down the screen until the Equipment ID field becomes visible. Input the *Equipment ID*, *Plate No* and the *Plate Province* for each inspected piece of equipment.

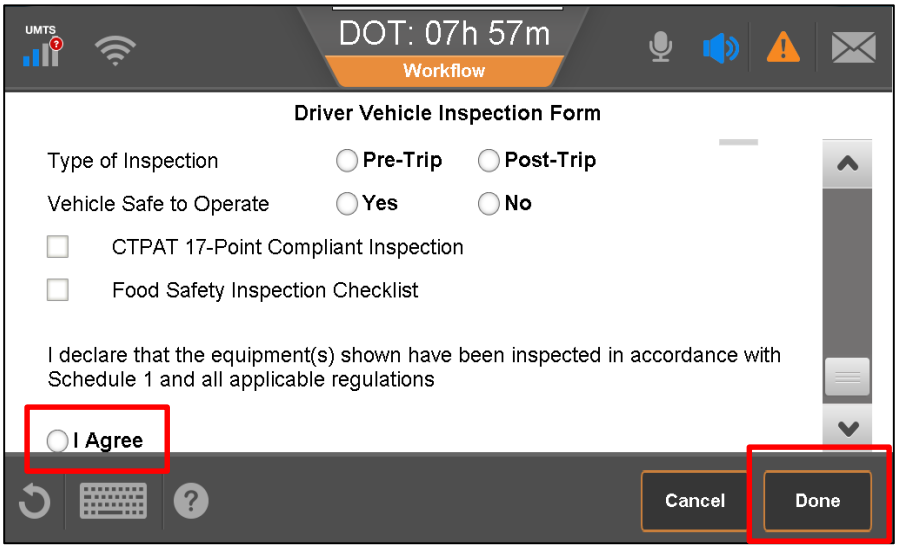


3. Use the scroll bars on the right to move to the bottom of the form. Identify the *Type of Inspection* that is being done and select Yes for the *Vehicle Safe to Operate* option.



4. Depending upon your business requirements, tap the box to identify if either of the following inspections were completed:
    a. CTPAT 17-Point Compliant Inspection and/or
    b. Food Safety Inspection Checklist

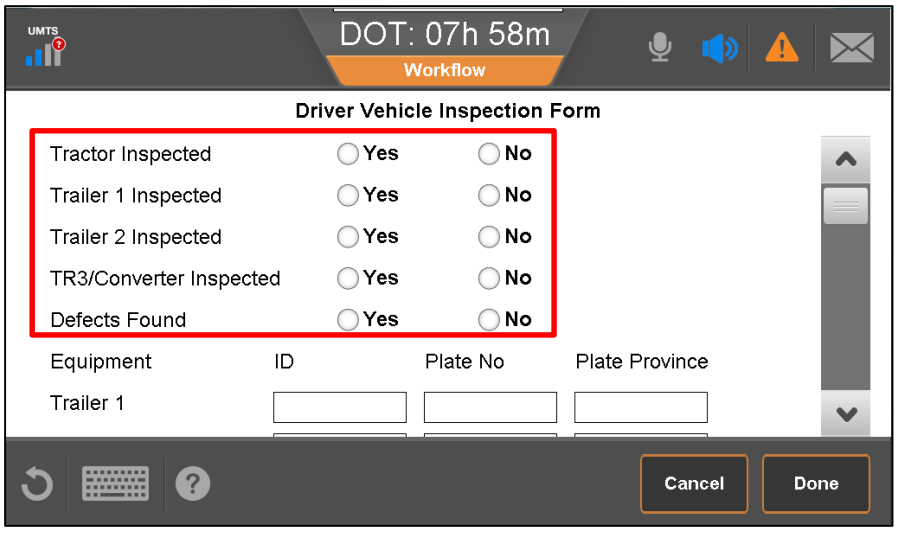
5. Complete the DVIR process by tapping the *Agree* field to acknowledge that the inspection has been done and then tap the Done button.



