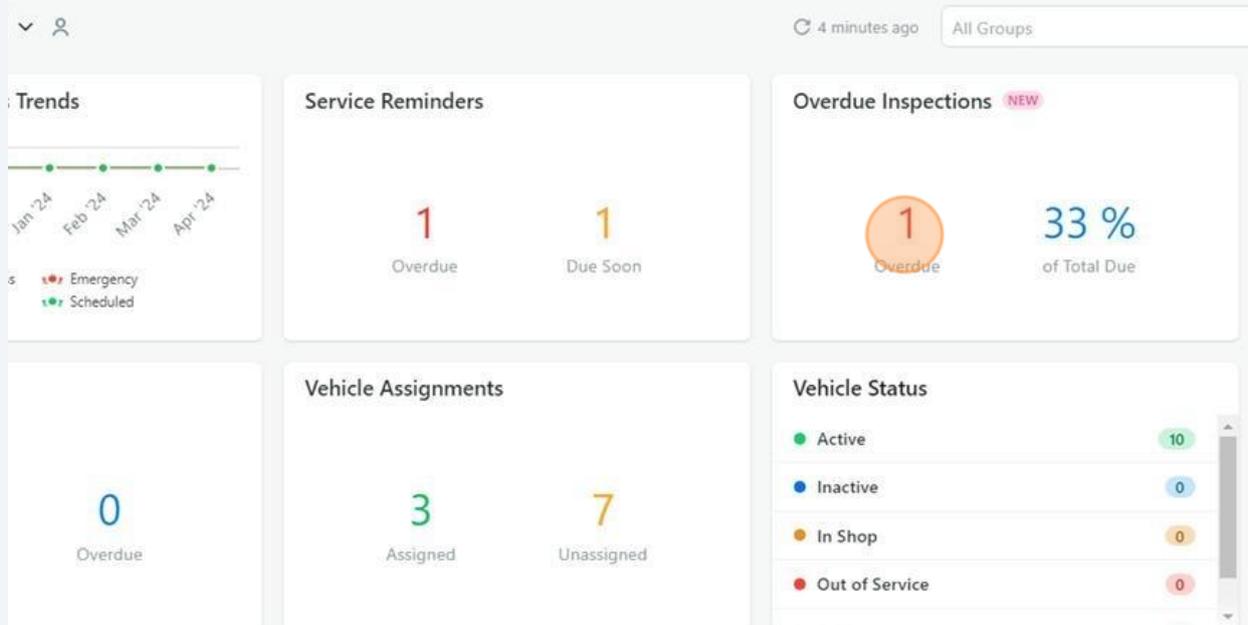


Vehicle Inspection Report - Scheduled

1 Navigate to <http://fleetio.com>

2 Click the Inspection Due.



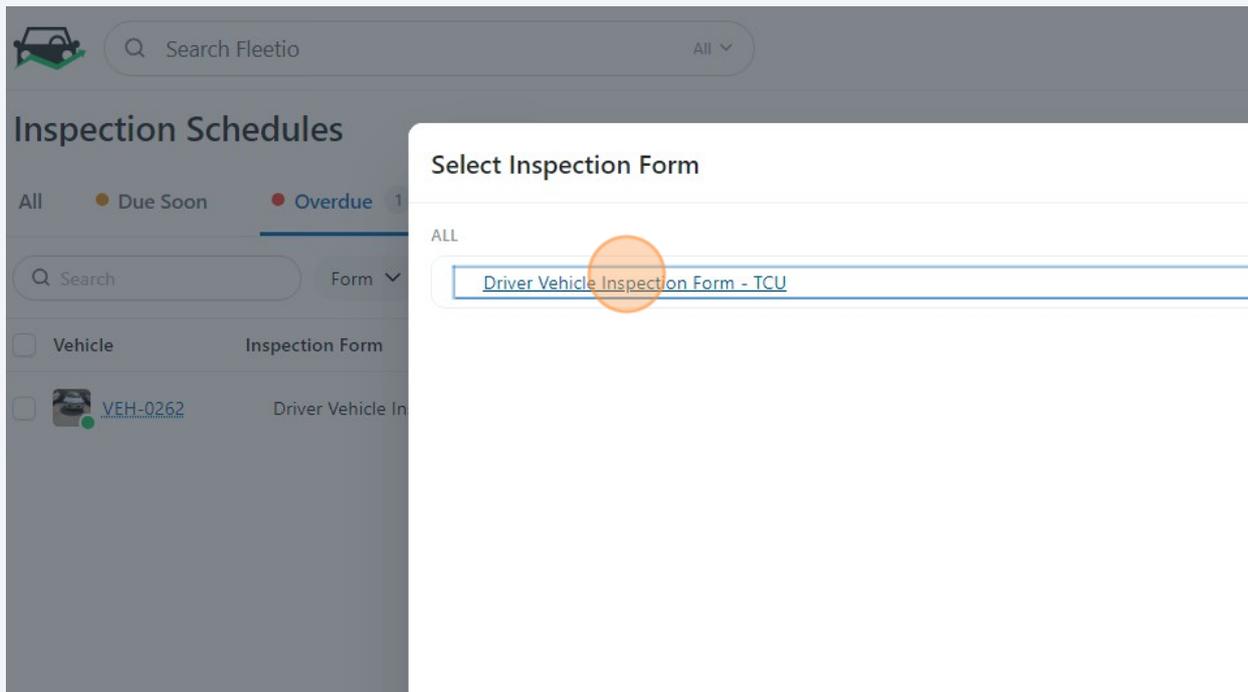
3 Select the vehicle you are inspecting.

