



Vehicle Inspection Report (DVIR) - Workflow

For MCP's 110 and 200

Contents

Objectives.....	3
Firmware Requirements.....	3
Notes.....	3
Create a Daily Vehicle Inspection Report (DVIR)- MCP110/200.....	4
No Defect(s) Found	6
Defect(s) Found.....	8
View or Update a Vehicle Inspection Report (DVIR)	11
Viewing a Completed Vehicle Inspection Report.....	11
Updating a Vehicle Inspection Report (DVIR) when a Defect has been Fixed.....	13
Email/Fax a Completed Vehicle Inspection Report (DVIR)	15
Attachments	16
1) Sample of Vehicle Inspection Report (DVIR) with no defects.....	16
2) Schedule 1 - Revised Jan 2015.....	17
Help and Support	19

This document contains confidential proprietary information and is the property of Shaw Tracking. The contents of this document may not be disclosed to unauthorized persons without the written consent of Shaw Tracking.

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

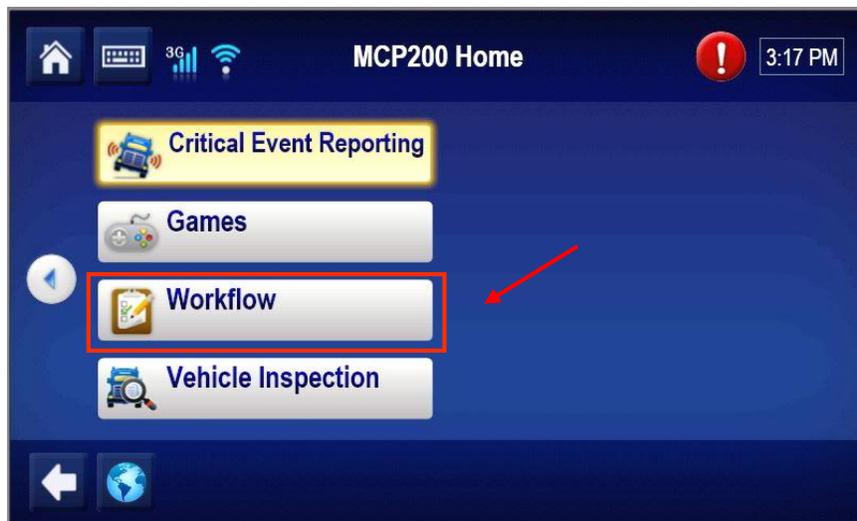
Notes

- 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 tapping the icon once



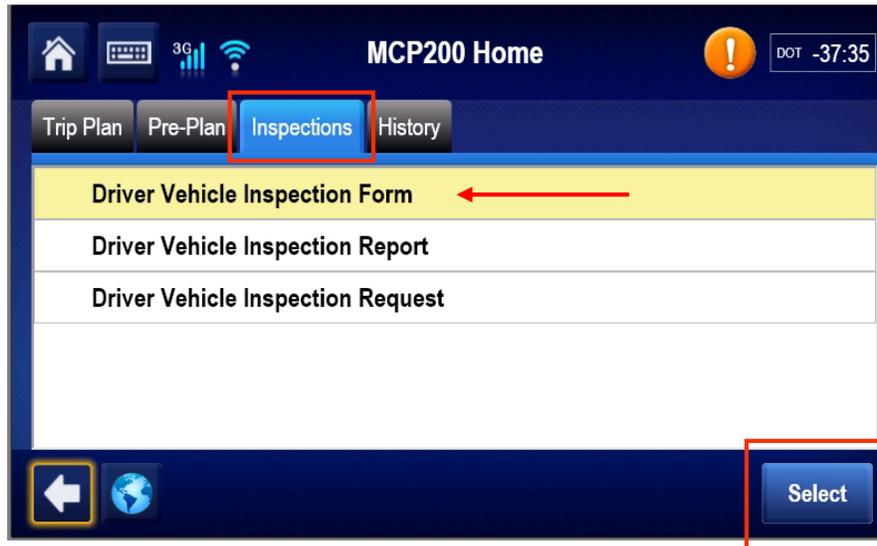
OR

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



- 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.



