



Vehicle Inspection Report (DVIR) - Workflow

For MCP100's

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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 repairs that have been 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 – 20.34.09 (April 2015)
- Operating System – OS/6
- MCP Template – DVIR MCP100 V3.04

Notes

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

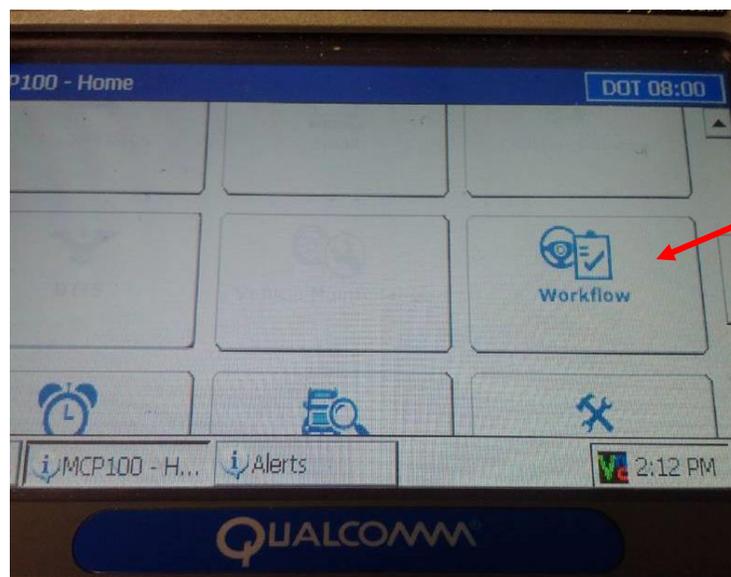
Create a Vehicle Inspection Report (DVIR) - MCP100

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

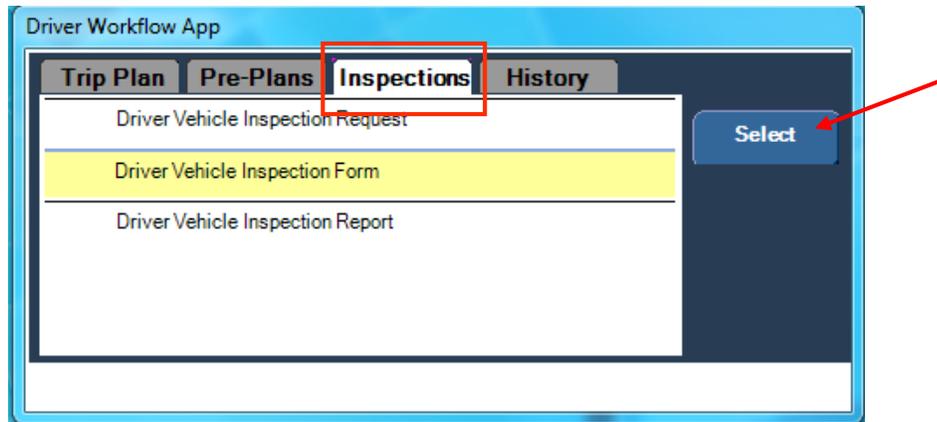


2. On the MCP Home menu select Workflow by tapping the icon once. It is in the 4th row down on the right hand side.



- 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 on the right of the screen.



- 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. In the Driver Vehicle Inspection Form tap the Yes buttons for the *Tractor Inspected* and *Trailer 1 Inspected* fields and the No button in the *Defects Found* fields.

Driver Workflow App

Driver Vehicle Inspection Form

Tractor Inspected

Yes
 No

Trailer 1 Inspected

Yes
 No

Save
Cancel

2. Use the scroll bar on the right to move down the form to the Equipment information area. Tap the Trailer 1 ID field.

Driver Workflow App

Equipment	ID	Plate No	Plate Province
Trailer 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trailer 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Converter	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save
Cancel