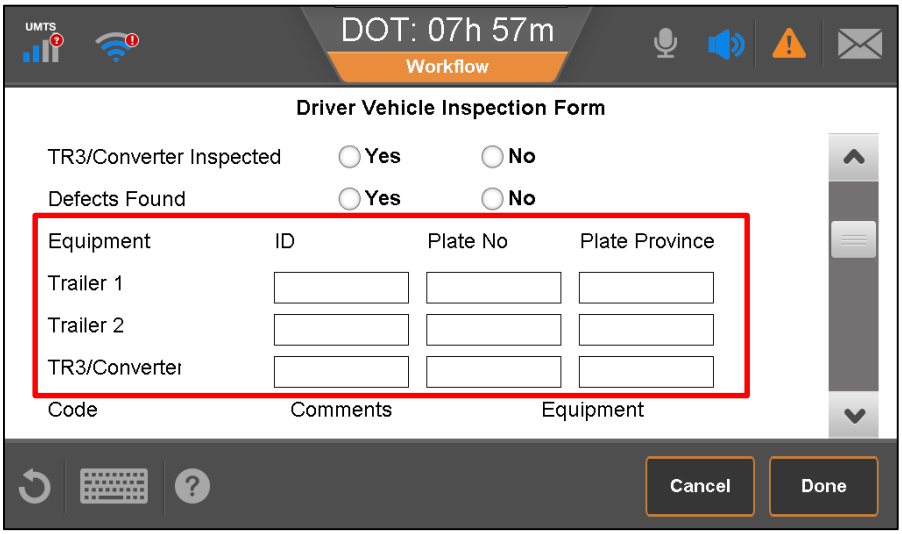
Defect(s) Found

Inspection of the tractor and trailer has been completed and either a major or minor defect has been identified.

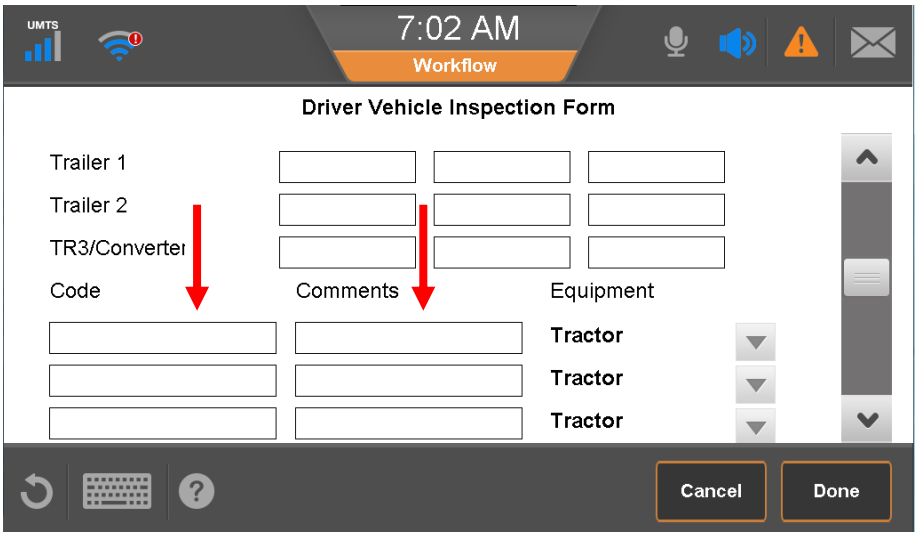
1. Identify which piece of equipment was inspected by tapping *Yes* or *No* . Each piece **must** have a *Yes* or *No* selected.
2. Tap *Yes* for the *Defects Found* button.



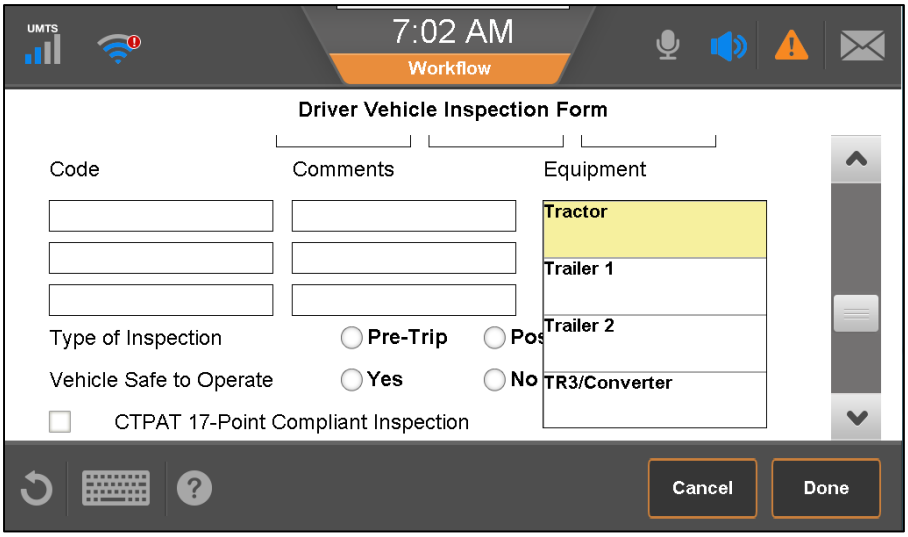
3. Use the scroll bars on the right to move down the screen until the Equipment ID field becomes visible. Input the *Equipment ID*, *Plate No* and the *Plate Province* for each inspected piece of equipment.



