Shaw Tracking

Vehicle Inspection Report (DVIR) - Workflow

For MCP's 110 and 200

Contents

Objectives

This document will provide instructions for drivers on how to utilize the in cab electronic Driver Vehicle Inspection Report (DVIR) application. 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 on a tractor, trailer or converter.

Firmware Requirements

The MCP units discussed in this document require the following firmware and/or template versions or higher to perform efficiently:

- Firmware - MCP110/200 – AA1223R
- MCP Template – MCP110/200 V3.04 Eng

Notes

- A laminated copy of Schedule 1 (January 2015) should 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 Daily Vehicle Inspection Report (DVIR)- MCP110/200

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 hit the directional arrow on the right 2 times to move through the menu

3. From the 3rd screen select *Workflow* by taping the icon once

OR

On the right side of the MCP200 unit select the Workflow button which will take you directly into the Workflow menu

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

   On the Inspections 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 equipment has been inspected and if any defects were identified in accordance to Schedule 1.

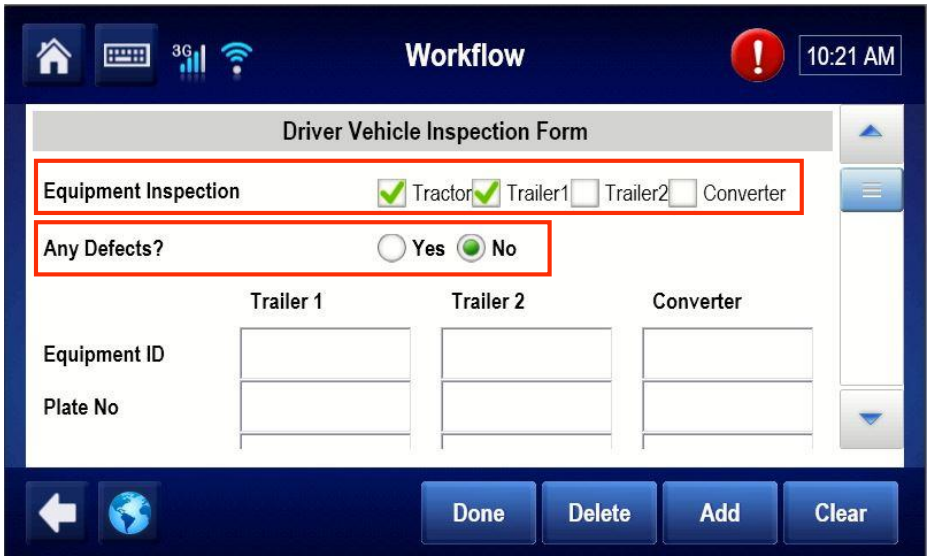
No Defect(s) Found

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

Across the bottom of the screen are 4 buttons:

- Done – once the template is complete, select Done to log the DVIR
- Delete – if the wrong defect code has been input, select the defect by tapping it and hit the Deleted button
- Add – selecting this button will activate the pop up defect list from Schedule 1
- Clear – Trailer and Converter information from the previous DDVIR will auto populate to save the driver time. If the driver has changed trailers and needs to clear this information all at one time, select the Clear button

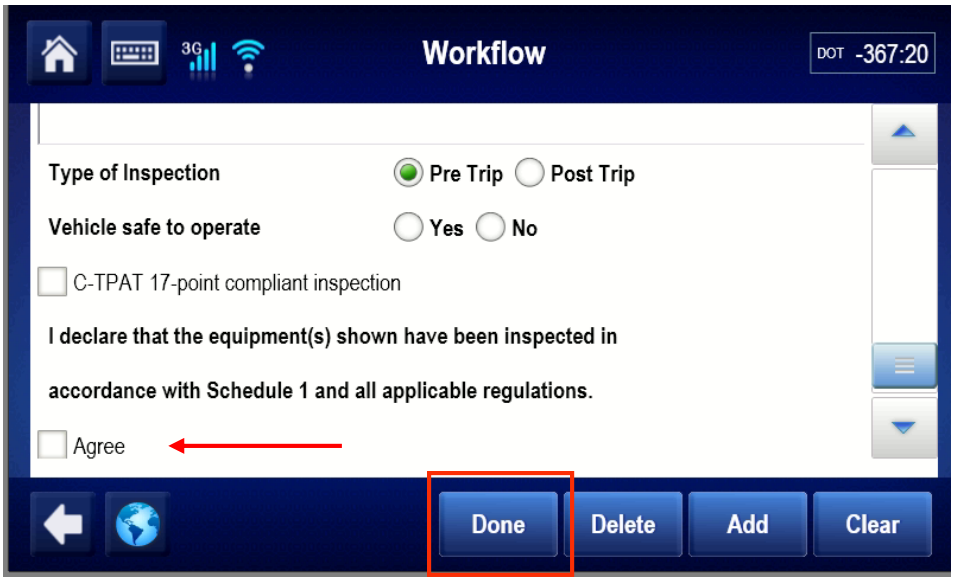
1. Tap the *Tractor* and *Trailer* fields and the *No* button in the Any Defects? field.



