Vehicle Inspection Report

1   Navigate to https://fleetio.com

2   Click "Vehicle List"
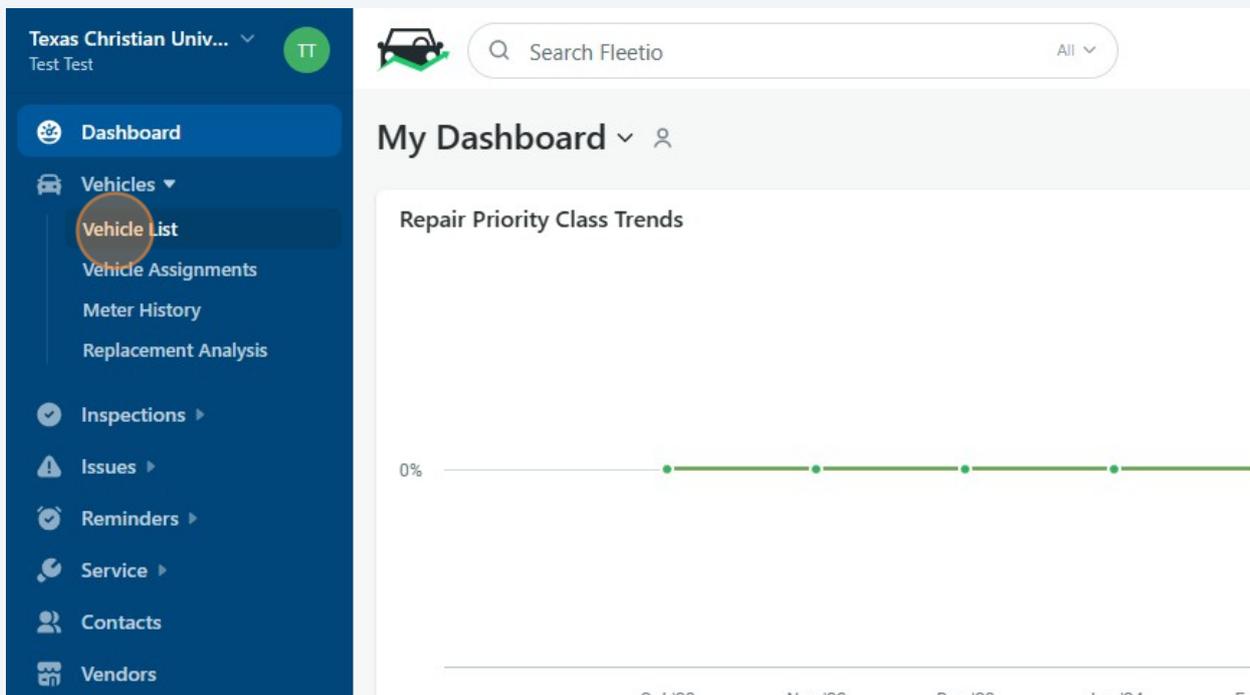
3   **Option 1**: Type the number or name of the vehicle.

4   **Option 2**: Click the vehicle directly from the vehicle list.

5 Click "Add"

6 Click "Add Inspection Submission"
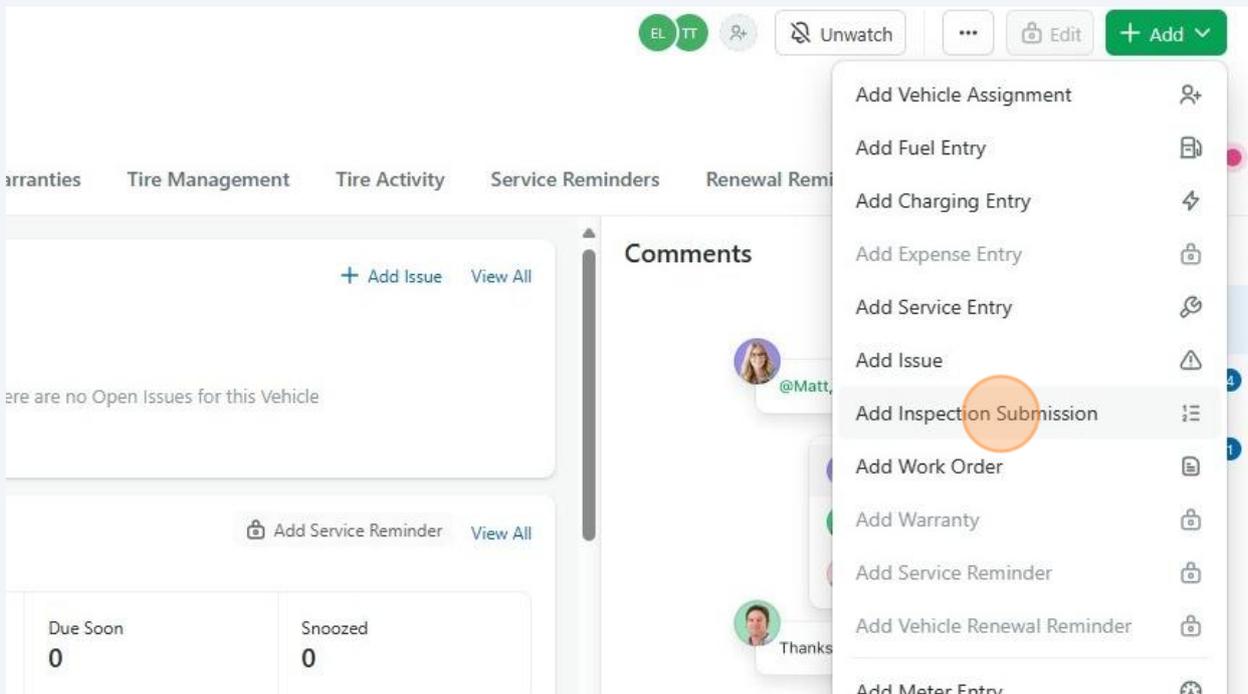
7 Click "Driver Vehicle Inspection Form - TCU"