- 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:

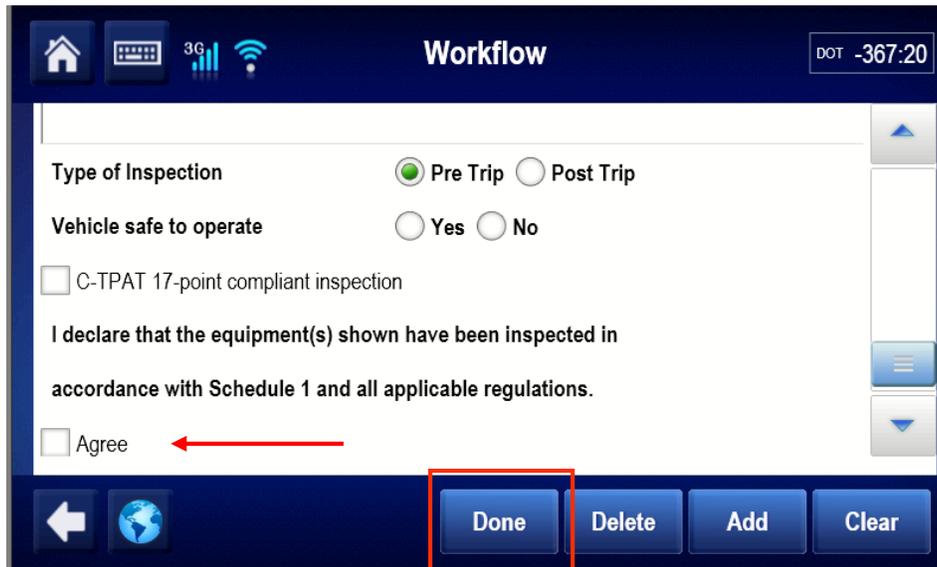
- Done – once the template is complete, select Done to log the DVIR
- Delete – if the wrong defect code has been input, select the defect by tapping it and hit the Deleted button
- Add – selecting this button will activate the pop up defect list from Schedule 1
- Clear – Trailer and Converter information 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.

The screenshot shows a mobile application interface for a 'Driver Vehicle Inspection Form'. The top status bar displays a home icon, signal strength, Wi-Fi, and a red alert icon with the time 10:21 AM. The main form area is titled 'Driver Vehicle Inspection Form'. It features a section for 'Equipment Inspection' with checkboxes for 'Tractor', 'Trailer1', 'Trailer2', and 'Converter'. Below this is the 'Any Defects?' section with radio buttons for 'Yes' and 'No'. The bottom of the form has three columns for 'Trailer 1', 'Trailer 2', and 'Converter', each with 'Equipment ID' and 'Plate No' input fields. At the very bottom, there are four buttons: 'Done', 'Delete', 'Add', and 'Clear'.

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.



The screenshot displays the 'Workflow' app interface. At the top, there is a navigation bar with a home icon, a keyboard icon, 3G signal strength, and a Wi-Fi icon. The title 'Workflow' is centered, and a 'DOT -367:20' status box is on the right. Below the navigation bar, the form contains the following elements:

- Type of Inspection:** Radio buttons for 'Pre Trip' (selected) and 'Post Trip'.
- Vehicle safe to operate:** Radio buttons for 'Yes' and 'No'.
- C-TPAT 17-point compliant inspection
- I declare that the equipment(s) shown have been inspected in accordance with Schedule 1 and all applicable regulations.**
- Agree (indicated by a red arrow pointing to the checkbox)

At the bottom of the screen, there is a dark blue bar with four buttons: 'Done' (highlighted with a red box), 'Delete', 'Add', and 'Clear'. On the left side of this bar, there are icons for a back arrow and a globe.