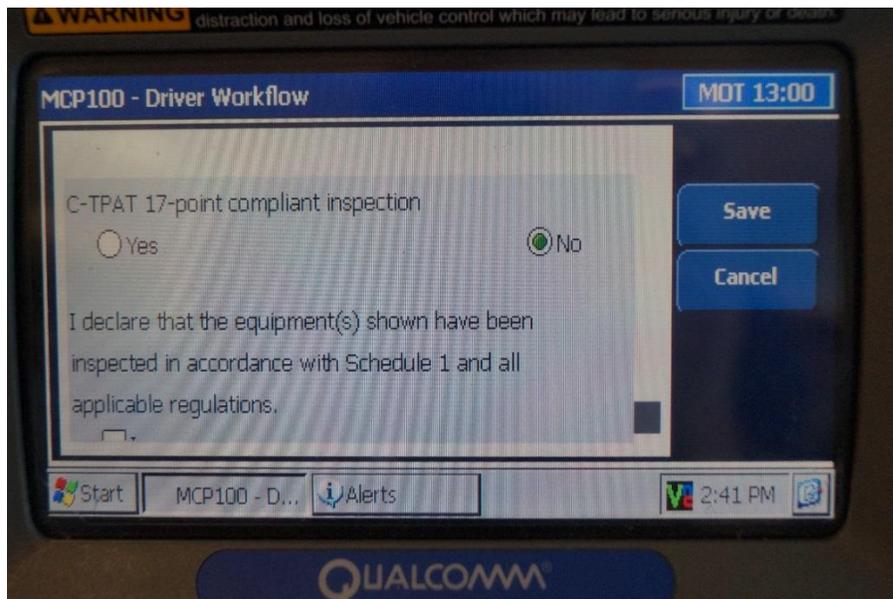
3. In the Equipment area the Trailer 1 *ID*, *Plate No.* and the *Plate Province* fields will auto populate with information from the previous DVIR. If this information needs to be removed to add new trailer information, tap the field, the current information is highlighted then type in the new information or use the Delete or Backspace key on the keyboard to remove it.

The Plate No. and Plate Province information for Trailer 1, 2 and the Converter have been set to be optional fields. Therefore, the system will not alert the driver if they have not completed these fields when they go to save the DVIR.

The Trailer 2 field is only used if a tractor was pulling 2 trailers, a train, at one time.

The tractor information does not need to be input as the MCP unit already knows it is attached to this tractor.

4. Use the scroll bars on the right to move to the bottom of the form. Identify *Type of Inspection* being done; select either Pre or Post. For the *Vehicle Safe to Operate* field, select Yes.
5. If company utilizes the C-TPAT 17 Point Compliant Inspection field, select Yes if not leave as No.