2. For Trailer 1 input the Equipment ID, Plate No and the Plate Jurisdiction if not already populated.

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. Identify that the vehicle is safe to operate and if a 17 point paper based C-TPAT was done.

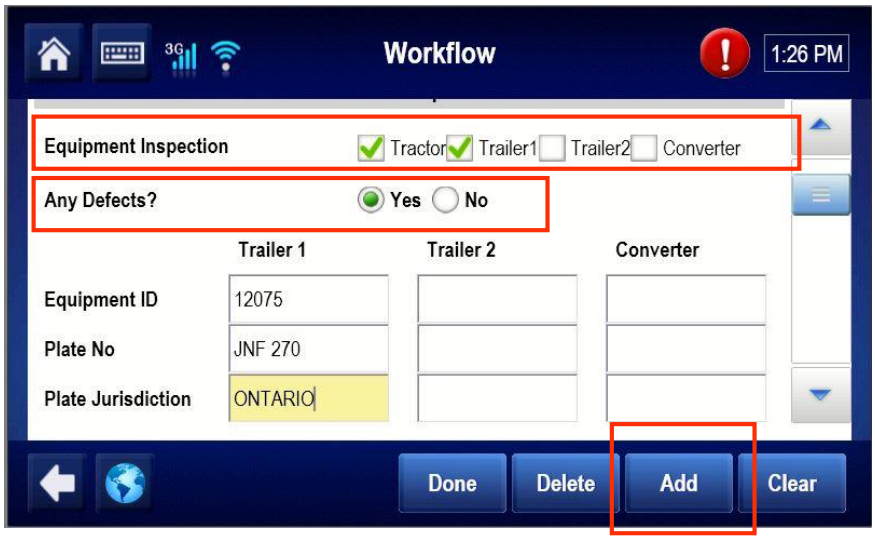
4. Complete the DVIR process by tapping the *Agree* field to acknowledge that the inspection has been done. Then tap the Done button.



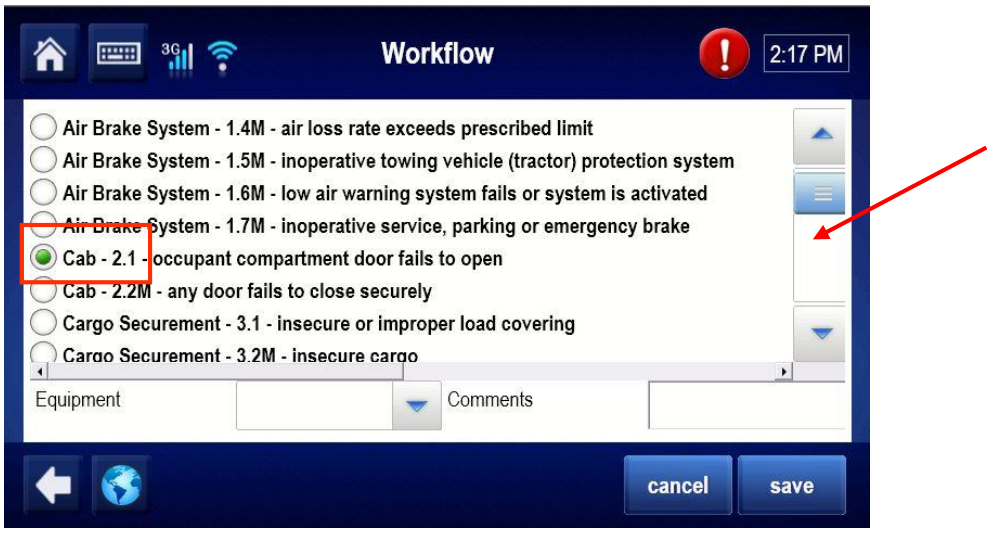
Defect(s) Found

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

1. In the *Equipment Inspection* field tap the Tractor, Trailer or Converter fields to select them
2. Tap the *Yes* button in the Any Defects? field
3. The *Equipment ID*, *Plate No.* and the *Plate Jurisdiction* fields for the Trailer 1 will auto populate with information from the previous DDVIR. If a new trailer has been picked up and this information is no longer accurate, tap the Clear button and this will clear the Trailer & Converter information, Any Defects? and the Equipment Inspection fields.
4. Complete the fields with details for the current DDVIR
5. To record the defects, initiate the on line listing from Schedule 1, by tapping the *Add* button at the bottom of the screen