Defect(s) Found

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

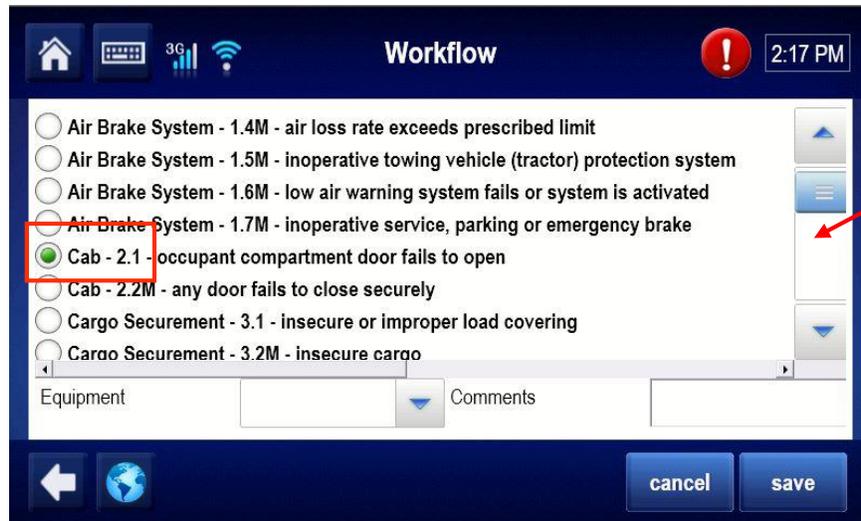
1. In the *Equipment Inspection* field tap the Tractor, Trailer or Converter fields to select them
2. Tap the Yes button in the Any Defects? field
3. The *Equipment ID*, *Plate No.* and the *Plate Jurisdiction* fields for the Trailer 1 will auto populate with information from the previous DDVIR. If a 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

The screenshot shows a mobile application interface titled "Workflow". At the top, there are status icons for home, signal, 3G, and Wi-Fi, along with a red warning icon and the time "1:26 PM". The main form has the following sections:

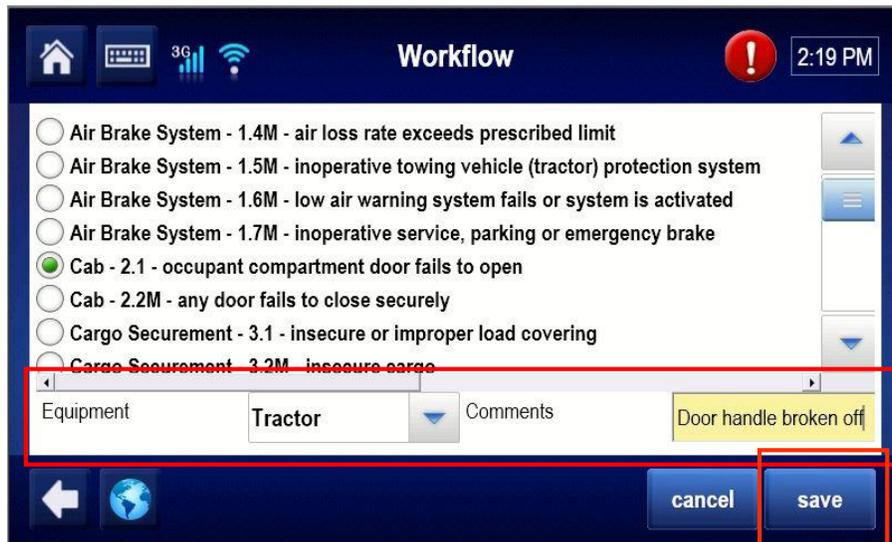
- Equipment Inspection:** Radio buttons for "Tractor" (checked), "Trailer1" (checked), "Trailer2", and "Converter".
- Any Defects?:** Radio buttons for "Yes" (selected) and "No".
- Trailer 1:** Text input fields for "Equipment ID" (12075), "Plate No" (JNF 270), and "Plate Jurisdiction" (ONTARIO).
- Trailer 2:** Empty text input fields for "Equipment ID", "Plate No", and "Plate Jurisdiction".
- Converter:** Empty text input fields for "Equipment ID", "Plate No", and "Plate Jurisdiction".

At the bottom, there are navigation buttons: "Done", "Delete", "Add" (highlighted with a red box), and "Clear".

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 screen by tapping 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.

