

DVIR Process

Driver Vehicle Inspection Report

(Rev 03/2012)

- Operators will fill out the DVIR (DRIVER VEHICLE INSPECTION REPORT) Inspection book, both Pre- and Post Trip inspection, on all equipment 10,001 lbs. GVW and larger, including the trailer being pulled, if applicable. This weight classification can include smaller vehicle, such as a 1ton, when pulling a trailer, because the requirement is based on the combined vehicle weight, not just the vehicle weight.
- At the beginning of each day (*Pre-Trip Inspection*), the driver should take a quick visual inspection of the vehicle and complete only the header information in the inspection book, i.e. Carrier: ADDRESS. Date: 1/1/12, Truck and Trailer numbers. Unless there is a problem found nothing else needs to be done. If a problem is found the driver must call COMPANY Fleet Services. Option 2 immediately to report the problem and get the repair made prior to using the vehicle or trailer.
- At the end of each day the operator will need to perform a thorough visual inspection (*Post Trip Inspection*) and complete the remaining fields on DVIR form. The original (white / top copy) copy of the inspection book will be turned in to the local supervisor or clerical personnel so the DVIR completion can be recorded for each day on the Compliance Spreadsheet. Any DVIR that has a defect(s) recorder must be faxed to Fleet Services upon completion of the inspection so that corrective action can be taken on the items noted. The carbon (yellow) copy will remain in the book.
 - If no action required – Leave all check boxes blank. Turn in the original (white / top copy) copy for record keeping.
 - If problems are found only check those items that apply, you can make comment in the comment section, at the bottom of the DVIR form, if needed regarding the problems found. Only those problems associated with the safe operations off the vehicle or trailer and DVIR requirements should be recorded. All other problems identified should be called in to Fleet Services (opt 2). Once the DVIR form is completed immediately fax DVIR form (white / top copy) to Fleet services. Place original DVIR form (white / top copy) back in vehicle on the dash or seat of the vehicle so mechanic can find and sign-off on the repairs.
 - Truck Number, Odometer (MIL), and Driver Name are required.
- The DVIR forms requiring repair, will be collected each day Fleet Services Support personnel from the fax. The repairs will be scheduled and repairs performed immediately, unless a repair required cannot be complete in the time available. If a unit cannot be repair the unit will be pulled from service until the resources and repairs can be completed.

- When repairs cannot be performed the Local Garage personnel or by external service providers, the keys will be pulled from the unit a hang card will be left to notify the foreman and operator. An email will be sent to the District Supervisor and Service foreman to alert them the unit is out of service. Only when all the repairs have been completed can the vehicle be operated.
- Once the repairs are completed, the Garage Personnel or external service mechanic will sign off on the DVIR form (white / top copy) and the copy still attached in the inspection book (yellow / carbon copy), and leave the DVIR inspection on the driver's seat for repair verification and inspection the following day.
- Once the repairs are complete and noted by a certified mechanic the driver must verify the repairs are completed. As the driver is starting the Pre-trip inspection, he/she should first check and verify the repair have been completed from the previous day. If satisfied with the repair the driver must sign the DVIR inspection and return the form to the DVIR to the local supervisor or clerical personnel for filing.
- Additional Information
 - Post-Trip Inspection is the MOST IMPORTANT; all problems found throughout the day that effect the DOT Vehicle inspection should be noted.
 - Pre-trip should be a quick review of vehicle condition and to verify all the repairs turned in prior to the per-trip have been resolved.
 - DVIR completion is only required if the vehicle or trailer is utilized.
 - Drivers name/signature must be legible, in case of additional information is required.
 - Current DVIR Inspection books should remain in the truck at all times.
 - Standard DVIR Inspection book will be using is JJ Keller / Product Code: 015-B or 115-B, 2 part carbon or carbonless. Which can be obtained by going to EMAIL or the books are available through the Storeroom.
 - Completed DVIR Books (Yellow Copy) must be kept, until completed, in the vehicle or at the local district. Once the inspection book is completed and all the original (white / top copy) copies have been turned in the book can be discarded in a recycle bin to be shredded.
 - Completed DVIR Forms (Original White Copy) must be kept for 1 year plus current.
 - No repairs other than that defined by the DVIR book should be noted on the DVIR form, unless the repairs needed affect the safe operation of the vehicle.
 - DVIR takes the place of the Weekly Vehicle Inspection reports for those units 10,001 lbs and larger. All smaller vehicles, less than 10,001 GVW are also no longer required to complete the weekly vehicle inspection report.
 - Local clerical personnel will inspection in the DVIR forms received and then maintain a copy of each vehicle and trailers DVIR (Original White Copy) reports for 13 months plus current.

- DVIR are a requirement of State and Federal DOT Regulations, it is also a Compliance requirements for Energy Corp.

Compliance Process

- Refer to Federal Motor Carrier Safety Administration Regulation;

Inspection, repair, and maintenance

§ 396.11 Driver vehicle inspection report(s)

- On a daily basis, for the vehicle and trailers operated that day, the completed original DVIR forms (white / top copy) will be turned in for recording and filing. As the original (white / top copy) are received by local Business Unit or department clerical or support personnel, the completion will be recorded in the DVIR Log spreadsheet. The DVIR Log spreadsheet will list all the vehicles and trailers for that specific department or business unit required to comply with the DVIR regulations (Greater than 10,000 GVW Single or Combine weight).
- After the recording of the receipt of the DVIR the original (white / top copy) form will be filed and kept for 1 year plus the current month locally. The file must be accessible to management and State and local authorities for auditing purposes. After the retention period has passed the DVIR Forms should be destroyed.
 - Note; the completed book / carbon copies can be destroyed once the entire original (white / top copy) have been turned in and completed.
- Each month the individual department supervision will review and calculate the overall percentage of compliance by department/location. Once the information is calculated and compiled the information should be sent to the Business Unit compliance leadership, show below. The BU Compliance leadership will report the current compliance percentage to the Director of Regional Operations.
- At the end of each quarter, along with the monthly reporting, a copy of the DVIR record of completion spreadsheet for the current period will be reviewed and then turned in to be uploaded along with any additional information to update the Compliance Management system. The data will be used to record both the YTD compliance overall compliance performance.
- Throughout the year it will be the responsibility of all the Utility leadership and the Utility Safety organization to help highlight the importance of compliance and oversee process completion success through periodic audits, safety meeting, IIF Team Workshops, and Safety Day Out events.
- Reporting and BU Compliance Responsibility;

- Responsible Member:
 - VP PDEL Operations
 - VP Utility Technical Support
- Accountable Members;
 - PDEL Distribution Operations - Mgr. North and East Region Ops. / Mgr. South and West Region Operations
 - PDEL System Resources – Dir. System Resources
 - PDEL System Operations – Dir. Operations Support
 - Enterprise Supply Chain – Dir. Supply Chain