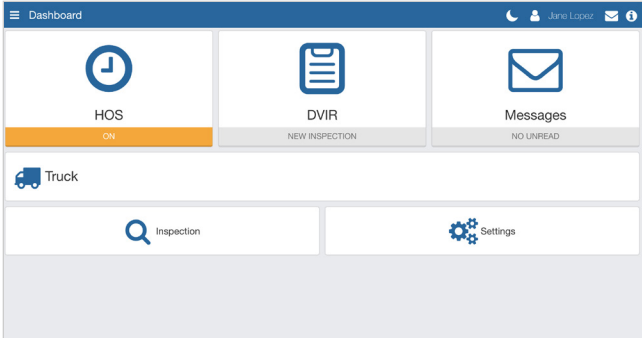# GEOTAB
management by measurement

Geotab Drive — DVIR Workflow
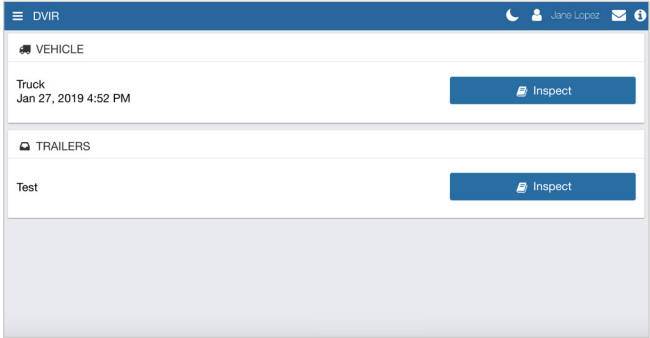### New Inspection With or Without Defects

Drivers must complete Driver Vehicle Inspection Reports (DVIR). If repairs are required, the appropriate personnel must review the DVIR. They must also take corrective action on any defects found and update the inspection report, noting that repairs have been made or are unnecessary. The following is a guide to the DVIR workflow.

For the most up-to-date version of the Geotab Drive — DVIR Workflow, please visit: https://goo.gl/BQzv9X

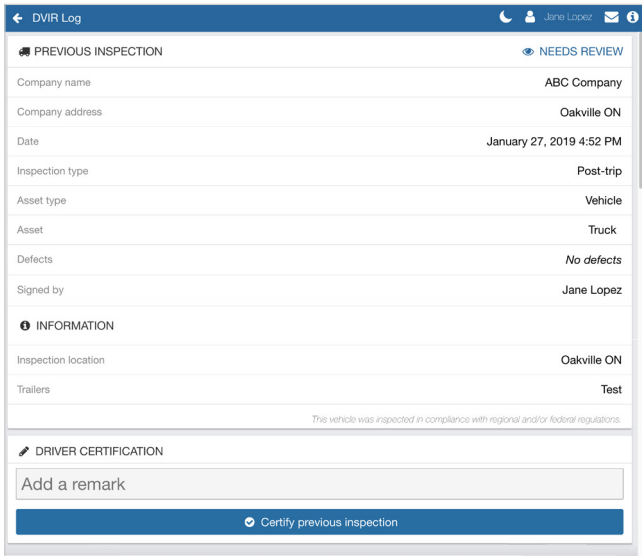**1** From the **Dashboard** (Home Screen), select **DVIR**.