The screenshot shows the 'Workflow' app interface. At the top, there are navigation icons (home, keyboard, 3G, Wi-Fi) and a timer showing 'DOT -308:07'. Below this, there is a section for 'Any Defects?' with radio buttons for 'Yes' (selected) and 'No'. The main form area is divided into three columns: 'Trailer 1', 'Trailer 2', and 'Converter'. The 'Trailer 1' column contains the following information:

Equipment ID	12057
Plate No	JNF 270
Plate Jurisdiction	ONTARIO

Below the form is a table with the following data:

Type	Code	Equipment	Description	Comments
Cab	2.1	Tractor	occupant compartment door fails to open	Door handle broken off

At the bottom of the screen, there are four buttons: 'Done', 'Delete' (highlighted with a red box), 'Add', and 'Clear'. There are also navigation icons (back, globe) on the left.

- 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.

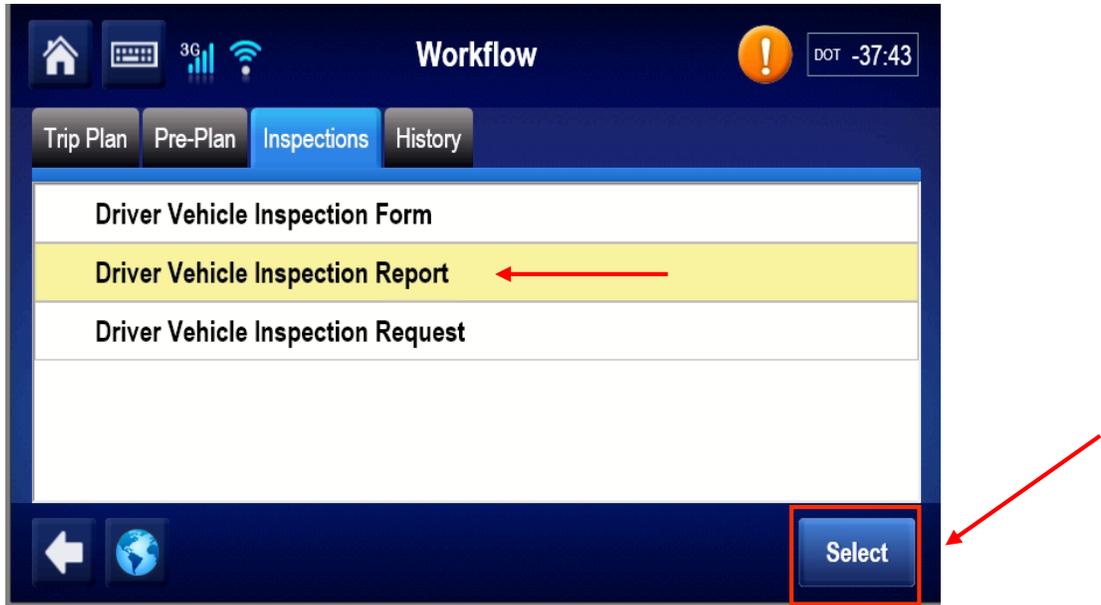
The screenshot shows the 'Workflow' app interface. At the top, there are navigation icons (home, keyboard, 3G, Wi-Fi) and a timer showing 'DOT -367:20'. Below this, there is a section for 'Type of Inspection' with radio buttons for 'Pre Trip' (selected) and 'Post Trip'. Below that is a section for 'Vehicle safe to operate' with radio buttons for 'Yes' and 'No'. There is a checkbox for 'C-TPAT 17-point compliant inspection' which is unchecked. Below this is a declaration: 'I declare that the equipment(s) shown have been inspected in accordance with Schedule 1 and all applicable regulations.' Below the declaration is a checkbox for 'Agree' with a red arrow pointing to it. At the bottom of the screen, there are four buttons: 'Done' (highlighted with a red box), 'Delete', 'Add', and 'Clear'. There are also navigation icons (back, globe) on the left.