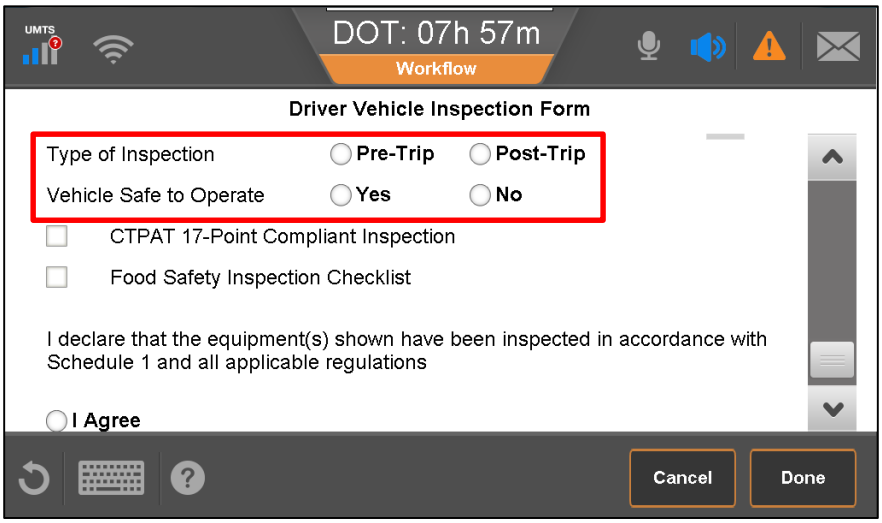
4. Using the scroll bars at the right side, move down the screen until the Code field becomes visible.
5. Tap in the *Code* field. Using the paper copy of the Schedule 1 as a reference, input the defect code.
   Complete the *Equipment* and *Comments* fields by taping in each field.The Comments field is freeform allowing the drivers to provide more detail about the defect.



6. Click on the drop down arrow in the Equipment field and a drop down menu will appear to allow the driver to select Trailer 1, Trailer 2 or TR3/Converter.
   The *Code*, *Comments* and *Equipment* fields are manadatory and the system will not let the DVIR be saved until they are completed.

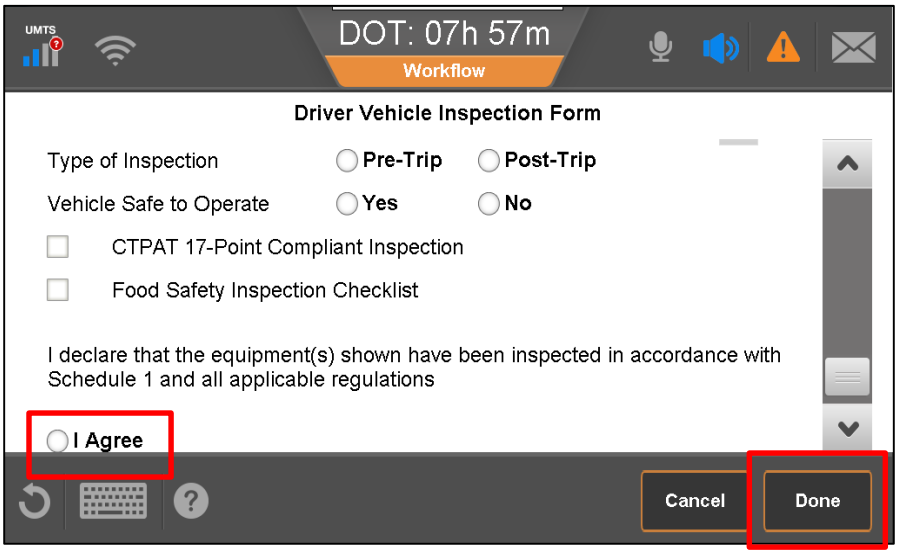


7. Use the scroll bars on the right to move to the bottom of the form. Identify the *Type of Inspection* that is being done and for the field *Vehicle Safe to Operate* select:
   - Yes - for a minor defect OR
   - No - for a major defect



8. Depending upon your business requirements tap the box to identify if either of the following inspections were completed:
   - A CTPAT 17-Point Compliant Inspection and/or
   - Food Safety Inspection Checklist