2 On the screen that follows, select **Inspect** beside the associated vehicle or trailer(s).

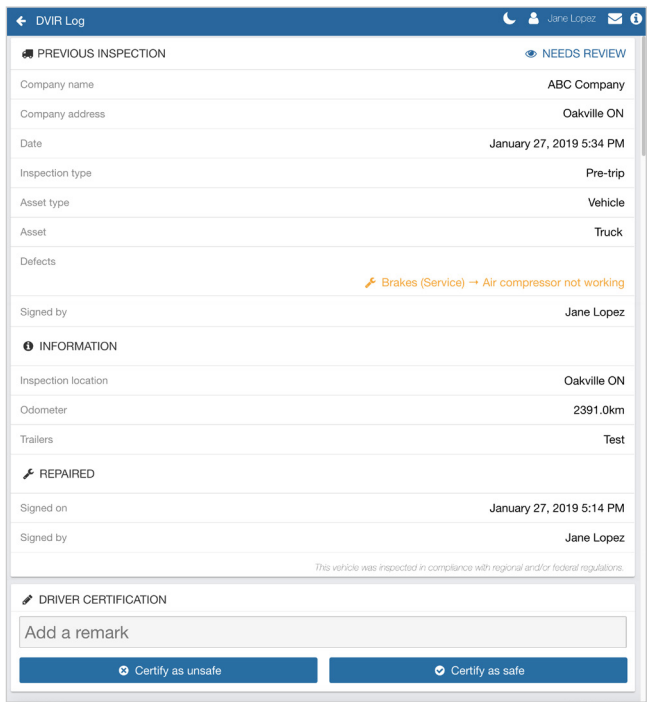From Step 3 and onward, choose the scenario that applies to your DVIR.

3A **No Defects on Previous Inspection**

Before performing a new inspection, you must certify the previous inspection. If there are no defects on the previous inspection, click **Certify previous inspection**.

Important: Drivers must perform Driver Vehicle Inspection Reports (DVIR). If repairs are required, the appropriate staff member must review the DVIR.
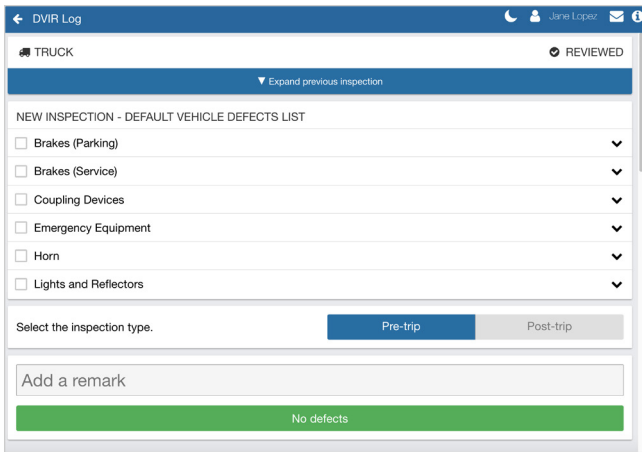
Important: Take corrective action on identified issues and update the inspection report. Note any repairs that have been made or deemed unnecessary.

3B **Defects on Previous Inspection**

If the previous inspection had a defect and a repair was made, you must review the repair and **Certify as safe** or **Certify as unsafe** to operate.
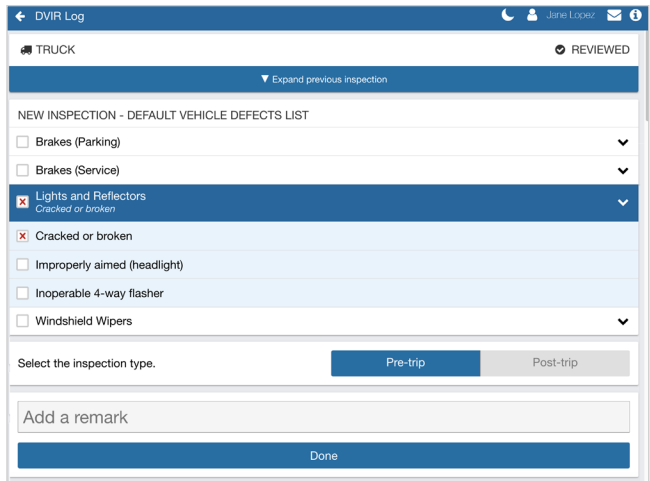

Note: Selecting **Certify as unsafe** will auto-select the defects listed on the previous inspection.