View or Update a Vehicle Inspection Report (DVIR)

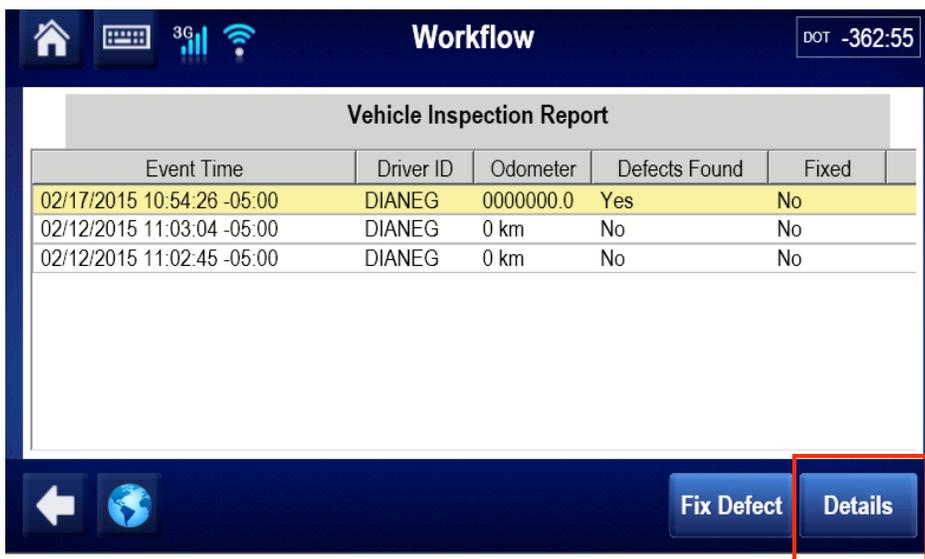
Viewing a Completed Vehicle Inspection Report

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.

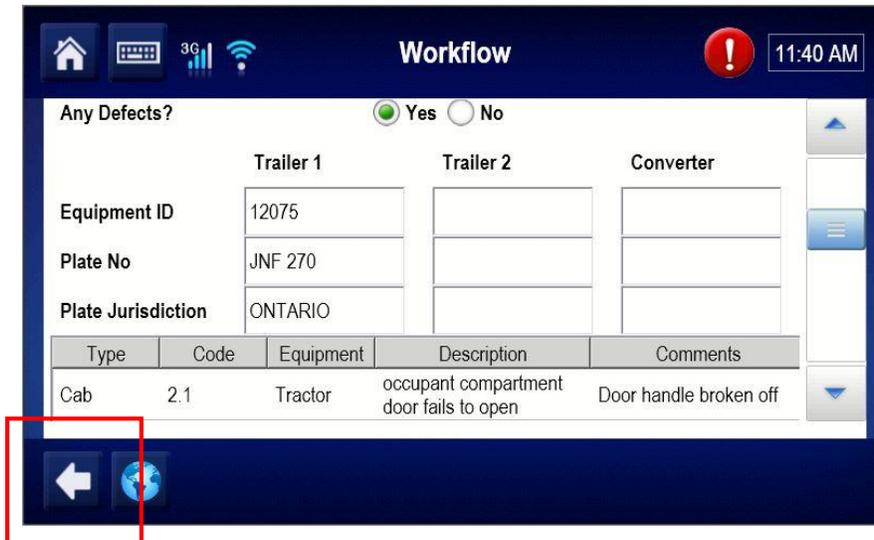
1. From the Workflow menu select the Inspections tab; tap Driver Vehicle Inspection Report option, then tap the *Select* button in the bottom right of the screen.



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.



- 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.