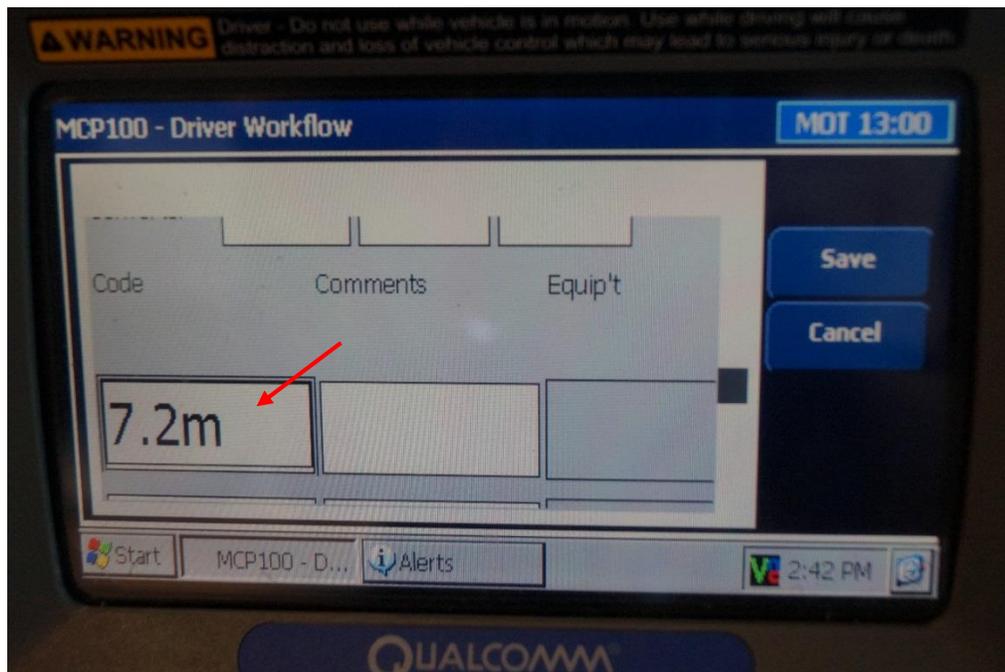


6. Complete the DVIR process by tapping the *I Agree* field at the bottom of the form and then the Save button on the right of the screen.
7. If the driver needs to cancel the DVIR prior to selecting the Save button, select the Cancel button on the right of the screen. The system will prompt user to confirm the cancellation, driver can select Yes. This will return the Driver to the Inspections Main Menu.

Defect(s) Found

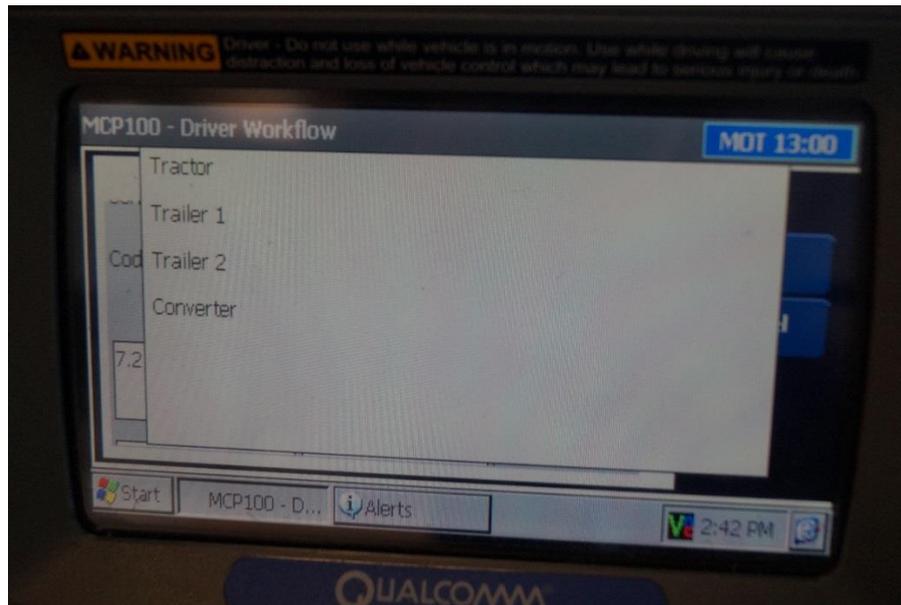
Inspection of the tractor and trailer has been done and defect(s) were identified. Each truck should have a current copy of the Schedule 1 (January 2015) available for the driver to input defect codes.

1. In the Driver Vehicle Inspection Form tap the *Yes* buttons for the *Tractor Inspected* and *Trailer 1 Inspected* fields.
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 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. When inputting a major defect i.e. 15.2m, the upper or lower case m can be used.

7. Tap into the Comments field and add any extra information that is needed to describe the defect.



8. Tap in the *Equipment* field and select the piece of equipment with the defect by tapping the it from the pop-up menu.

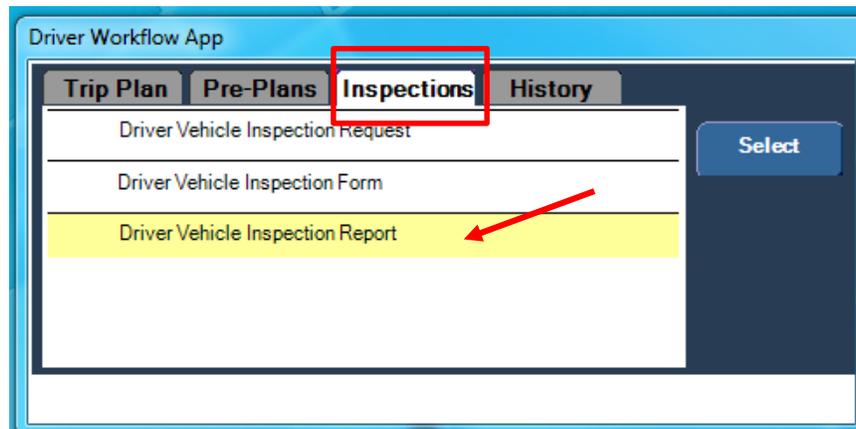
The Code, Comments and Equip't fields are mandatory fields and the system will not let the DVIR be saved until they are completed.