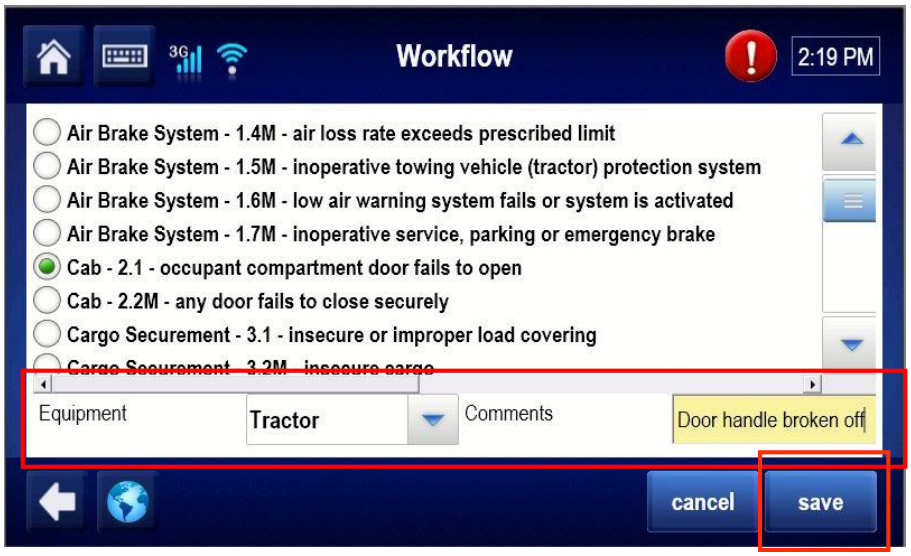


6. A vertical listing of Schedule 1 appears on the screen. Use the scroll bars on the right to move through the listing to find the identified defect. Tap the required defect number button from the list.



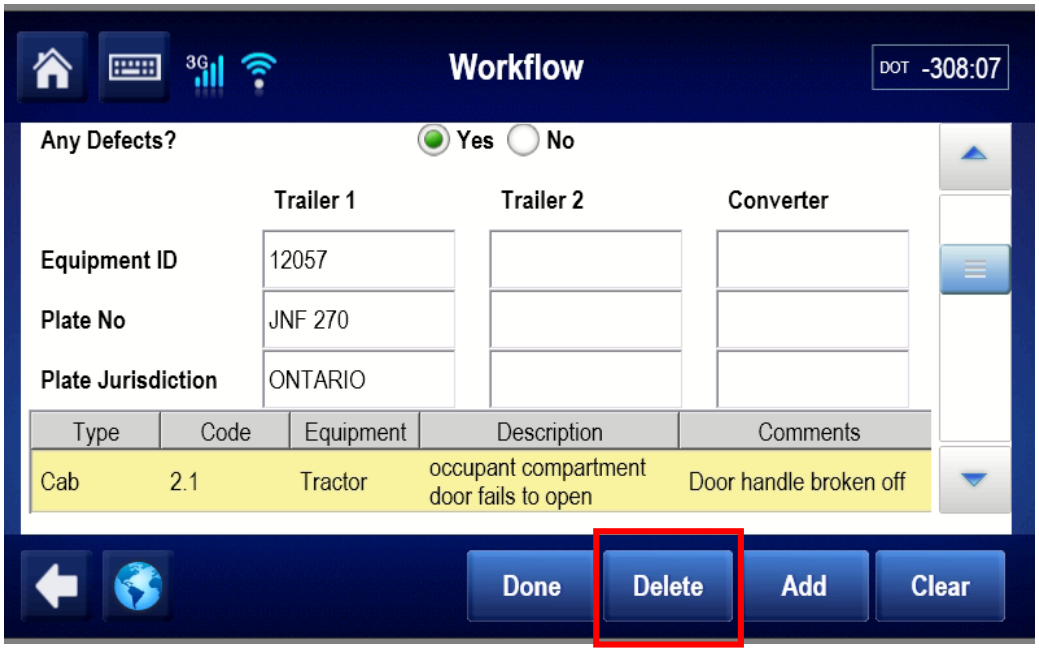
7. Complete the *Equipment* and *Comments* fields at the bottom of the screeen by taping in each field. The Equipment field has a pop up menu to select from and the Comments field is freeform. These are mandatory fields and the system will not let the DVIR be saved until they are completed.