4A **No Defects on New Inspection**

If no defects are found on inspection, scroll down, select the inspection type, and select **No defects**. Finally, certify that the vehicle was inspected in compliance.
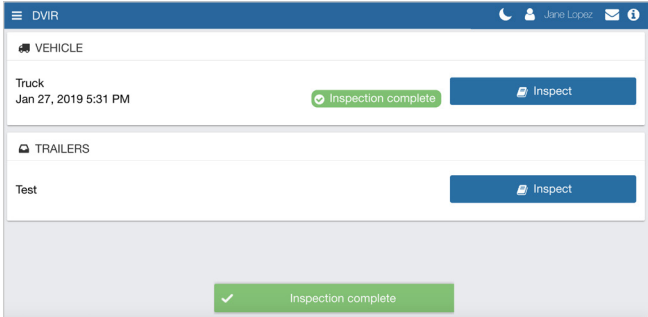

Note: This screenshot is a condensed version of the full defects list.

4B **Defects on New Inspection**

Select the defects that apply. Scroll down, select the inspection type, add remarks, and then select **Done**. Finally, certify that the vehicle was inspected in compliance with regulations.
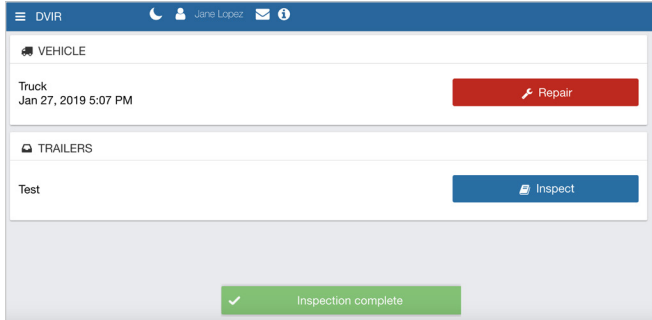

Note: This screenshot is a condensed version of the full defects list.

5A **Completing the Inspection (No Defects)**
The inspection is complete. There are no defects and no repairs are required.

☰ DVIR	🌙 👤 Jane Lopez ✉ ⓘ
🚚 VEHICLE	
Truck Jan 27, 2019 5:31 PM	✅ Inspection complete 📋 Inspect
🚃 TRAILERS	
Test	📋 Inspect
	✔ Inspection complete

5B **Completing the Inspection (Defects)**
The inspection is complete. Defects requiring repairs have been identified.

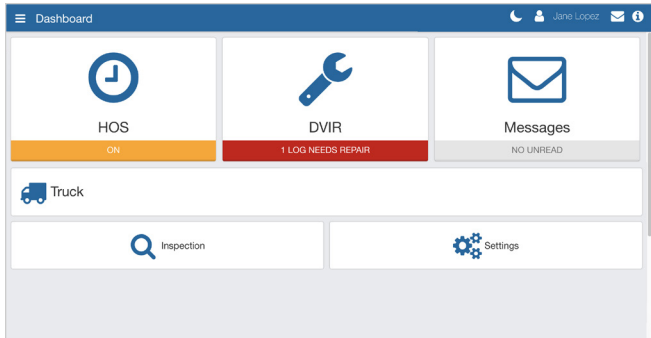| ☰ DVIR	🌙 👤 Jane Lopez ✉ ⓘ
🚚 VEHICLE	
Truck Jan 27, 2019 5:07 PM	🔧 Repair
🚃 TRAILERS	
Test	📋 Inspect
	✔ Inspection complete

Automatic Duty Status Change
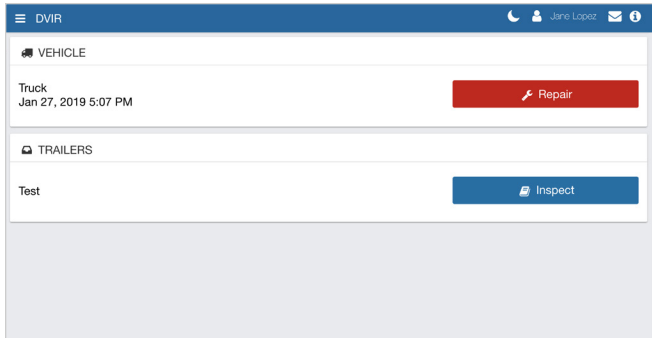Once an inspection has begun, the duty status of the driver will automatically switch to **On Duty**.