Select Inspection Form ✕

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ve   Custodial Servic

ALL

Data Snapshots

Driver Vehicle Inspection Form - TCU

Activity

EH-0262

,861 mi

Active

eminder

ustodial Services
cilities /
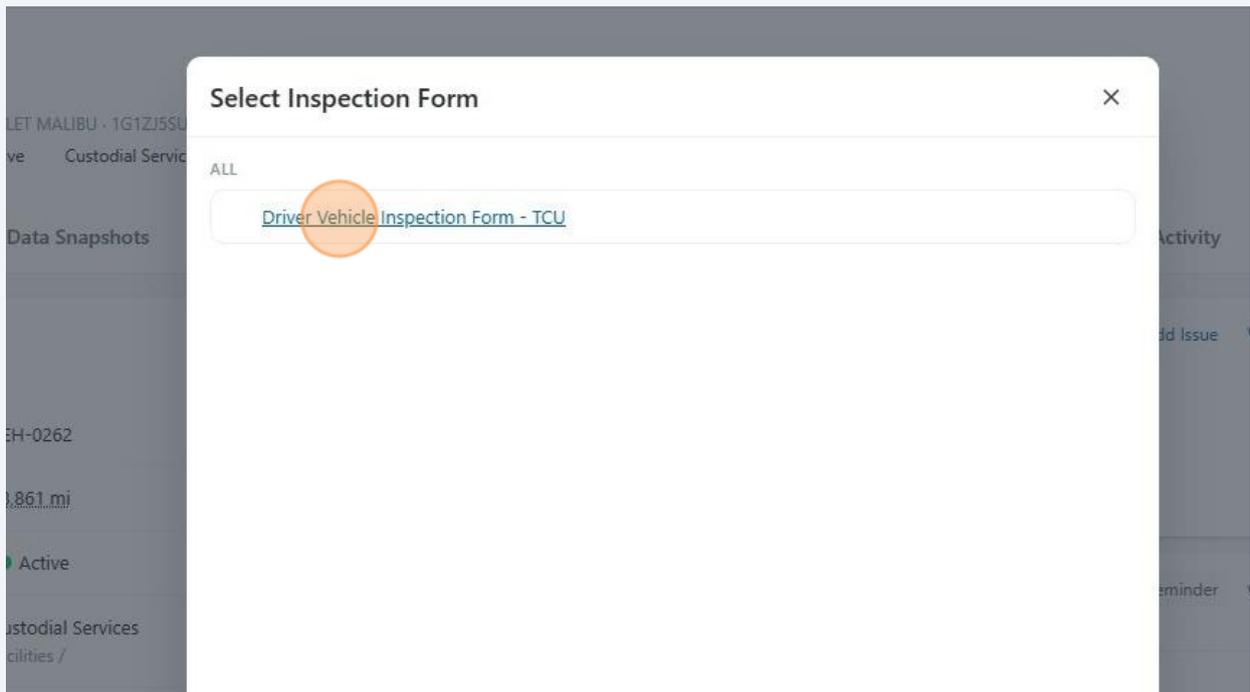
8 Enter the vehicle mileage in the "Primary Meter" field.

from your web browser. Location data will not be saved on this inspection.

