**Policy Name: PODS DVIR Compliance Policy**

**Policy Applies to: All Corporate Operations**

| Prepared by | Effective Date | Number of Pages |
|---|---|---|
| Fleet Department | 6/1/25 | 3 |

## Purpose

This policy defines expectations and responsibilities for the consistent and accurate completion of Driver Vehicle Inspection Reports (DVIRs) using the designated DVIR application. These inspections support the company's commitment to safety, compliance with Federal Motor Carrier requirements, and operational readiness across the fleet.

## Scope

This policy applies to all fleet assets in the US and Canada classified as "in service" (available for use) including:

- Route Trucks (assigned and spare)
- EMT Trucks and Vans
- Podzillas
- Forklifts/Powered Industrial Trucks
- Trailers
- Any spare equipment not utilized daily

## Policy

### Route Trucks/ City Service Trucks/Semi Trucks/EMT Vehicles

- A pre-trip DVIR must be submitted through the DVIR application each time a truck is driven off the premises in accordance with DOT requirements. Post-trip DVIRs must be completed at the end of that day's route or end of that trip (going to or from shop). **Canadian Markets excluded from Post-trip requirements.**
- This applies to any asset utilized on any city street that day prior to leaving the premises. Vehicle assets do not have to be inspected if not utilized or moved that off premises.
- Any Spare Asset marked "In Service" must be inspected and recorded in the Inspection application no less than once per Month

### PODZILLAs

- Any route truck containing a Podzilla must also complete a separate Podzilla Inspection before leaving the premises for container transport duties.
- The Podzilla-specific form must be submitted within the Inspection application prior to use.
- Any Spare Asset marked "In Service" must be inspected and recorded in the Inspection application no less than once per Month

**Forklifts**

- All in-service forklifts must undergo a pre-shift inspection using the designated Inspection form within the Inspection application prior to the beginning of that day's operation.
    - Even if there are no plans to utilize all in service forklifts that day, ALL In-Service Forklifts must be inspected daily.
- All Out Of Service (OOS) forklifts should be red tagged for lockout (refer to lockout tagout procedures) and keys secured with the manager.
- Please refer to the Forklift Policy located on the Intranet for further information.

**Trailers**

- A pre-trip and post-trip DVIR must be submitted through the DVIR application each time a Trailer is driven off the premises in accordance with DOT requirements.
- This applies to assigned and spare Trailers marked as "in service."

## Physical Inventory For Spare Equipment (Trucks, Forklifts, PODZILLAs)

- All spare assets must be inspected at least once per calendar month, even if they are not currently assigned or regularly used.
- Market Managers are responsible for assigning and validating these monthly inspections through the DVIR application.
- These inspections will be utilized and considered to be part of the Monthly Inventory to document we have control of these fixed assets.

## DVIR Compliance Requirements

- DVIRs must be submitted in the DVIR application using the correct form for the specific asset type.
- Inspections must be completed on the day of operation and prior to equipment movement.
- If any safety issue or defect is discovered, it must be immediately logged and escalated through the appropriate defect resolution process.
- Assets vended for long periods of time (over 3 weeks) need to be documented in Whip Around with a Work Order. If so, they are exempt from the monthly DVIR requirement
- Failure to submit a required DVIR will trigger a compliance notification and must be addressed the same day by the Market Manager.

## Roles and Responsibilities

- **Drivers / Operators**
    - Submit DVIRs accurately and timely through the DVIR application.
    - Select the correct inspection form based on the asset (Truck, Forklift, Podzilla, Trailer).
    - Report all identified defects or safety issues immediately through the inspection form.

- **Market Managers**
    - Monitor compliance daily within the DVIR application dashboard.
    - Address missed submissions promptly and reinforce expectations.
    - Ensure that spare equipment DVIRs are completed monthly and properly recorded.
    - Ensure reported defects are addressed as soon as possible. Critical defects should be addressed prior to use for customer jobs.

- **Fleet Team**
    - Track DVIR compliance trends across markets.
    - Maintain and update training materials and micro learnings.
    - Manage system notifications to support real-time accountability.

## Compliance and Accountability

- DVIR compliance is reviewed weekly and incorporated into fleet health and manager performance metrics.
- Repeated or intentional non-compliance will lead to:
    - Coaching or retraining
    - Escalation to regional leadership
    - Inclusion in site-level audits or compliance reviews
- The company maintains a zero-tolerance policy for bypassing DVIRs or falsifying inspections.
    - Address any question to the Fleet Dept.