9. Use the scroll bars on the right to move to the bottom of the form. Identify *Type of Inspection* being done; select either Pre or Post. For the *Vehicle Safe to Operate* field, select No.
10. If company utilizes the C-TPAT 17 Point Compliant Inspection field, select Yes if not leave as No.
11. Complete the DVIR process by tapping the *I Agree* field at the bottom of the form and then the Save button on the right of the screen.
12. If the driver needs to cancel the DVIR prior to selecting the Save button, select the Cancel button on the right of the screen. The system will prompt user to confirm the cancellation, driver can select Yes. This will return the Driver to the Inspections Main Menu.

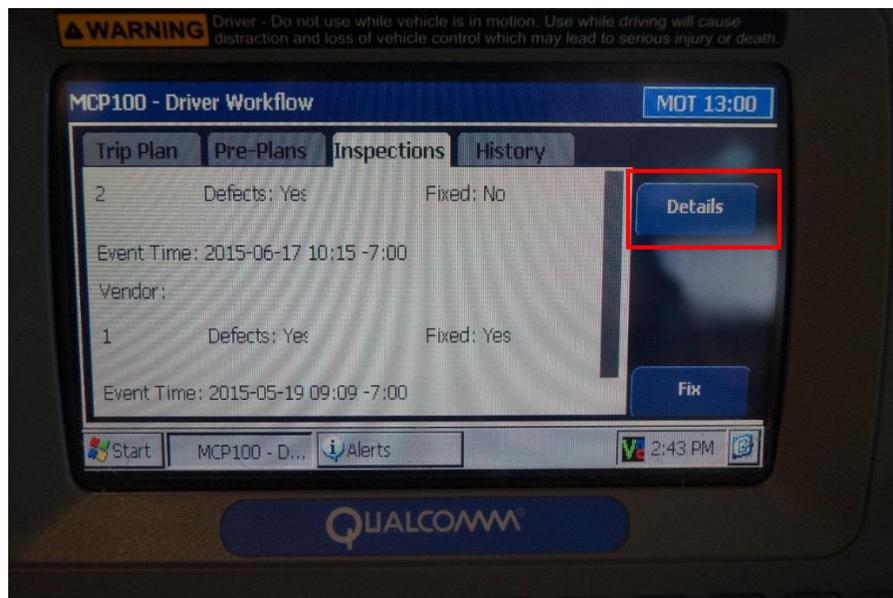
View or Update a Vehicle Inspection Report (DVIR)

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 on the right of the screen.



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

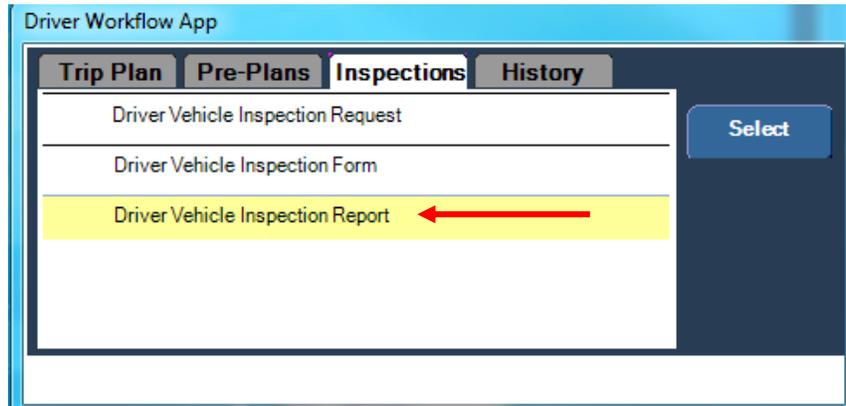


4. This will take you to a screen that shows the details of the DVIR that was just completed.
5. Tap the Inspections tab to return to the Inspections tab on the Workflow menu.