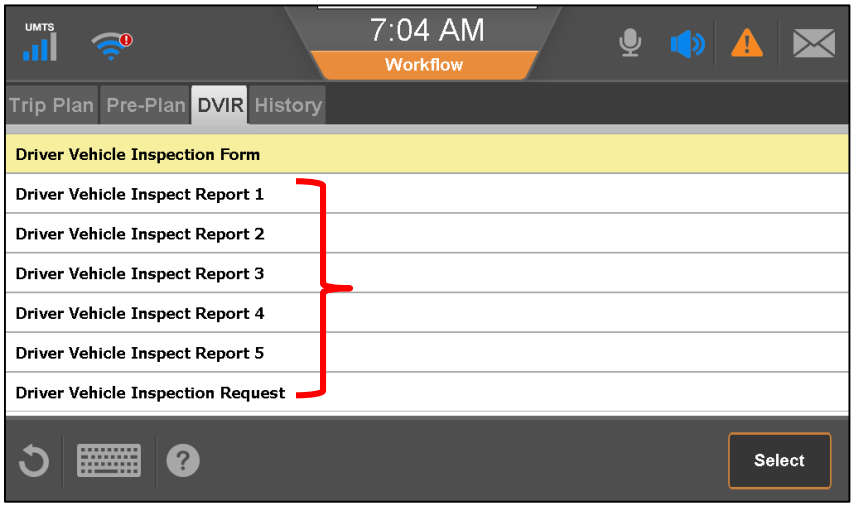
9. Complete the DVIR process by tapping the *Agree* field to acknowledge that the inspection has been done and then tap the Done button.



View or Update a Vehicle Inspection Report (DVIR) - IVG

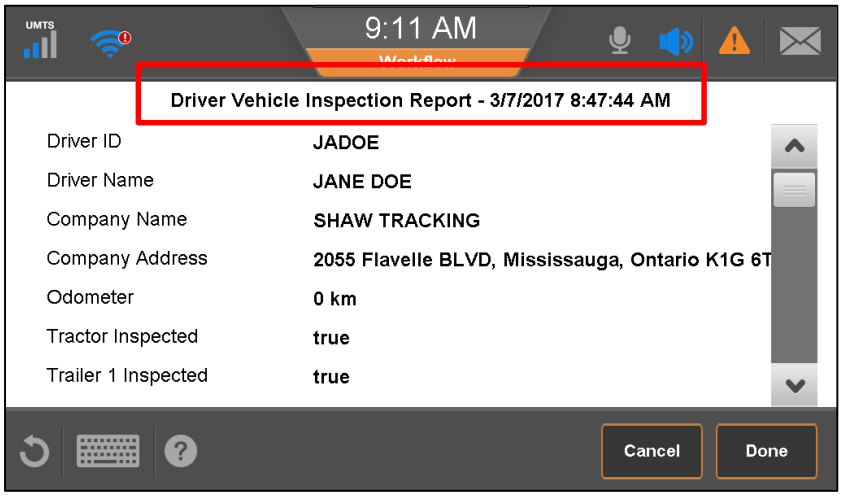
Viewing a Completed Vehicle Inspection Report (DVIR)

1. When a DVIR is completed, a copy is sent to the portal and a copy is retained on the in-cab unit. The IVG unit will hold 5 DVIR's. On the DVIR tab in the Workflow screen, there are 5 positions where the completed DVIR's can land.



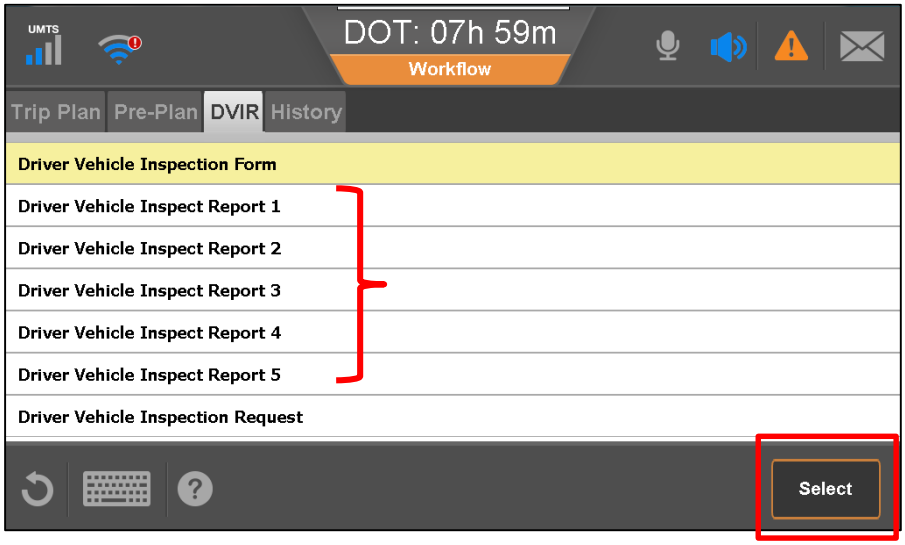
2. When the IVG template is initially deployed to the unit, the first completed DVIR will be put in position 1, the second completed DVIR will be put in position 2. This continues up to 5 and then the sixth completed DVIR will replace the current DVIR in position 1. The seventh one will land in position 2; the eighth will land in position 3. This process will continue as DVIR's are completed.