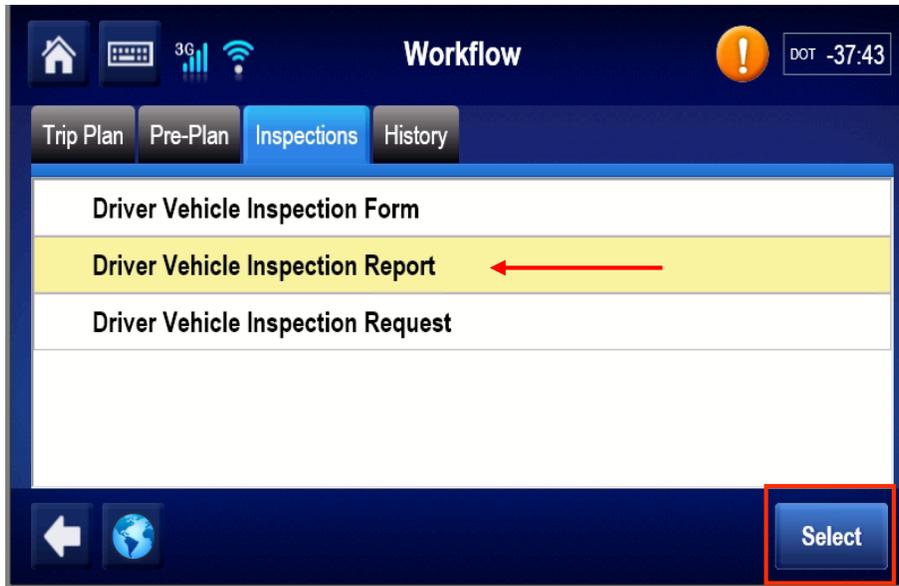


- Tap the arrow in the bottom left corner of the screen 2 times to return to the Inspections tab on the Workflow menu.

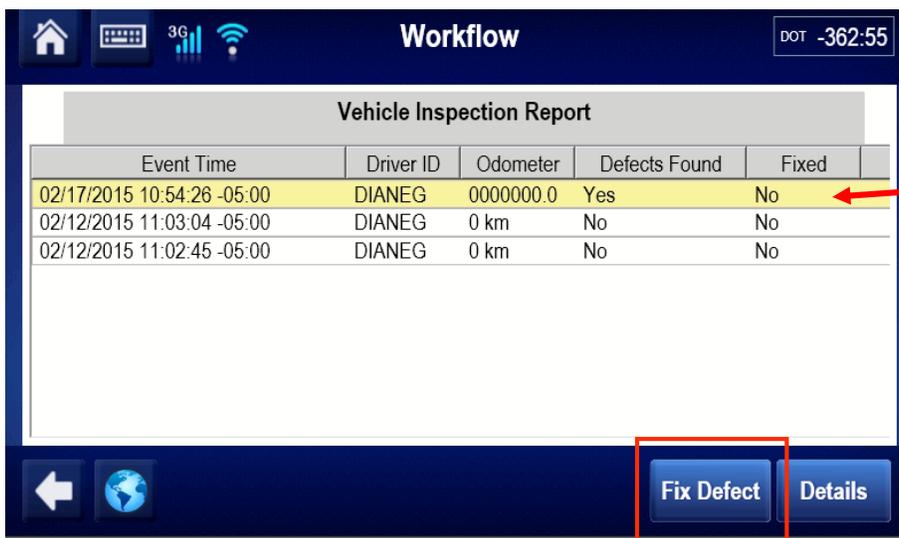
Updating a Vehicle Inspection Report (DVIR) when a Defect has been Fixed

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.



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

The screenshot shows a mobile application interface titled 'Workflow'. At the top right, there is a status bar with 'DOT -362:59'. Below the title bar, there are icons for home, keyboard, 3G signal, and Wi-Fi. The main content area is titled 'Defect Resolved' and contains three text input fields labeled 'Vendor', 'Mechanic', and 'Work Order No'. At the bottom of the screen, there are navigation icons (back and globe) and two buttons: 'Cancel' and 'Done'. The 'Done' button is highlighted with a red rectangular box.

- 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.
- The last Completed DVIR now shows that under the Fixed column it says Yes to show that the defects have been fixed.

