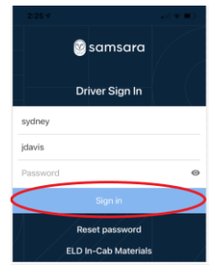
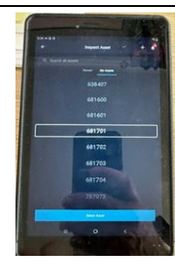
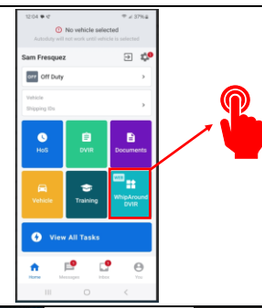
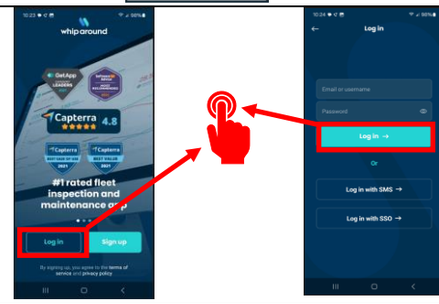
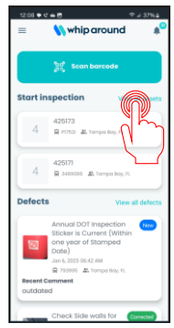
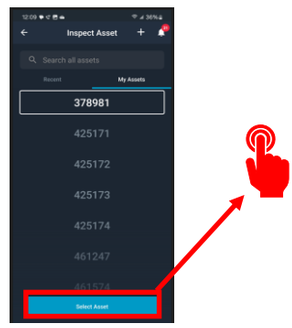
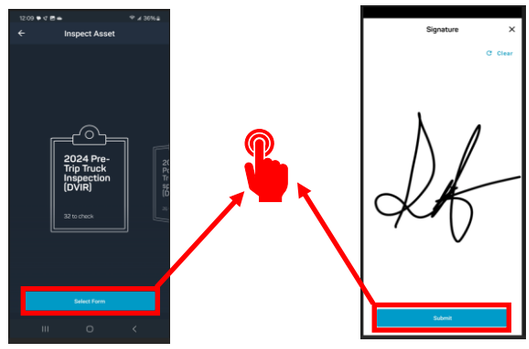
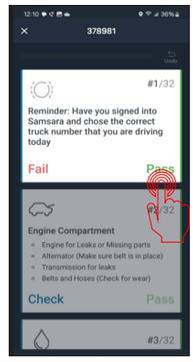
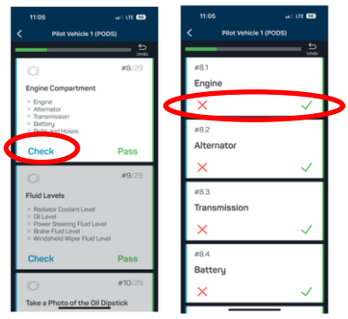
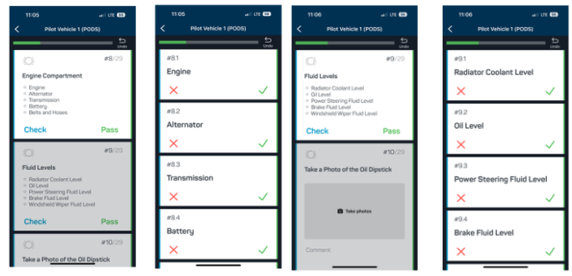
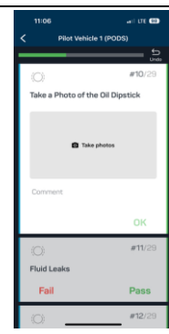
Standard Work - Transactional

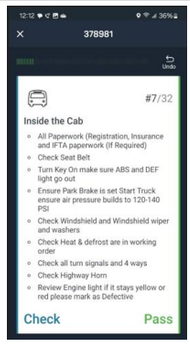
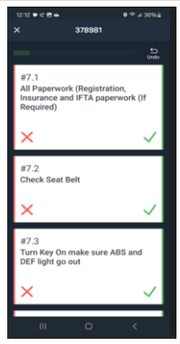
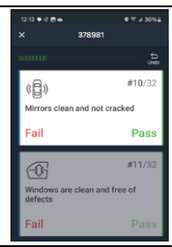
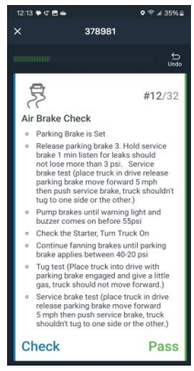
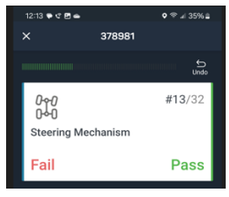
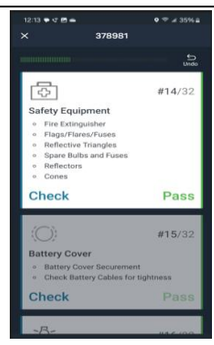
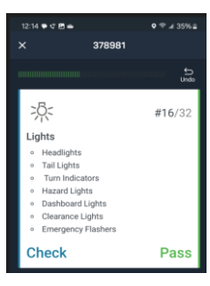
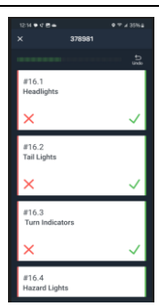
PODS Moving & Storage	**Core Process - Fleet Management**	Date Created:	1/6/2025
		Date Revised:	
		Version:	V1.0
	Process Name: Driver DVIR	Leadership Sponsor	Rich Schwartz
		Process Owner:	Brannon Hufstetler

