Vehicle Inspection Report - Scheduled

1   Navigate to http://fleetio.com

2   Click the Inspection Due.
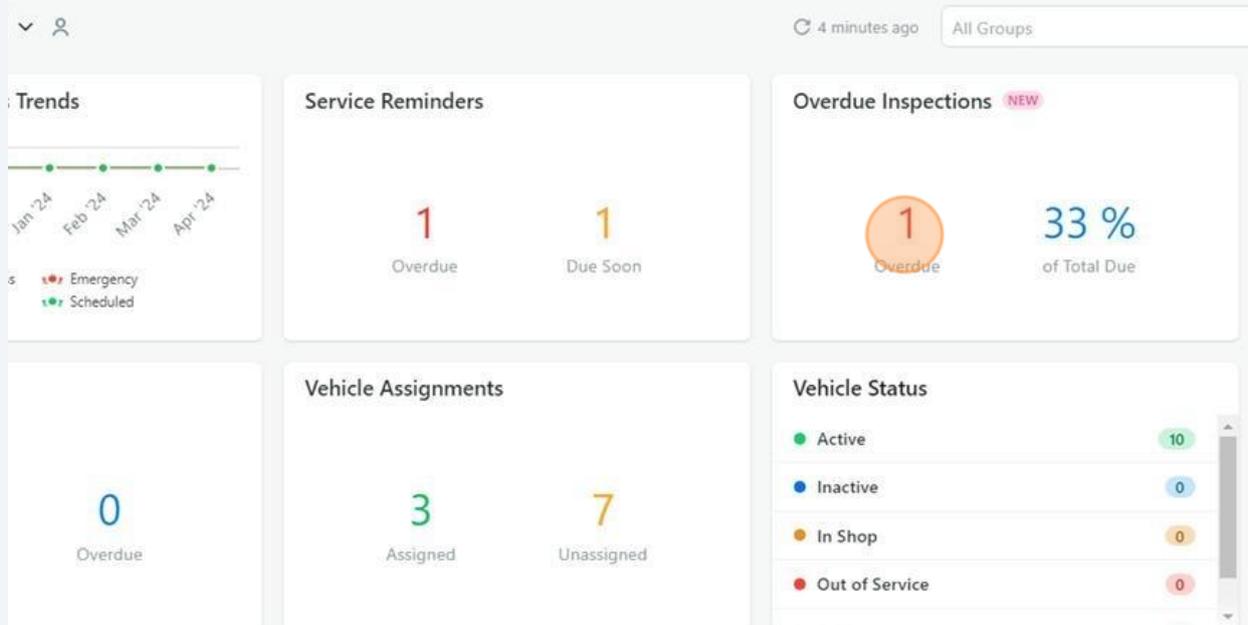
3 Select the vehicle you are inspecting.

Test Test

Dashboard

Vehicles ▸

✓ **Inspections** ▾

   Inspection History

   Item Failures

   Schedules

⚠ **Issues** ▸

⏱ **Reminders** ▸

🔧 **Service** ▸

👥 **Contacts**

🗂 **Vendors**

⛽ **Fuel & Energy**

📍 **Places**

Inspection Schedules

All   ● Due Soon   ● Overdue ⓵   Skipped

🔍 Search   Form ⌄   Frequency ⌄   Vehicle ⌄   Vehicle Group ⌄

☐	Vehicle	Inspection Form	Status	Next D
☐	VEH-0262	Driver Vehicle Inspection Form - TCU	● Overdue	03/11 4 week

VEH-0262

Status	● Active
Operator	TT Test Test — Assigned 1 month, 1 week ago
Type	Sedan

4 Click "Start Inspection"

🔔 18   ⑦   +

···   + Start Inspection

☰ Filters   1 - 1 of 1   ‹   ›   Group: None ⌄   ⚙

e ▲	Last Inspected	Schedule	Frequency	Manually Overridden
2024 ago	—	Daily with reminder set at 10:00 AM on the due date	Daily	✓