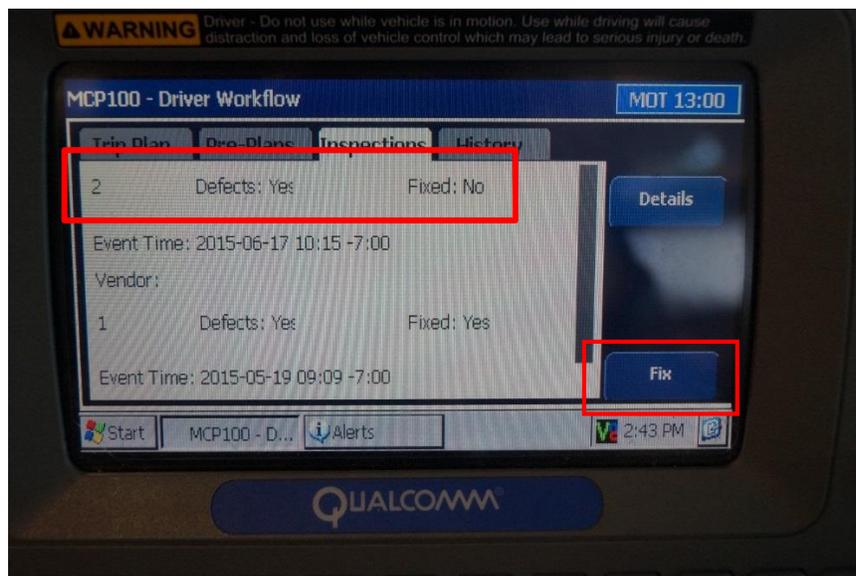
Updating a Vehicle Inspection Report when a Defect has been Fixed

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.

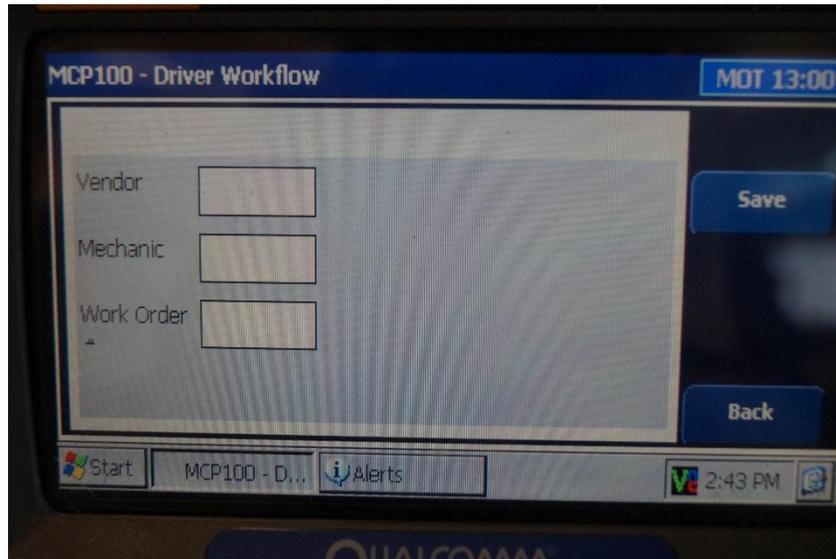
1. From the Workflow menu select the Inspections tab; tap Driver Vehicle Inspection Report option, then tap the Select button on the right of the screen.