3. The way to determine when a DVIR was completed is to open it and check the date and time at the top of the screen.

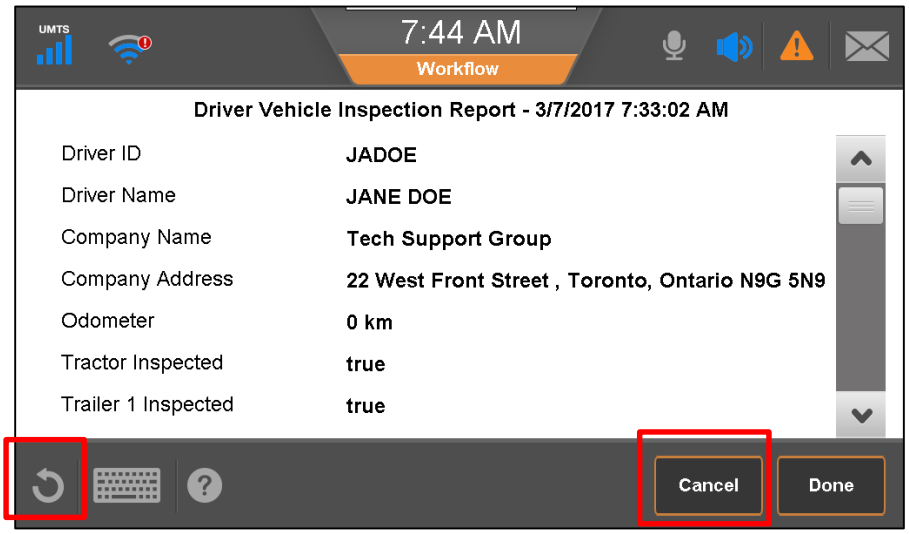


If an Inspector/Officer stops the truck and requests the driver produce a copy of their current DVIR, the driver will need to check each Driver Vehicle Inspection Report position for their last DVIR.

1. From the Workflow menu select the DVIR tab. Tap Driver Vehicle Inspection Report position 1 through 5 in turn to find the last completed DVIR and then tap the *Select* button in the bottom right of the screen.



2. This will take you to a screen that shows the details of the DVIR. The Inspector can view the details on the unit using the scroll bars on the right.

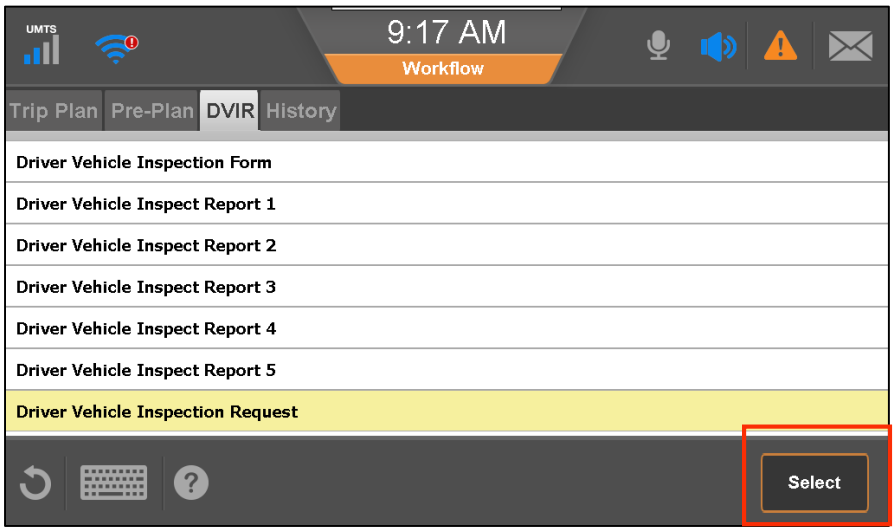


1. To return to the Workflow menu tap the back arrow in the bottom left corner of the screen once or select the *Cancel* button, then ***Yes*** to confirm the cancel.

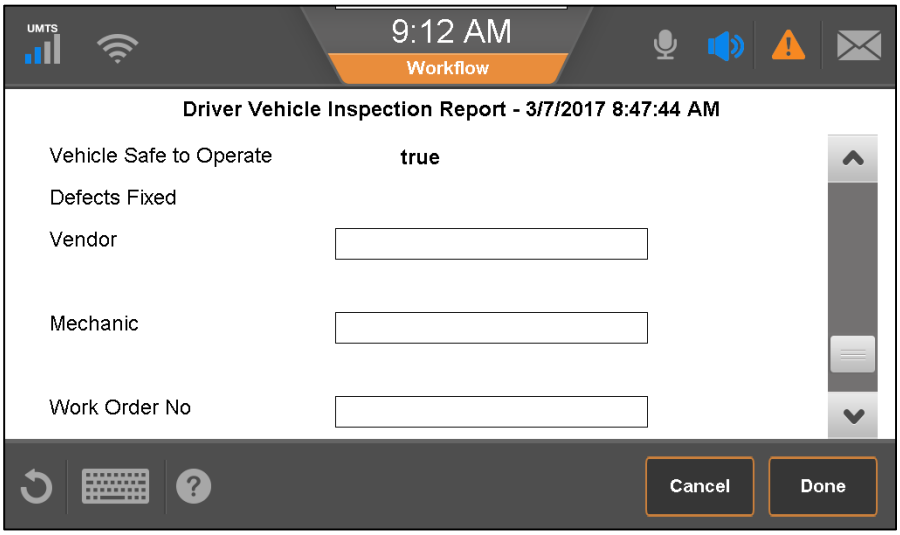
Updating a Vehicle Inspection Report (DVIR) when a Defect has been Fixed