5 Click "Driver Vehicle Inspection Form - TCU"
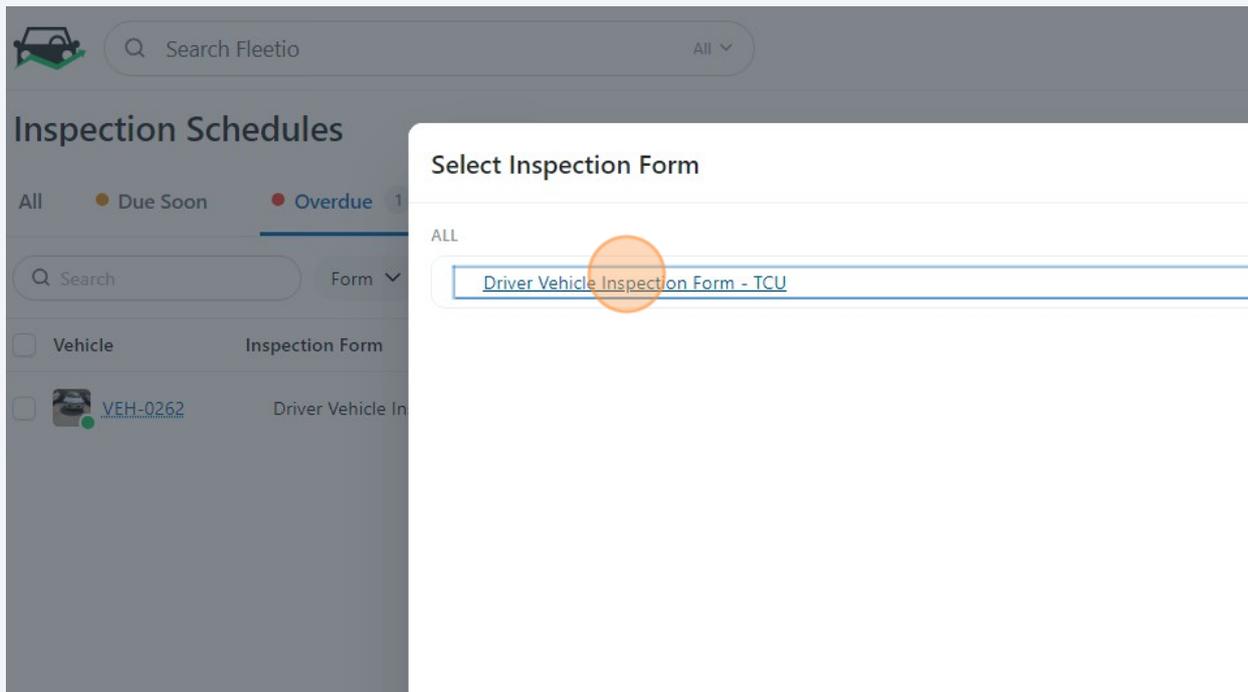
6 Select the Vehicle being inspected.
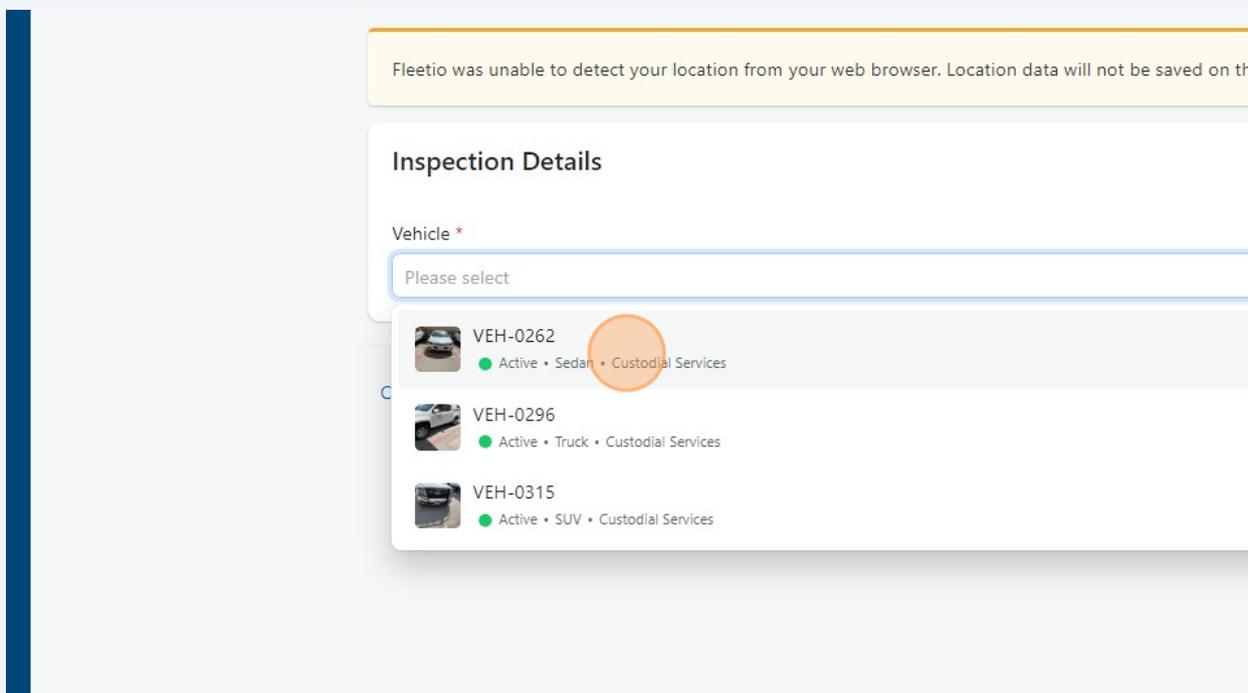
7 Add the current odometer reading.