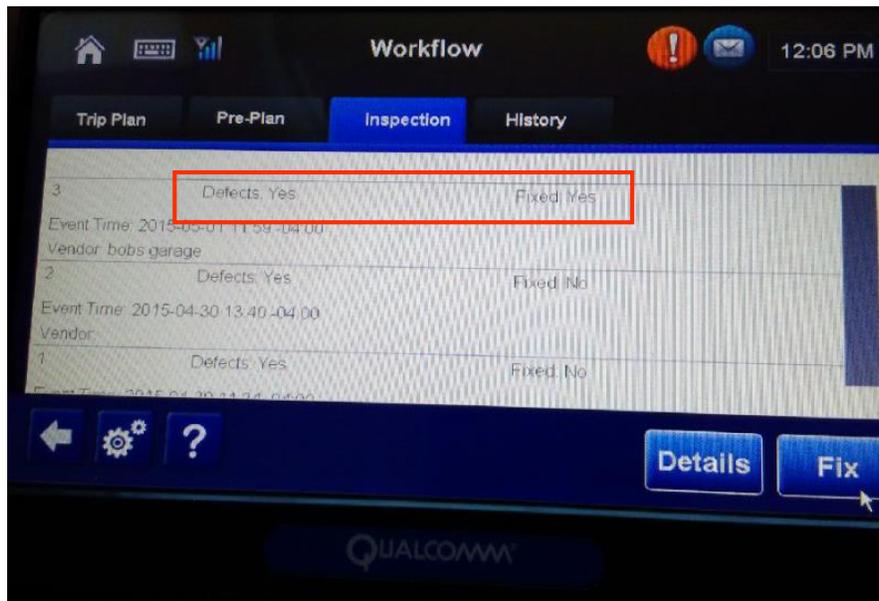
2. In the Vehicle Inspection Report window there will be a list of the current DVIR reports. The current DVIR shows that a Defect was found and that it has not been fixed. Highlight that DVIR and select the Fix button on the right.



- When the window opens input the name of the Vendor where the defect was fixed, the mechanic name (if known) and the Work Order number.



- Select the Save button at the right and the system takes you back to the Inspections tab on the Workflow menu.
- To view 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 on the right of the screen.



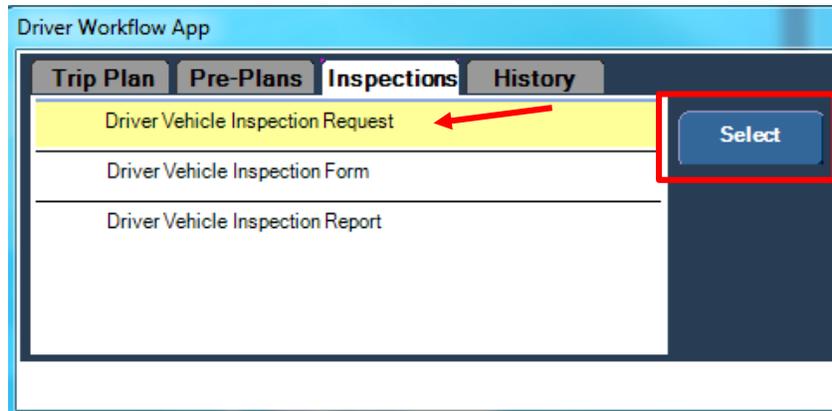
- The DVIR screen will show that both the Defects and Fixed fields have changed to Yes. Shows the defect on that DVIR has been fixed.

To see the vendor details in the DVIR tap the DVIR and then select the Details button at the right. Use the scroll bars to move to the bottom of the DVIR and the Vendor name, Mechanic's name and the Work Order number will appear above the acknowledgement statement.