✕ ◇

Primary Meter

mi ☐ Void

Last updated: 18,861 mi (25 days ago)
Meter Entry Photo Verification

Pick File

No file selected

＋ Add Remark ⌄
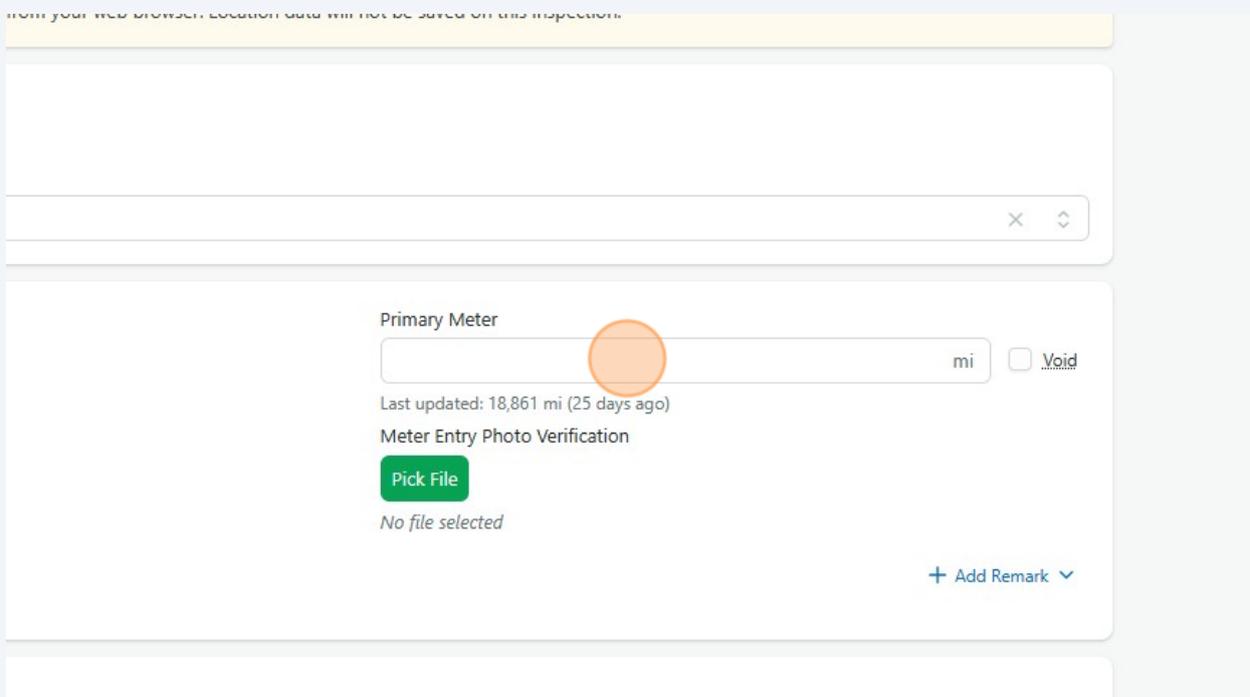
9 Take one photo of the vehicle exterior and an exterior photo of each of the four sides. Attach photo matching the appropriate description.

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

Exterior Condition - Driver's Side *
Photo of Vehicle Driver's Side
View Instructions

Pick File | Or drop file here
No file selected

10 Test the functionality of each component and mark Pass or Fail.

+ Add Remark ⌄

Horn *   ○ Pass   ○ Fail
                                                         + Add Remark ⌄

Windshield and Wipers/Washers *   ○ Pass   ○ Fail
                                                         + Add Remark ⌄

Rear Vision Mirrors *   ○ Pass   ○ Fail
                                                         + Add Remark ⌄

Lighting Devices and Reflectors *   ○ Pass   ○ Fail
                                                         + Add Remark ⌄

11 Click "Add Remark" to add a comment or photo..

+ Add Remark ∨

○ Pass   ○ Fail

+ Add Remark ∨

● Pass   ○ Fail

+ Add Remark ∨

Add Comment   💬

Add Photo   🖼️

● Pass   ○ Fail

+ Add Remark ∨

12 Select the vehicle condition from the dropdown options.

Wheels and Rims   ● Pass   ○ Fail

Sign-Off

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

Reviewing Driver's Signature *

Sign Type your name to sign

Cancel

13 Type to sign your name.

◉ Pass   ○ Fail

+ Add Remark ⌄

No Issues ⇕

+ Add Remark ⌄

Sign │ Type your name to sign

+ Add Remark ⌄

Save Inspection

14 Click "Save Inspection"

+ Add Remark ⌄

No Issues ⇕

+ Add Remark ⌄

Sign │ Type your name to sign

+ Add Remark ⌄

Save Inspection