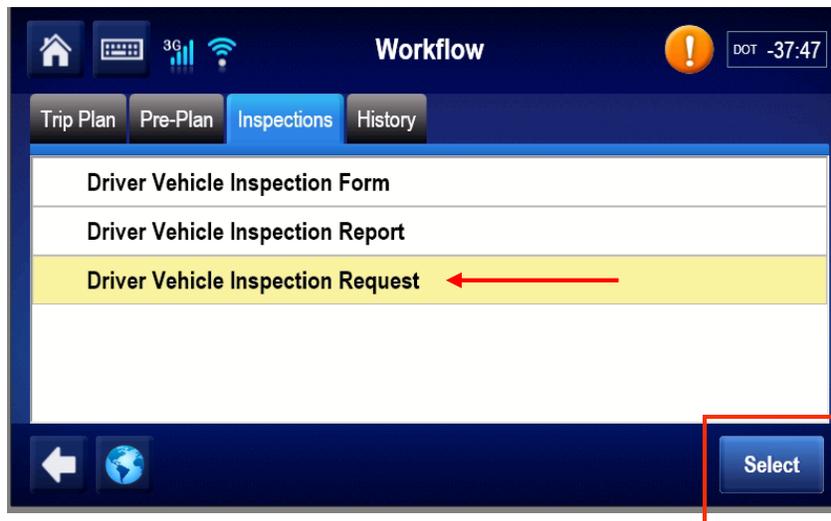
The screenshot shows the 'Workflow' app interface with a table titled 'Vehicle Inspection Report'. The table has five columns: 'Event Time', 'Driver ID', 'Odometer', 'Defects Found', and 'Fixed'. The first row is highlighted in yellow, and a red arrow points to the 'Fixed' column value 'Yes'. Below the table, there are navigation icons (back and globe) and two buttons: 'Fix Defect' and 'Details'. At the top right, there is a status bar with 'DOT -363:03'.

Event Time	Driver ID	Odometer	Defects Found	Fixed
02/17/2015 10:54:26 -05:00	DIANEG	0 km	Yes	Yes
02/12/2015 11:03:04 -05:00	DIANEG	0 km	No	No
02/12/2015 11:02:45 -05:00	DIANEG	0 km	No	No

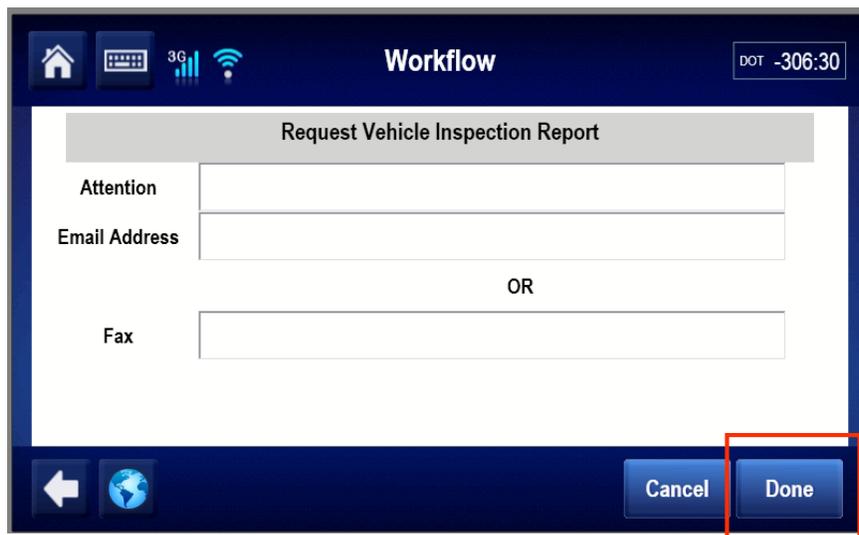
Email/Fax a Completed Vehicle Inspection Report (DVIR)

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.

A screenshot of a mobile application interface titled "Workflow". At the top, there are icons for home, keyboard, 3G signal, and Wi-Fi, along with a battery indicator showing "DOT -306:30". Below the title bar is a form titled "Request Vehicle Inspection Report". The form has three input fields: "Attention", "Email Address", and "Fax". The "Email Address" field is followed by the text "OR". At the bottom right of the screen, there are two blue buttons: "Cancel" and "Done". The "Done" button is enclosed in a red rectangular box.

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.



Masonry 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	Converter ID	6805
Vehicle ID	DIANMCP200	Converter Plate No	JK9876
Vehicle Plate No	LKU 205	Converter Plate Jurisdiction	ON
Vehicle Plate Jurisdiction	ONT		

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



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)
12.3M	Dripping fuel tank	22.2	Leaking wheel seal
		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.	

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