There will be times when a driver will initiate a fix for an identified major defect. When the work has been completed the driver can update the DVIR with the details on the IVG unit in the cab.

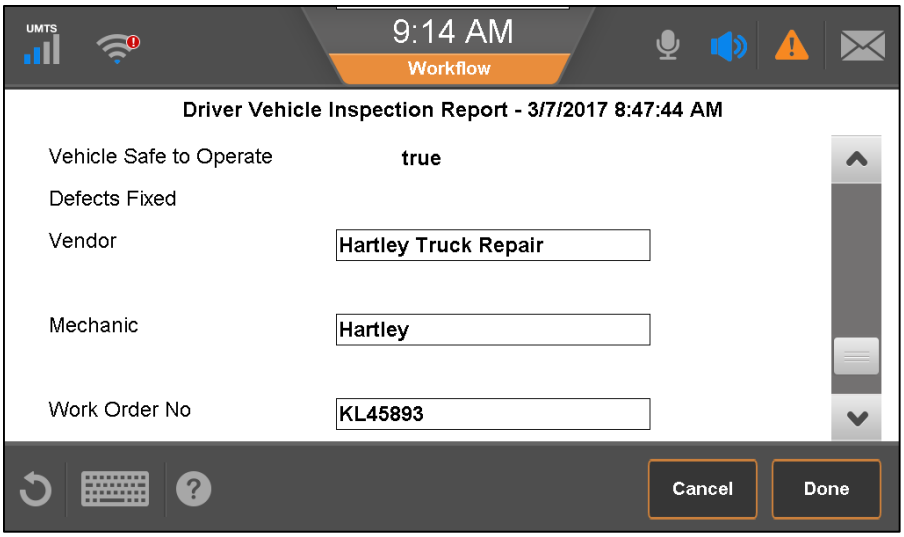
1. From the Workflow menu select the DVIR tab; tap Driver Vehicle Inspection Report option, then tap the Select button in the bottom right of the screen.



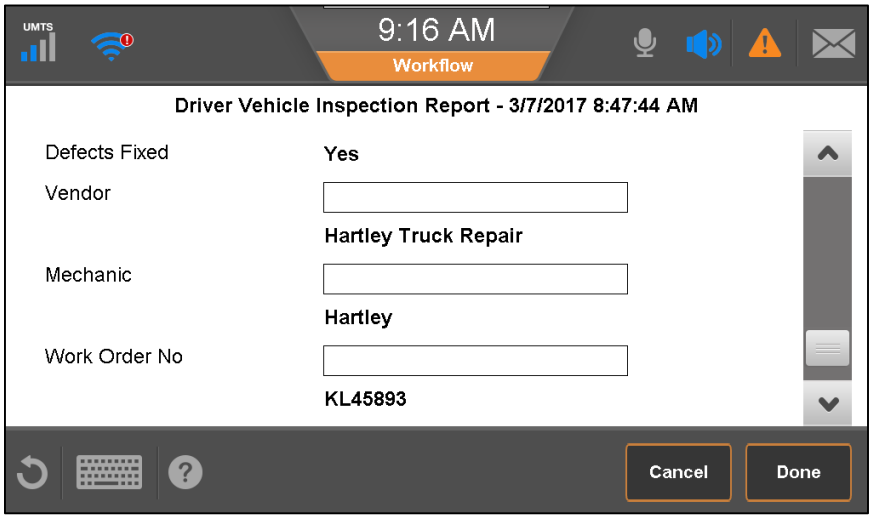
2. Use the scroll bars on the right to move the screen down until the Defects Fixed title becomes visible.



3. Enter the Vendor, Mechanic and Work Order number fields with the appropriate data. Tap *Done* button to complete the update.



4. To check the fix information, select the fixed DVIR from the DVIR tab in the Workflow menu. Use the scroll bars on the right to move down the screen until the Defects Fixed field appears.
   Note: Fix information will always appear below the boxes.