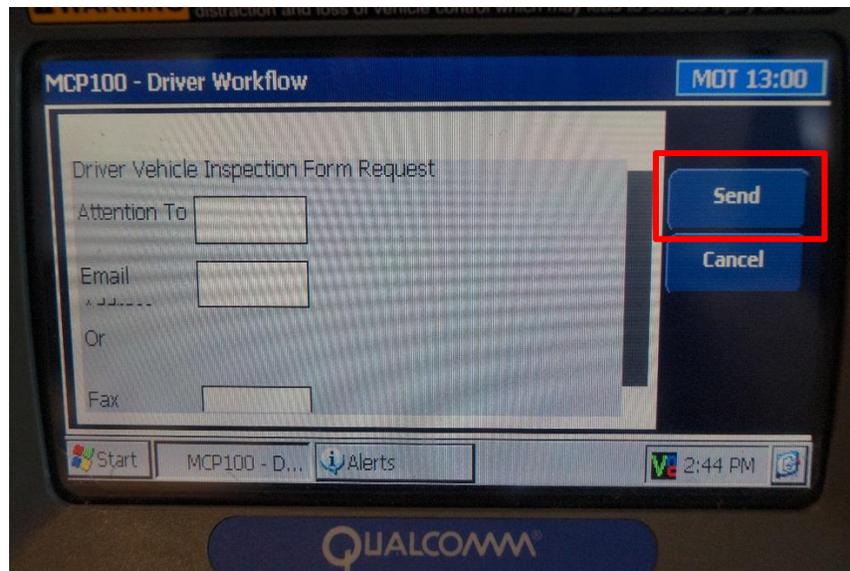
Email/Fax a Completed Vehicle Inspection Report (DVIR)

If an Inspector requests a hard copy of the DVIR's for the last 24 hours, the driver can do this from the Driver Vehicle Inspection Request Screen on the MCP unit.

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



2. On the Request Vehicle Inspection Report window complete the Attention field, input an email address or a fax number of the DVIR recipient.



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

Attachments

1) Sample of emailed Vehicle Inspection Report (DVIR) with No Defects

Shaw) Tracking		Masonry Trucking 899 Mississauga Road Mississauga, Ontario L5K 1Z8	
Daily Vehicle Inspection Report			
Date	07/05/2015 4:40:00 PM		
Driver ID	DIANEG		
Driver Name			
Location			
Inspections	<input checked="" type="checkbox"/> Tractor	<input checked="" type="checkbox"/> Trailer 1	<input type="checkbox"/> Trailer 2 <input type="checkbox"/> Converter
Vehicle and Converter Info			
Odometer	0 km		
Vehicle ID	DIANMCP200	Converter ID	53719
Vehicle Plate No	DK8978	Converter Plate No	
Vehicle Plate Jurisdiction	ON	Converter Plate Jurisdiction	
Trailers Info			
Trailer ID	58769	Trailer ID (2)	35204
Trailer Plate No	AG38654	Trailer (2) Plate No	AH38724
Trailer Plate Jurisdiction	ONT	Trailer (2) Plate Jurisdiction	ONT
Vehicle is safe to operate	Yes		
<input checked="" type="checkbox"/> C-TPAT 17 point compliant			
<input checked="" type="checkbox"/> Pre-Trip <input type="checkbox"/> Post-Trip			
I declare that the equipment shown has been inspected in accordance with Schedule 1 and all applicable regulations.			
No Defects Found			
<small>Powered by Grove Software Solutions Inc.</small>			