8. Tap the *Save* button when done

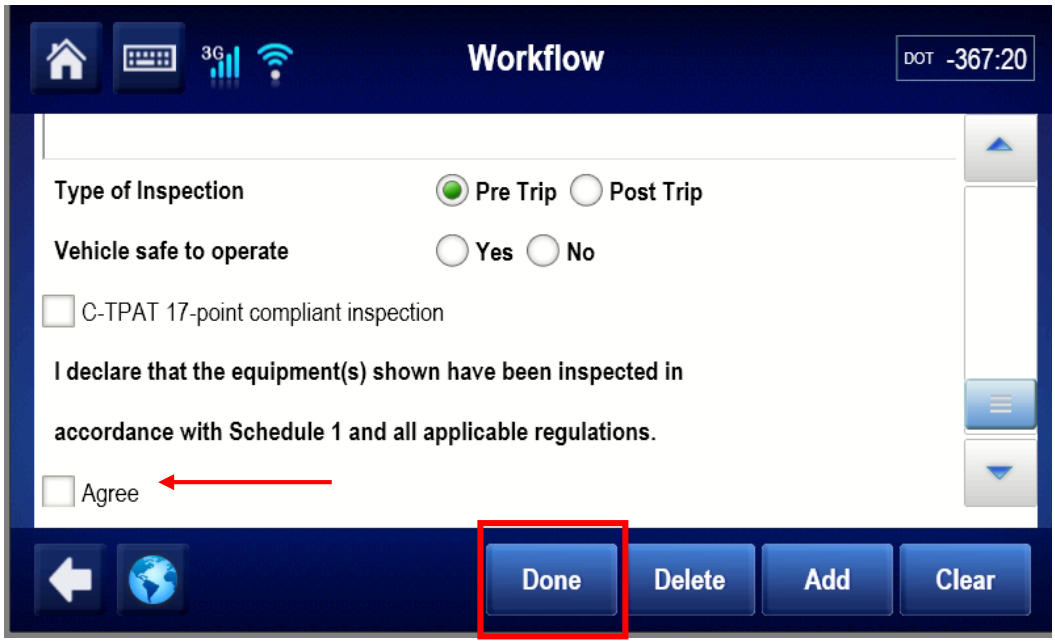


9. The system returns to the completed report screen.

10. If the wrong defect code was input, it can be deleted and the correct one quickly input. Ensure the incorrect defect is highlighted in yellow then tap the Delete button at the bottom of the screen. This will delete only the Type, Code, Equipment, Description and Comments fields. Follow steps 5 through 7 above to input the correct defect.



11. Use the scroll bars on the right to move to the bottom of the form. Identify the Type of Inspection that is being done. Identify that the vehicle is safe to operate or not and if required that a 17 point paper based C-TPAT was done. Complete the DVIR process by tapping the *Agree* field and then the Done button.

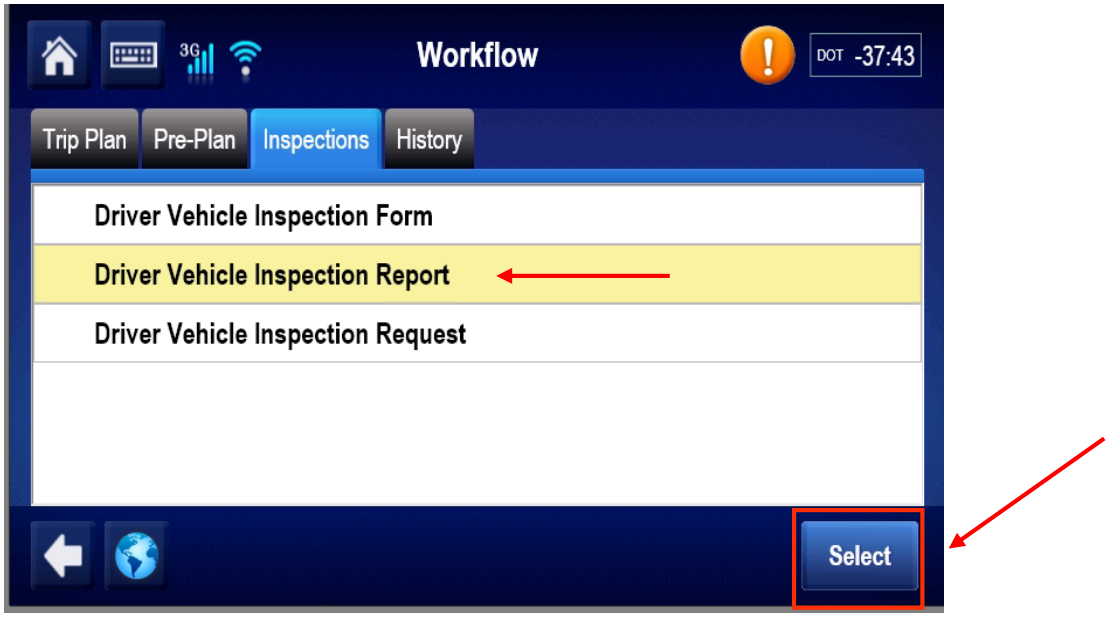


View or Update a Vehicle Inspection Report (DVIR)