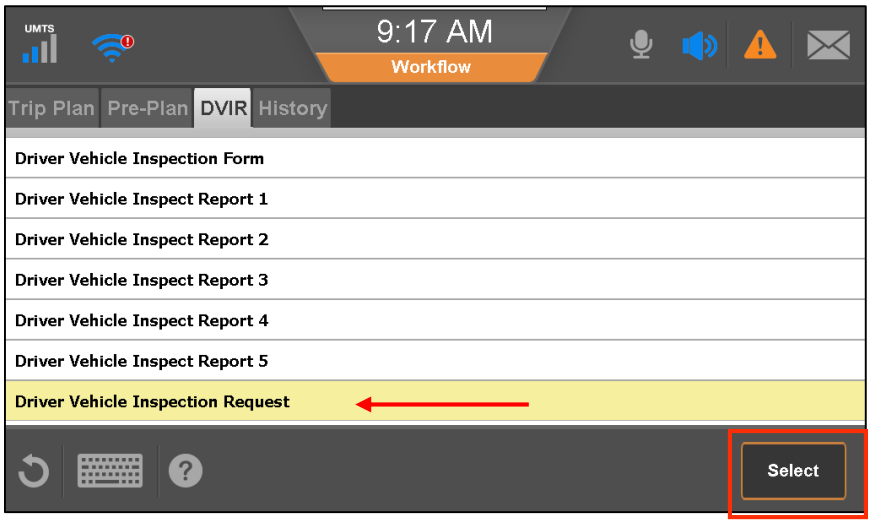


2. Select the *Cancel* button, then ***Yes*** to return to the DVIR tab on the Workflow menu.

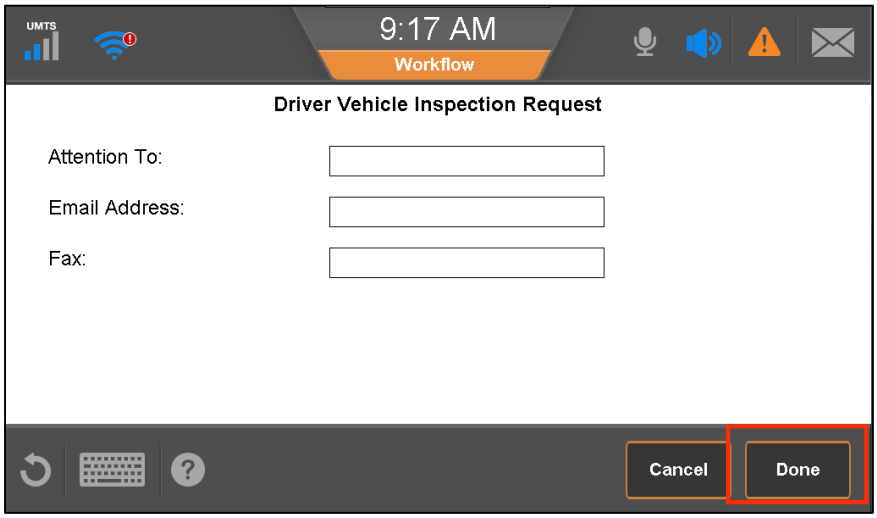
Email/Fax a Completed Vehicle Inspection Report (DVIR) - IVG

If an Inspector/Officer requests to see the current DVIR, a driver can provide them with the IVG unit for viewing. If they request a copy of the current DVIR, this can be done from the Driver Vehicle Inspection Request option on the DVIR tab.