Repairing Defects

The following are the steps for those authorized to log repairs. If you are unauthorized, please speak with your manager.
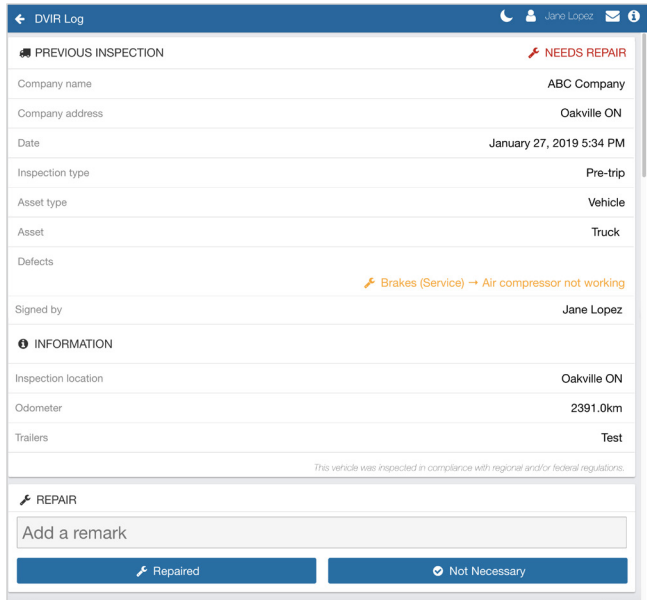
1 From the **Dashboard** (Home Screen), you can see if a vehicle needs repairs. Select **DVIR** to continue.
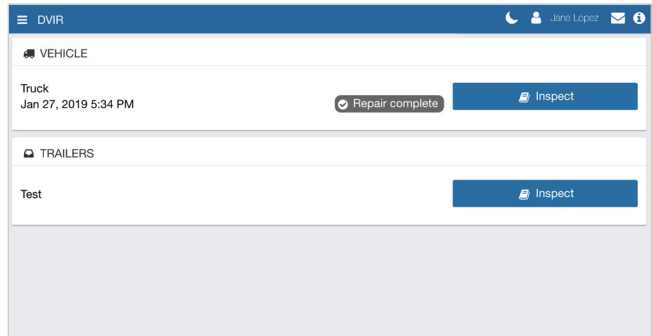
☰ Dashboard	🌙 👤 Jane Lopez ✉ ⓘ
🕐 HOS ON	🔧 DVIR 1 LOG NEEDS REPAIR	✉ Messages NO UNREAD
🚚 Truck	
🔍 Inspection	⚙ Settings

2 Under **Inspection Reports**, select **Repair** beside the associated vehicle or trailer(s).

☰ DVIR	🌙 👤 Jane Lopez ✉ ⓘ
🚚 VEHICLE	
Truck Jan 27, 2019 5:07 PM	🔧 Repair
🚃 TRAILERS	
Test	📋 Inspect

3 Review the previous inspection, add remarks, and then select **Repair** or **Not necessary** as appropriate.

← DVIR Log	🌙 👤 Jane Lopez ✉ ⓘ
🚚 PREVIOUS INSPECTION	🔧 NEEDS REPAIR
Company name	ABC Company
Company address	Oakville ON
Date	January 27, 2019 5:34 PM
Inspection type	Pre-trip
Asset type	Vehicle
Asset	Truck
Defects	🔧 Brakes (Service) → Air compressor not working
Signed by	Jane Lopez
ⓘ INFORMATION	
Inspection location	Oakville ON
Odometer	2391.0km
Trailers	Test
	This vehicle was inspected in compliance with regional and/or federal regulations.
🔧 REPAIR	
Add a remark	
🔧 Repaired	✅ Not Necessary

Important: If the defect is considered critical, the DVIR displays a red alert across the top of the screen, and the defect text is red.

4 The Inspections Reports page will indicate that a repair has been logged.

☰ DVIR	🌙 👤 Jane Lopez ✉ ⓘ
🚚 VEHICLE	
Truck Jan 27, 2019 5:34 PM	✅ Repair complete 📋 Inspect
🚃 TRAILERS	
Test	📋 Inspect

Attention
In order to improve our products, Geotab may at any time, and without warning, change the design, presentation, or functionality of the software.