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

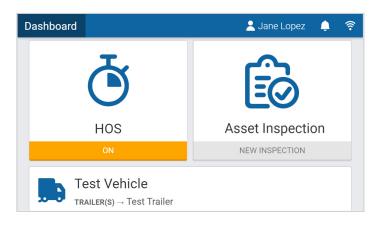
Step 1: On the Dashboard (Home Screen), press **Asset Inspection**. Alternatively, if you are driving the vehicle since its last inspection, you will be prompted to perform an inspection when you log in or log out.

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.



Asset Inspection 💄 Jane Lopez 🌲			
S VEHICLE			
Test Vehicle Feb 12, 2020 2:23 PM ✓ Previous report certified	窗 Inspect		
Test Trailer Feb 12, 2020 2:17 PM	Certify and inspect		

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 (mecha 10:18 AM)	anic, February 25, 2022
Driver certification	
Add a remark	
🛤 Select a new asset 🛛 📀 Certify p	revious inspection

Step 4: New Inspection

First, select the inspection type and checklist type.

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.

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

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

	In-trip	Post-trip
Checklist type		
Default Trailer Defects Lis	t	
	Required checklist	
 brakes 		No defec
wheel		No defect
Save New Inspection		
Add a remark		
S No Ma	ajor or Minor defects fo	und
Tires		1 0
Bulging or swelling		R
Add a remark		
Flat or leaking air		Add
5		
Save New Inspection		
Save New Inspection	© Done	
Save New Inspection	Oone 🛇	
Save New Inspection	© Done	
Save New Inspection Add a remark		gional and/or fede

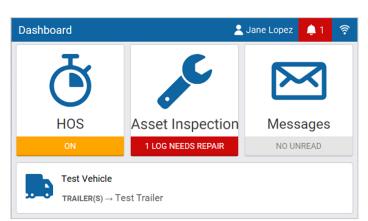
* NOTE: Once an inspection has begun, your duty status will automatically switch to On Duty.

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.

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



A	set Inspection 💄 Jane Lopez 🌲			
	VEHICLE			
	Test Vehicle Feb 26, 2020 11:04 AM Curresolved defects	🖋 Repair		
	Test Trailer Feb 26, 2020 10:49 AM	Certify and inspect		

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 ins	pection	Needs Repair		
This vehicle was	This vehicle was inspected in accordance with regional and/or federal regulations.			
Expand previous inspection				
	u certify the Asset Inspection or perform ne I regulated defects. Please contact your Ad n.			
Unresolved defects				
▼ Tires		1 defect		
Flat or leaking air				
🖹 Rea	ar driver side completely flat			
_	paired red or not a defect r not necessary for the safe operation of the vel	hicle		
Add a	a remark			
	🖋 Save			

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