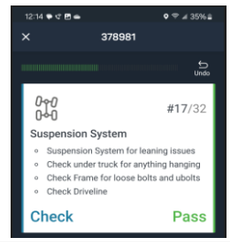
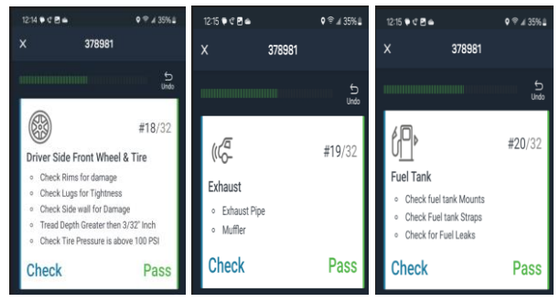
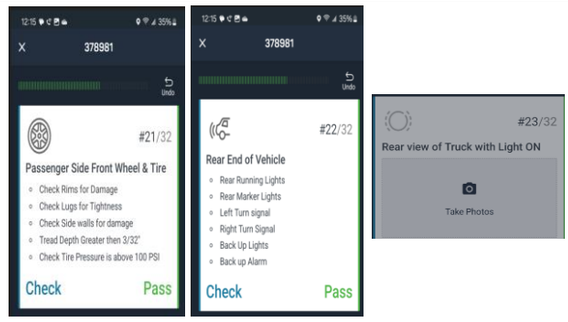
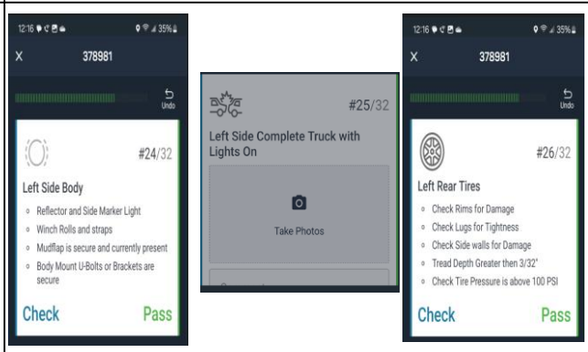
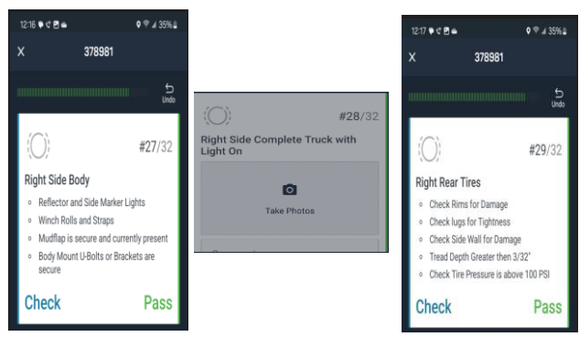
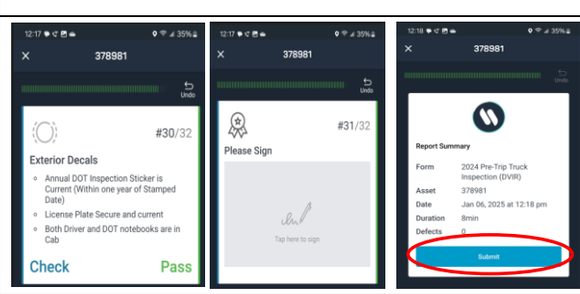
Driver Vehicle Inspection Report Completed by 7:00am
(Pro tip Time to complete 15mins)

Note. Complete tasks below as inspection is being performed. Time to complete inspection is recorded.

	Steps		Key Points & Background	Visuals & Job Aids
0	**DVIR Policy and Elearning**	**0.1**	See link for DVIR training guide	https://learning.ultipro.com/academy/PODSEnterprises/courses/library?search=DVIR&sorting=alphabetical,asc&type_id=0&lang=0&category_id=325428
1	**Samsara**	**1.1**	On Driver Phone Click Samsara Driver app	
		1.2	Sign into Samsara	
		1.3	**Select Unit for Hours of Service** *Select unit in Samara to begin logging hours of service ***Must be done at the beginning of each shift, no exceptions**	
		1.4	**Select WhipAround Tile** *Tap and select the new WhipAround located in Samsara *This will auto-direct user to WhipAround DVIR platform	
2	**WhipAround Login**	**2.0**	**Select Login Option from landing page** **Username:** *Username will be your UKG employee number **Password:** *Pods1234 unless otherwise changed by users	