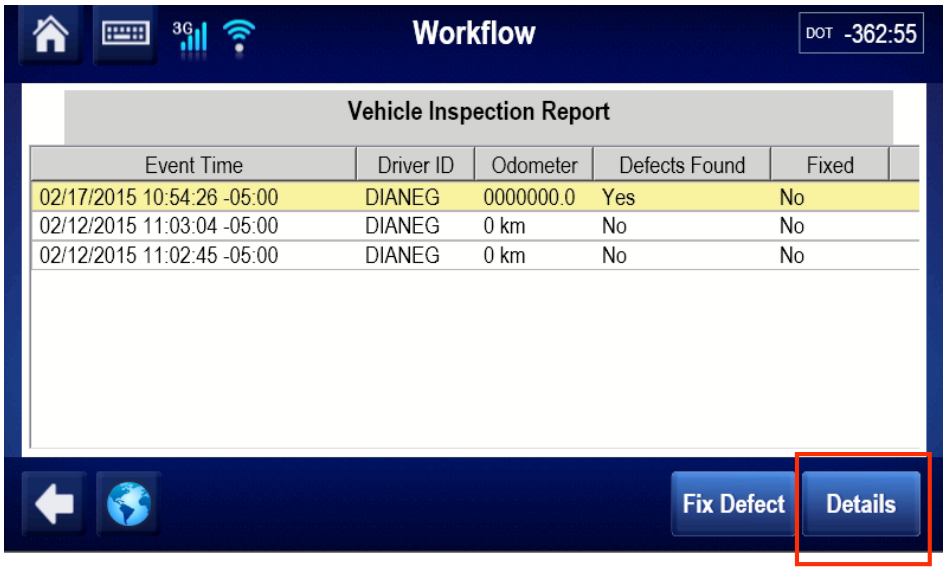
Viewing a Completed Vehicle Inspection Report

If an inspector stops the truck and wants to see the current DVIR, the driver can hand the unit to them and instruct them to go to the Workflow menu.

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. Tap the current DVIR to select it and then tap the *Details* button.



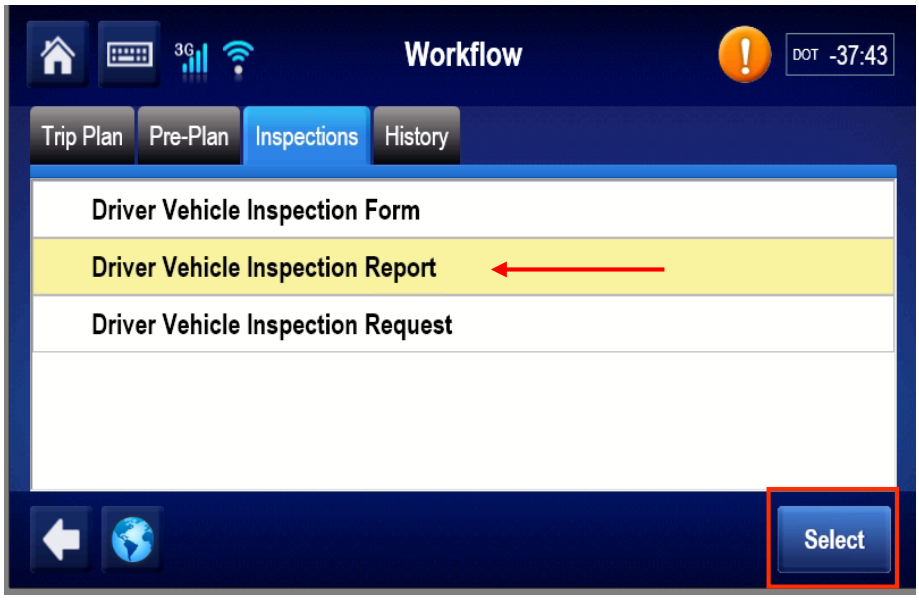
3. This will take you to a screen that shows the details of the DVIR that was just completed. Use the scroll bars at the right to move through the DVIR.