All ⌄

× ↕

Primary Meter

| | mi ☐ Void

Last updated: 18,861 mi (2 months ago)

Meter Entry Photo Verification

Pick File

No file selected

＋ Add Remark ⌄

8 Take a photo of each side of the vehicle and upload to appropriate location.

No file selected

Item Checklist

Interior Cleanliness *

Take a photo of the interior

Pick File | Or drop file here

No file selected

Exterior Condition - Front *

Photo of Vehicle Front

View Instructions

Pick File | Or drop file here

No file selected

9 Review each inspection item and click 'Pass' or 'Fail'.

View Instructions   No file selected

Horn *   ○ Pass   ○ Fail

Windshield and Wipers/Washers *   ○ Pass   ○ Fail

Rear Vision Mirrors *   ○ Pass   ○ Fail

Lighting Devices and Reflectors *   ○ Pass   ○ Fail

10 Add comment and/or photo if 'Fail' is selected.

+ Add Remark

● Pass   ○ Fail
                                              + Add Remark ⌄

○ Pass   ● Fail
                                              + Add Remark ⌄

                    Add Comment   🗨
                    Add Photo   🖼

○ Pass   ○ Fail
                                              + Add Remark ⌄

○ Pass   ○ Fail
                                              + Add Remark ⌄

11 Select the appropriate Vehicle Condition and sign.

Tires *
○ Pass   ○ Fail
+ Add Remark ⌄

Wheels and Rims *
○ Pass   ○ Fail
+ Add Remark ⌄

Sign-Off

Vehicle Condition OK *
This must be checked if there are no defects.

Not safe to operate
+ Add Remark ⌄

Reviewing Driver's Signature *

Sign   Type your name to sign
+ Add Remark ⌄

Cancel   Save Inspection

12 Click "Save Inspection"

○ Pass   ○ Fail
+ Add Remark ⌄

Not safe to operate
+ Add Remark ⌄

Sign   Rebekah Atkinson

+ Add Remark ⌄

Save Inspection

13 If any items fail, Click "Create Issue"

Photo of Vehicle Rear			
Horn	✓ Pass		
Windshield and Wipers/Washers	✓ Pass		
Rear Vision Mirrors	✓ Pass		
Lighting Devices and Reflectors	✓ Pass		
▶ Parking Brake 💬	✗ Fail	🔒 Acknowledge	Create Issue
Tires	✓ Pass		
Wheels and Rims	✓ Pass		

Sign-Off

Vehicle Condition OK This must be checked if there are no defects.	✗ Not safe to operate	🔒 Acknowledge	Create Issue
Reviewing Driver's Signature	Rebekah Atkinson		