3	**Select Asset and DVIR type**	3.1	**Selecting Asset** *Click View Assets *Select Asset Number you will be utilizing and performing DVIR *Click Select Asset to continue	 
		3.2	**DVIR Type** *Select the DVIR type to be completed *Click Select Form *Complete Signature *Click Submit to proceed ***Pre-Trip prior to embarking on route** ***Post-Trip when route completed**	
		4.1	**Samsara Confirmation** *Confirm by Clicking "Pass" that you have signed into the correct truck in Samsara that you will be performing DVIR on. ***If you have not signed into the correct truck please do so now**	
		4.2	**Navigating Inspection Tiles** *For all sections of the DVIR inspection you will be required to select "Check" to review and inspect each item within section *Within section you will be given two choices to "Pass" by clicking the ✓ or "Failing" by clicking the X **A Failed Item will require comments and Photos for review, any DOT critical item failed will require immediate attention prior to proceeding on route**	
		4.3	**Engine Compartment and Fluid Levels** ***Engine Compartment:** Engine Alternator Transmission Battery Belts and Hoses ***Fluid Levels** Radiator Coolant Level Oil Level Power Steering Fluid Level Brake Fluid Level Windshield Wiper Fluid Level	
		4.4	**Photo Of Oil Dipstick** *Take clear photo showing Engine Oil Level	

4	**DVIR**	**4.5**	**Pass/Fail Fluid Leaks Inspection Under Complete Truck**	
		4.6	**Inside the Cab** *All paperwork is present *Check Seat belt *Turn Key on to make sure ABS and DEF light go out *Ensure Park Brake is set *Start Truck to ensure air pressure builds to 120-140 PSI *Check Windshield and Wipers *Check Heat and Defrost *Check all Turn Signals and 4 ways *Check Highway Horn *Review Engine Light	 
		4.7	**Mirror and Windows** *Mirrors are Clean and not Cracked *Windows are Clean and Free of Defects	
		4.8	**Air Brake Check** *Perform an Air Brake Check to ensure system is free of any leaks and are in proper working order *Perform Air Down to ensure warning light and buzzer are in working order. *Test Service Brake	
		4.9	**Steering Mechanism** *Make sure Steering is in proper working order	
		4.9.1	**Safety Equipment** *Fire Extinguisher (up to date) *Flags/Flares/Fuses *Reflective Triangles *Spare Bulbs and Fuses *Reflectors *Cones **Battery Cover** *Battery Cover Securement Check Battery Cables for Tightness	
		4.9.2	**Lights** *Headlights *Tail Lights *Turn Indicators *Hazard Lights *Dashboard Lights *Clearance Lights *Emergency Flashers	 

		4.9.3	**Suspension System** *Leaning Issues *Check under for anything Hanging *Check Frame for loose Ubolts *Check Driveline	
		4.9.4	**Driver Side Front Wheel & Tire** *Check Rims for Damage *Check Lugs for Tightness *Check Side wall for Damage *Tread Depth Greater than 3/32" *Check Tire Pressure is above 100 PSI **Exhaust** *Exhaust Pipe *Muffler **Fuel Tank** *Check fuel tank Mounts *Check fuel tank Straps *Check for fuel Leaks	
		4.9.5	**Passenger Side Front Wheel & Tire** *Check Rims for Damage *Check Lugs for Tightness *Check Side wall for Damage *Tread Depth Greater than 3/32" *Check Tire Pressure is above 100 PSI **Rear End of Vehicle** *Rear Running Lights *Rear Marker Lights *Left Turn Signal *Backup Lights *Back up Alarm **Photo (Rear of Truck)** *Rear view of truck with Lights ON	
		4.9.6	**Left Side Body** *Reflector and Side Marker lights *Winch Rolls and Straps *Mudflap is secure and present *Body Mount Ubolts or Brackets Secure **Photo (Left Side)** *Left Side Complete Truck *Lights On **Left Rear Tires** *Check Rims for Damage *Check Lugs for Tightness *Check Side wall for Damage *Tread Depth Greater than 3/32" *Check Tire Pressure is above 100 PSI	
		4.9.7	**Right Side Body** *Reflector and Side Marker lights *Winch Rolls and Straps *Mudflap is secure and present *Body Mount Ubolts or Brackets Secure **Photo (Right Side)** *Left Side Complete Truck *Lights On **Right Rear Tires** *Check Rims for Damage *Check Lugs for Tightness *Check Side wall for Damage *Tread Depth Greater than 3/32" *Check Tire Pressure is above 100 PSI	
		4.9.8	**Exterior Decals** *Annual DOT Inspection is Current (Within one year of Stamped Date *License Plate is **Secure** and Current *Both Driver and DOT notebooks are in Cab **Sign** *Tap and Sign to Complete **Submit**	

*** DVIR may very slightly due to type to Vehicle (Single Axle, Tandem Axle, City Service) ***					
5	**PODZilla**	5.0	**If PODZilla is present Continue to DVIR** *Select Asset # *Select Form	