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



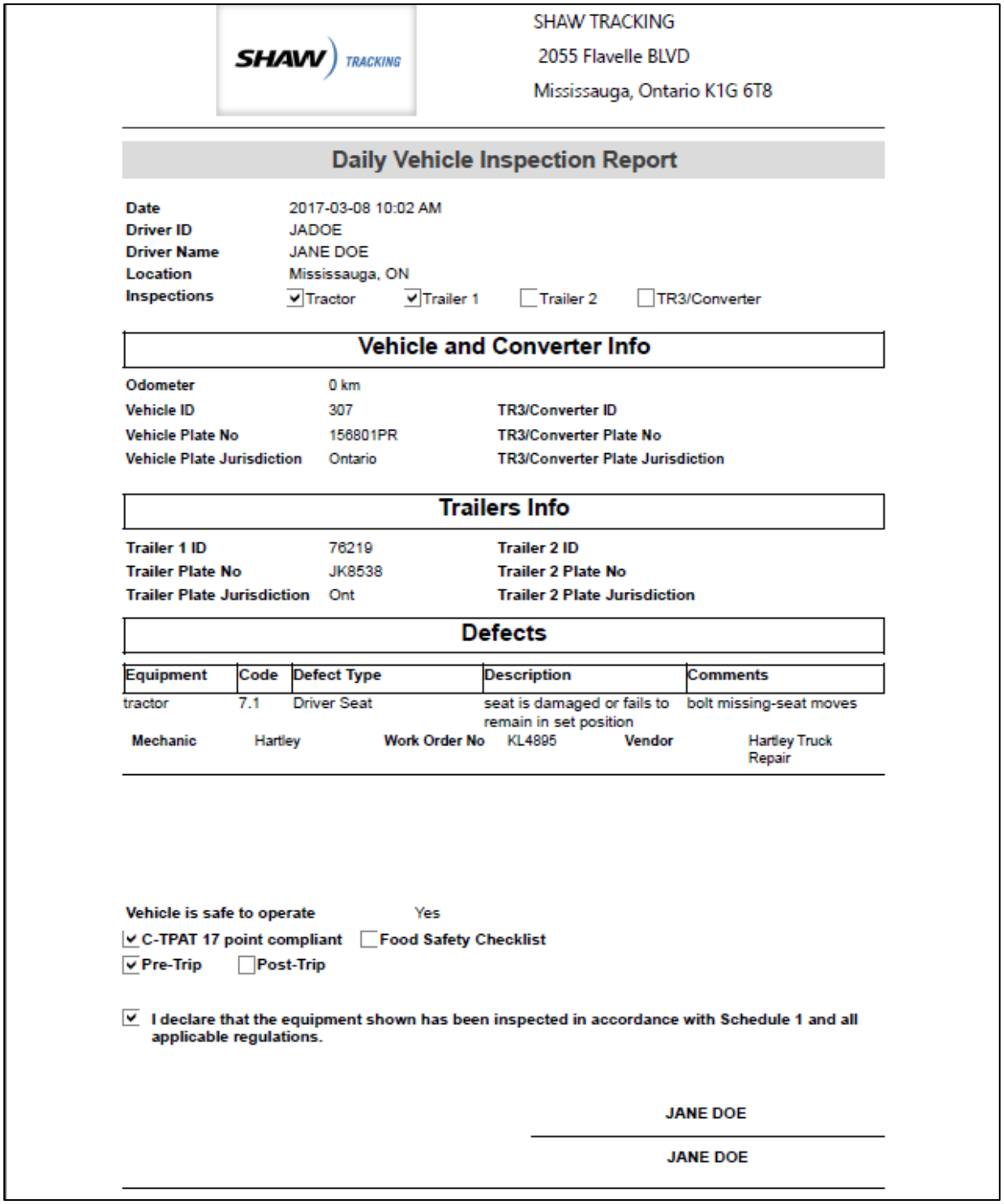
2. On the Driver Vehicle Inspection Request screen the driver can input the badge # or name of the Officer in the mandatory *Attention To* field. Then they can input either the *Email Address* or *Fax* number of the DVIR recipient. The Fax number only requires 10 digits, even if it is a long distance number.



3. Tap *Done* button to complete the process. This will take you back to the Inspections tab on the Workflow menu.

Attachments

1) Sample of Vehicle Inspection Report (DVIR) with Defect and Fix



SHAW TRACKING
2055 Flavelle BLVD
Mississauga, Ontario K1G 6T8

Daily Vehicle Inspection Report

Date	2017-03-08 10:02 AM
Driver ID	JADOE
Driver Name	JANE DOE
Location	Mississauga, ON
Inspections	☑ Tractor ☑ Trailer 1 ☐ Trailer 2 ☐ TR3/Converter

Vehicle and Converter Info

Odometer	0 km		
Vehicle ID	307	**TR3/Converter ID**	
Vehicle Plate No	156801PR	**TR3/Converter Plate No**	
Vehicle Plate Jurisdiction	Ontario	**TR3/Converter Plate Jurisdiction**	

Trailers Info

Trailer 1 ID	76219	**Trailer 2 ID**	
Trailer Plate No	JK8538	**Trailer 2 Plate No**	
Trailer Plate Jurisdiction	Ont	**Trailer 2 Plate Jurisdiction**	

Defects

Equipment	Code	Defect Type	Description	Comments
tractor	7.1	Driver Seat	seat is damaged or fails to remain in set position	bolt missing-seat moves

Mechanic Hartley **Work Order No** KL4895 **Vendor** Hartley Truck Repair

Vehicle is safe to operate Yes

☑ **C-TPAT 17 point compliant** ☐ **Food Safety Checklist**

☑ **Pre-Trip** ☐ **Post-Trip**

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

JANE DOE

JANE DOE

2) 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**
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

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
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	

15	HEATER / DEFROSTER
15.1	Control or system failure
15.2M	**Defroster fails to provide unobstructed view through the windshield**

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 the DVIR process using an IVG unit, contact our Application Support Center at

1.800.863.9191, option # 2

OR

Tracking24HourSupport@ShawTracking.ca