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

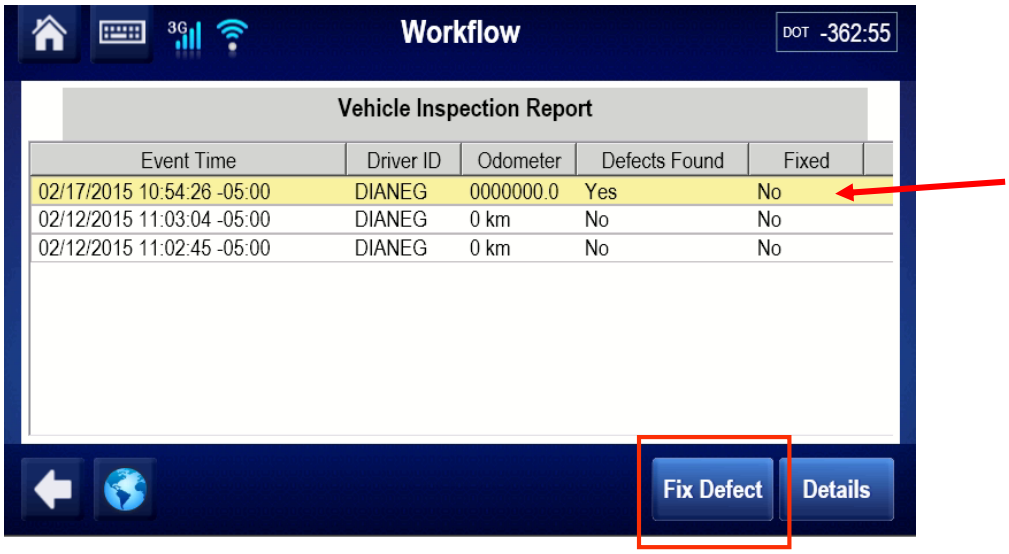
Updating a Vehicle Inspection Report (DVIR) when a Defect has been Fixed

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 MCP unit in the cab.

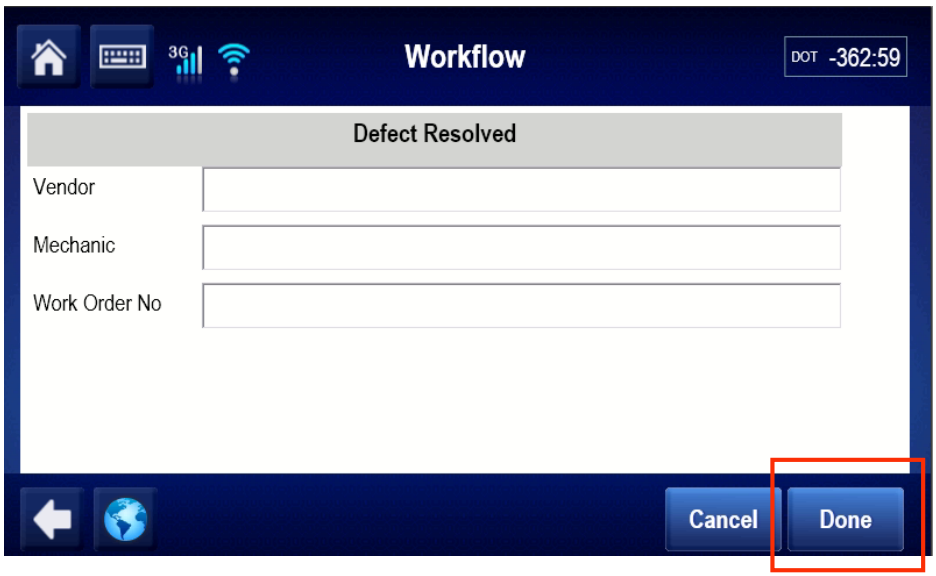
1. From the Workflow menu select the Inspections tab; tap Driver Vehicle Inspection Report option, then tap the Select button in the bottom right of the screen.