The screenshot shows the 'Inspection Schedules' interface. On the left is a dark blue sidebar with navigation items: Dashboard, Vehicles, Inspections (with sub-items: Inspection History, Item Failures, Schedules), Issues, Reminders, Service, Contacts, Vendors, Fuel & Energy, and Places. The main content area is titled 'Inspection Schedules' and has tabs for 'All', 'Due Soon', 'Overdue' (with a '1' badge), and 'Skipped'. Below the tabs are filters for 'Search', 'Form', 'Frequency', 'Vehicle', and 'Vehicle Group'. A table lists inspection items with columns for 'Vehicle', 'Inspection Form', 'Status', and 'Next Due'. One item is highlighted: 'VEH-0262' with 'Driver Vehicle Inspection Form - TCU' and 'Overdue' status. A popup window for 'VEH-0262' is open, showing: Status: Active; Operator: Test Test (Assigned 1 month, 1 week ago); Type: Sedan.

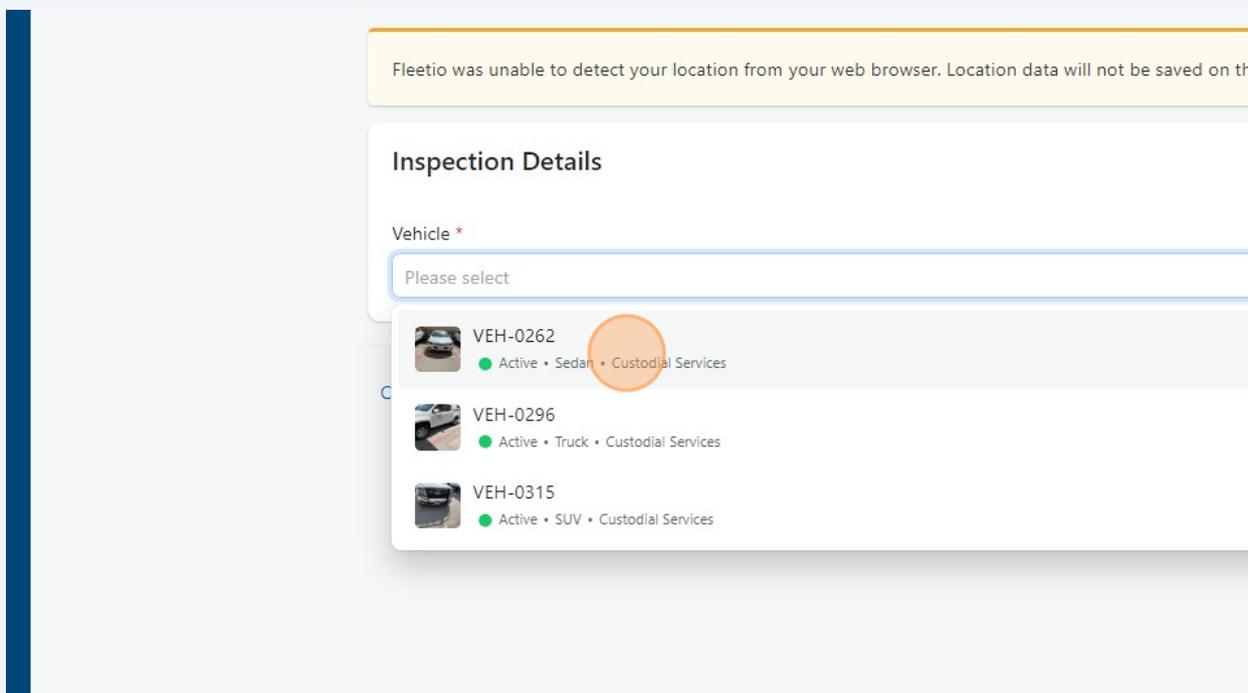
4 Click "Start Inspection"

The screenshot shows the details for a specific inspection schedule. At the top right, there are notification icons (a bell with '18', a question mark, and a plus sign). Below them is a three-dot menu and a blue button labeled '+ Start Inspection' which is circled in orange. At the bottom, there is a table with columns: 'Last Inspected', 'Schedule', 'Frequency', and 'Manually Overridden'. The table contains one row with the following data: '2024 ago' (with a red 'ago' label), an empty cell, 'Daily with reminder set at 10:00 AM on the due date', 'Daily', and a checkmark.

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.

View Instructions No file selected

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.

The screenshot shows a form with three main sections. The first section contains two rows: 'Tires *' and 'Wheels and Rims *'. Each row has radio buttons for 'Pass' (selected) and 'Fail', and a '+ Add Remark' link. The second section is titled 'Sign-Off' and contains a dropdown menu for 'Vehicle Condition OK *' with 'Not safe to operate' selected, and a '+ Add Remark' link. The third section is for 'Reviewing Driver's Signature *' and has a text input field with the placeholder 'Type your name to sign' highlighted by an orange circle. At the bottom, there are 'Cancel' and 'Save Inspection' buttons.

12 Click "Save Inspection"

This is a close-up view of the bottom portion of the form. It shows the 'Sign' field with the name 'Rebekah Atkinson' entered. Below the signature field is the 'Save Inspection' button, which is highlighted with an orange circle. The 'Add Remark' links are also visible for each section.

13 If any items fail, Click "Create Issue"

Photo of Vehicle Rear The vehicle must pass all of the following items or receive written approval by the laboratory to conduct repairs. There are several exceptions for safety and inspection items in the laboratory. Although the below requirements can be delegated to a competent designee in the laboratory.

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 <small>This must be checked if there are no defects.</small>	✗ Not safe to operate	Acknowledge Create Issue
Reviewing Driver's Signature	Rebekah Atkinson	