

# Driver's Guide to Asset Inspection

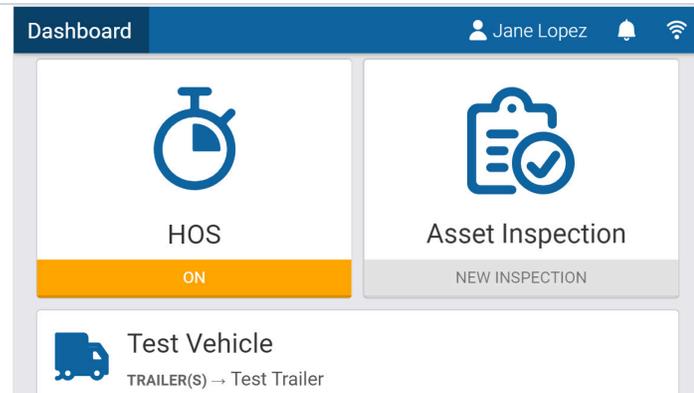
Drivers must complete Asset Inspections of their vehicles and/or trailers. If defects are identified and repairs are required, appropriate personnel must review the inspection, take corrective action on any defects found, and update the inspection report as required.

For the most up-to-date version of this document, go to <https://goo.gl/BQzv9X>

**! IMPORTANT:** Drivers must perform an asset inspection to take corrective action on any identified issues and update the inspection report with notes about repairs made or deemed unnecessary. If the asset requires repairs, the appropriate staff member must review the inspection. You must have the required security clearance to perform or certify an inspection or to repair defects. To learn more, contact your administrator.

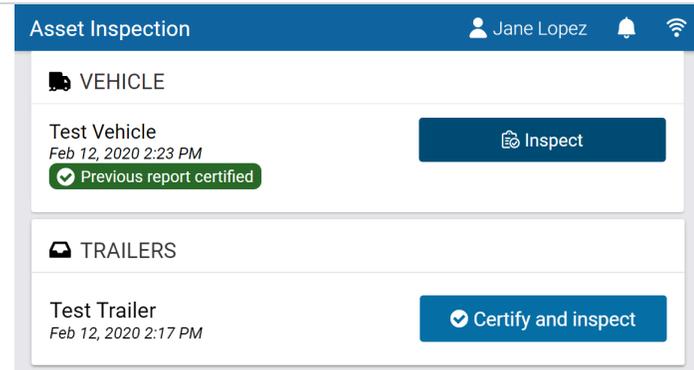
## New Inspection With or Without Defects

**Step 1:** On the Dashboard (Home Screen), press **Asset Inspection**. Alternatively, if you are driving the vehicle since its last inspection, you will be prompted to perform an inspection when you log in or log out.



**Step 2:** If any previous inspections for the selected assets require certification, press **Certify and inspect** beside the associated vehicle or trailer(s).

If there are no previous inspections that require certification, an **Inspect** button appears instead. In this case, press **Inspect** and then skip to Step 4.



### Step 3: Certify previous inspection (USA)

Before performing a new inspection, you must certify the previous inspection if any defects were either reported or repaired. Review the repairs and then press **Certify previous inspection**. You also have the option of pressing **Select a new asset** if the previously reported defects were not all repaired.

#### Resolved defects Resolved ✓

Brakes (Service)  
Leaking fluid

- Puddle under rear driver side brakes.
- It can wait until next service

*Repair not necessary for the safe operation of the vehicle (mechanic, February 25, 2022 10:18 AM)*

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#### Driver certification

Add a remark

Select a new asset ✓ Certify previous inspection

### Step 4: New Inspection

First, select the inspection type and checklist type.

#### New inspection

Pre-trip In-trip Post-trip

Checklist type  
Default Trailer Defects List

If you find no defects when you inspect your vehicle, press the **No defects** checkbox next to each required item (if present), and then press **No Major or Minor defects found** at the bottom of the screen.

Required checklist

- brakes No defects\*
- wheel No defects\*

#### Save New Inspection

Add a remark

✓ No Major or Minor defects found

If you find defects when you inspect your vehicle, select all defects that apply. Expand a defect category to select specific defects and add remarks. Optionally, press the camera icon to upload or take a new picture of the defect.

Tires 1 defect

- Bulging or swelling Remove  
 Add a remark
- Flat or leaking air Add Defect

Ensure that the odometer and engine hours are correct, or manually update the values if they are incorrect. Specify the load height and width, if applicable.

#### Other Information

Odometer  km

Engine Hours  h

Height of load  m

Width of load  m

When you have recorded all defects, record any additional remarks and press **Done** at the bottom of the screen.

#### Save New Inspection

Add a remark

Done

Finally, press **Yes** to verify that the vehicle was inspected in compliance with regulations.

#### Sign Asset Inspection

This vehicle was inspected in accordance with regional and/or federal regulations.

No

Yes

\* **NOTE:** Once an inspection has begun, your duty status will automatically switch to On Duty.

## Repairing defects

**! IMPORTANT:** The steps below require the **Mark Asset Inspection logs as repaired** clearance. If you do not have this clearance, contact your Administrator.

**Step 1:** On the Dashboard (Home screen), a red bar below the inspection icon indicates that an asset needs repairs. Press **Asset Inspection** to continue.

The screenshot shows the Dashboard (Home screen) for Jane Lopez. At the top, there is a blue header with the user's name, a notification bell with '1', and a Wi-Fi icon. Below the header are three main widgets: 'HOS' with a stopwatch icon and a yellow bar indicating 'ON'; 'Asset Inspection' with a wrench icon and a red bar indicating '1 LOG NEEDS REPAIR'; and 'Messages' with an envelope icon and a grey bar indicating 'NO UNREAD'. Below these is a 'Test Vehicle' widget with a truck icon and the text 'TRAILER(S) → Test Trailer'.

**Step 2:** On the Asset Inspection screen, press **Repair** beside the vehicle or trailer(s) with a flagged defect.

The screenshot shows the Asset Inspection screen for Jane Lopez. At the top, there is a blue header with the user's name, a notification bell, and a Wi-Fi icon. Below the header is a 'VEHICLE' section with a list item for 'Test Vehicle' dated 'Feb 26, 2020 11:04 AM'. It has a red bar with a wrench icon and the text 'Unresolved defects', and a red 'Repair' button. Below that is a 'TRAILERS' section with a list item for 'Test Trailer' dated 'Feb 26, 2020 10:49 AM' and a blue 'Certify and inspect' button.

### Step 3: Resolving defects

Select the appropriate resolution and add a remark with a detailed explanation. Once all defects have been resolved, press **Save**.

#### Previous inspection

Needs Repair

*This vehicle was inspected in accordance with regional and/or federal regulations.*

▼ Expand previous inspection



Before you certify the Asset Inspection or perform new inspections, resolve all regulated defects. Please contact your Administrator for more information.

#### Unresolved defects

▼ Tires

1 defect

##### Flat or leaking air

Rear driver side completely flat

Not repaired

Repaired or not a defect

Repair not necessary for the safe operation of the vehicle

Add a remark

Save

**! IMPORTANT:** If the defect is considered critical, an alert with red defect text is displayed at the top of the screen.