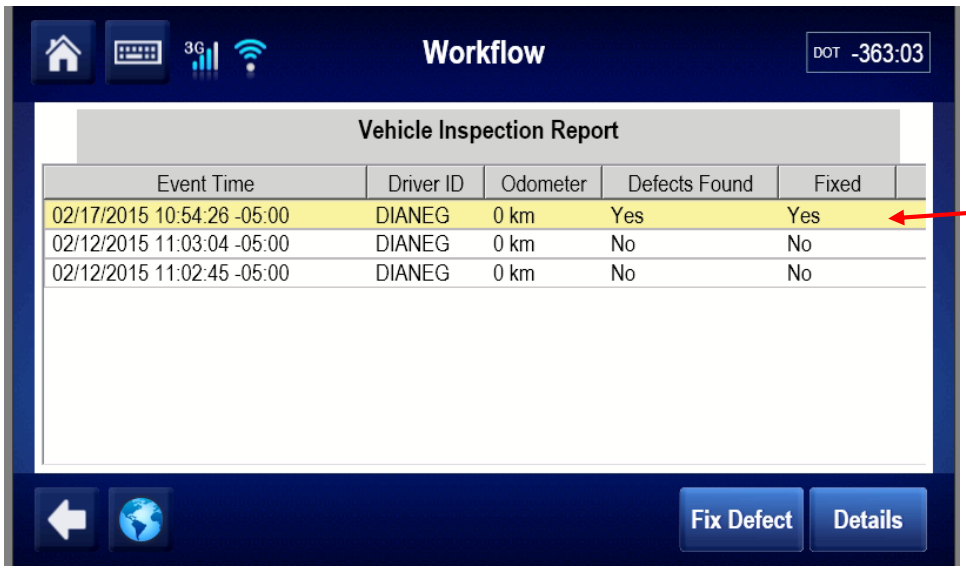
2. In the Vehicle Inspection Report window there will be a list of DVIR reports. The last DVIR that was done (at the top of the list) under Defects Found it says Yes and under Fixed it says No. So we know that the defect on this DVIR has not been fixed. Tap the DVIR to select it and then tap the *Fix Defect* button.



3. In the Defect Resolved window enter the Vendor, Mechanic and Work Order number fields.



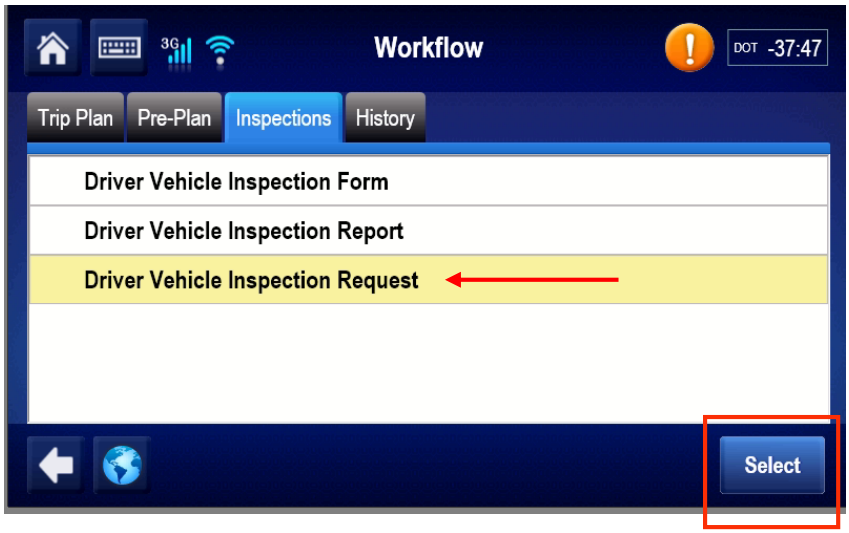
4. Tap *Done* button to complete the update. System takes you back to the Inspections tab on the Workflow menu. Tab the Driver Vehicle Inspection Report option and then the Select button.
5. The last Completed DVIR now shows that under the Fixed column it says Yes to show that the defects have been fixed.



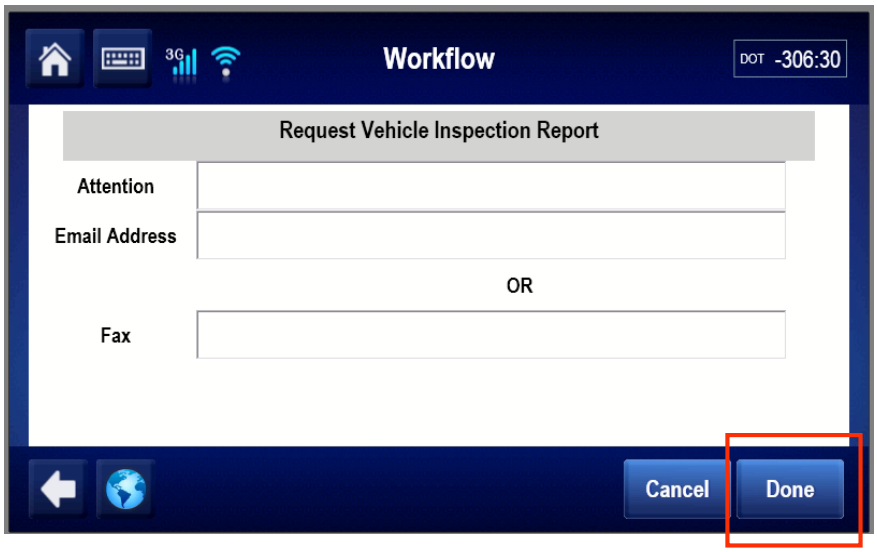
Email/Fax a Completed Vehicle Inspection Report (DVIR)

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

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.