2) Schedule 1 - Revised Jan 2015



Schedule 1
Daily Inspection of Truck, Tractors and Trailers

AIR BRAKE SYSTEM		16 HORN	
1.1	Audible air leak	16.1	Vehicle has no operative horn
1.2	Slow air pressure build-up rate.	17 HYDRAULIC BRAKE SYSTEM	
1.3 M	Pushrod stroke of any brake exceeds the adjustment limit	17.1	Brake fluid is below indicated minimum level
1.4 M	Air loss rate exceeds prescribed limit	17.2M	Brake boost or power assist not operative
1.5 M	Inoperative towing vehicle (tractor) protection system.	17.3M	Brake fluid leak
1.6 M	Low air warning system fails or system is activated.	17.4M	Brake pedal fade or insufficient brake pedal reserve
1.7 M	Inoperative service, parking or emergency brake.	17.5M	Activated (other than ABS) warning device
2 CAB		17.6M	Brake fluid reservoir is less than 1/4 full
2.1	Occupant compartment door fails to open.	17.7M	Parking brake is inoperative
2.2M	Any door fails to close securely	18 LAMPS AND REFLECTORS	
3 CARGO SECUREMENT		18.1	Required lamp does not function as intended
3.1	Insecure or improper load covering	18.2	Required reflector is missing or partially missing
3.2M	Insecure cargo	<i>When use of lamps is required</i>	
3.3M	Absence, failure, malfunction or deterioration of required cargo securement device or load covering	18.3M	Failure of both low-beam headlamps
4 COUPLING DEVICES		18.4M	Failure of both rearmost tail lamps
4.1	Coupler or mounting has loose or missing fastener	<i>At all times</i>	
4.2M	Coupler is insecure or movement exceeds prescribed limit	18.5M	Failure of rearmost turn-indicator lamp
4.3M	Coupling or locking mechanism is damaged or fails to lock	18.6M	Failure of both rearmost brake lamps
4.4M	Defective, incorrect or missing safety chain or cable	19 STEERING	
5 DANGEROUS GOODS		19.1	Steering wheel lash (free-play) is greater than normal
5.1M	Dangerous goods requirements not met	19.2M	Steering wheel is insecure
6 DRIVER CONTROLS		19.3M	Steering wheel lash (free-play) exceeds prescribed limit
6.1	Accelerator pedal, clutch, gauges, audible and visual indicator or instruments fail to function properly	20 SUSPENSION SYSTEM	
7 DRIVER SEAT		20.1	Air leak in suspension system
7.1	Seat is damaged or fails to remain in set position	20.2	A broken spring leaf
7.2M	Seatbelt or tether belt is insecure, missing or malfunctions	20.3	Suspension fastener is loose, missing or broken
8 ELECTRIC BRAKE SYSTEM		20.4M	Damaged (patched, cut, bruised, cracked to braid or deflated) air bag or insecurely mounted air bag
8.1	Loose or insecure wiring or electrical connection	20.5M	Cracked or broken main spring leaf or more than one broken spring leaf
8.2M	Inoperative breakaway device	20.6M	Part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component
8.3M	Inoperative brake	20.7M	Loose U-bolt
9 EMERGENCY EQUIPMENT & SAFETY DEVICES		21 TIRES	
9.1	Emergency equipment is missing, damaged or defective	21.1	Damaged tread or sidewall of tire
10 EXHAUST SYSTEM		21.2	Tire leaking, if leak cannot be heard
10.1	Exhaust Leak, except as described as Major Defect	21.3M	Flat tire
10.2M	Leak that causes exhaust gas to enter the occupant compartment	21.4M	Tire leaking, if leak can be heard
11 FRAME AND CARGO BODY		21.5M	Tire tread depth is less than wear limit
11.1	Damaged frame or cargo body	21.6M	Tire is in contact with another tire or any vehicle component other than mud-flap
11.2M	Visibly shifted, cracked. Collapsing or sagging frame member	21.7M	Tire is marked "Not for highway use"
12 FUEL SYSTEM		21.8M	Tire has exposed cords in the tread or outer sidewall area
12.1	Missing fuel tank cap	22 WHEELS, HUBS AND FASTENERS	
12.2M	Insecure fuel tank	22.1	Hub oil below minimum level (when fitted with sight glass)
		22.2	Leaking wheel seal

12.3M	Dripping fuel tank	22.3M	Wheel has loose, missing or ineffective fastener
13	GENERAL	22.4M	Damaged, cracked or broken wheel, rim or attaching part
13.1M	Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation	22.5M	Evidence of imminent wheel, hub or bearing failure
14	GLASS AND MIRRORS	23	WINDSHIELD WIPER / WASHER
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	23.1	Control or system malfunction
14.2	Required mirror or glass has broken or damaged attachments onto vehicle body	23.2	Wiper blade is damaged, missing or fails to adequately clear driver's field of vision
15	HEATER / DEFROSTER	<i>When use of wipers or washer is required</i>	
15.1	Control or system failure	23.3M	Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper
15.2M	Defroster fails to provide unobstructed view through the windshield	50 – Other Minor 50M – Other Major	
		O. Reg. 199/07, Schedule. 1; O. Reg. 242/14, s. 9.	

Available Help and Support

For further information or help, contact our Application Support Centre:

1.800.863.9191 Option # 2

Tracking24HoursSupport@ShawTracking.ca