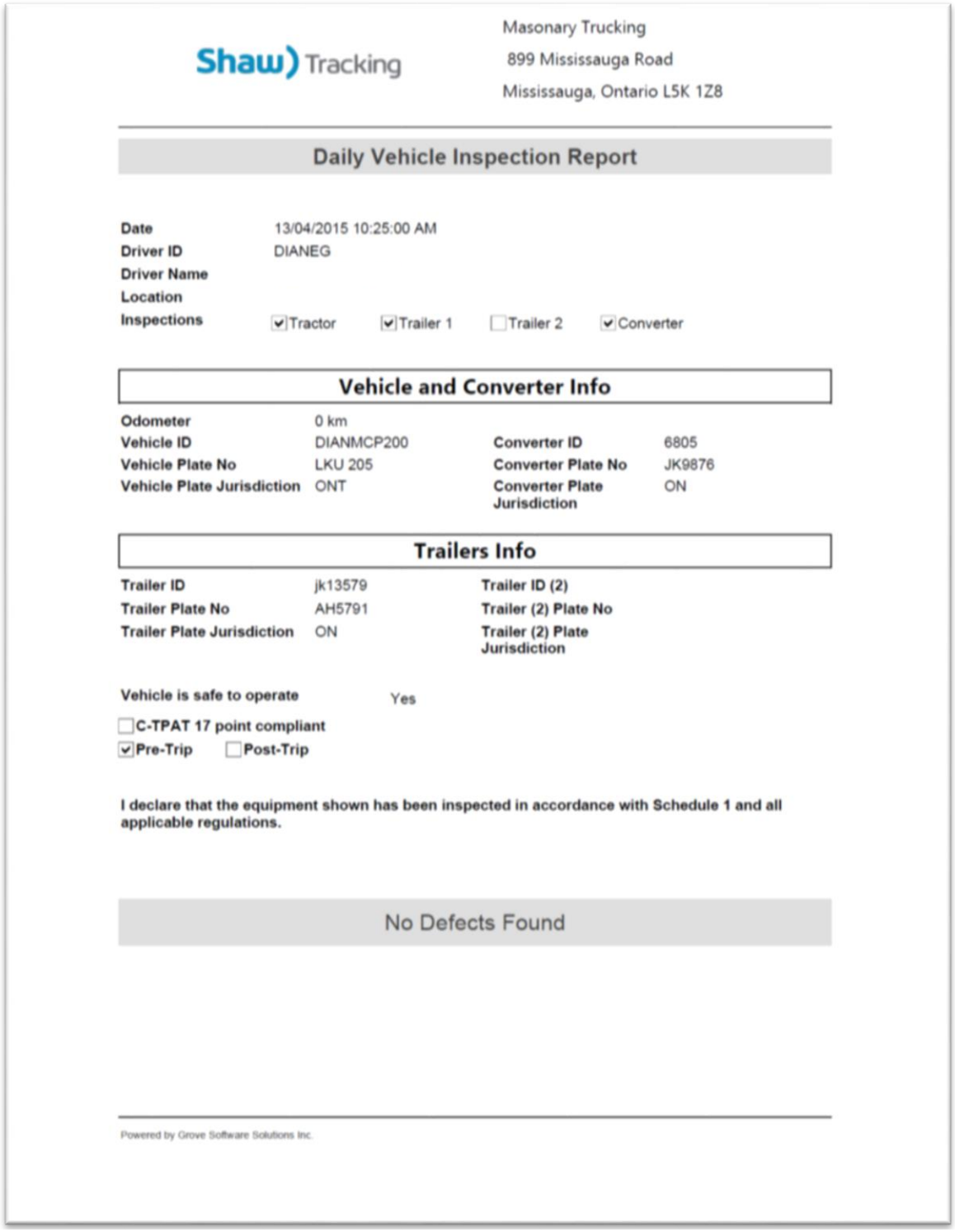
2. On the Request Vehicle Inspection Report window input the name and email address or name and fax number of the DVIR recipient. Tap *Done* button to complete the process.



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	
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

Powered by Grove Software Solutions Inc.

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**

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**

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**

22.4M	**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 MCP's 110 and 200, feel free to contact our Application Support Center at

1.800.863.9191, option # 2

OR

Tracking24HoursSupport@ShawTracking.ca