

Driver Vehicle Inspections and Reporting (DVIR) Process:

Drivers have a responsibility to monitor and report on the condition of every commercial motor vehicle (CMV) and associated equipment they operate each day – this includes both tractors and trailers. This reporting is an indication that the vehicle condition is unsatisfactory, and a need to arrange for repairs is necessary to ensure the continued safe operation of the CMV.

The Federal Motor Carrier Safety Administration (FMCSA) enforces compliance with Federal Motor Carrier Safety Regulation §396.11 Driver Vehicle Inspection Reports (DVIR).

The good news is that drivers are not required to complete and send in a Driver Vehicle Inspection Report if there are no defects noted on the vehicle. Drivers are only required to complete and send in a DVIR when they detect anything wrong with their tractor or any trailers they hauled that particular shift or work day.

- Note: this does not mean drivers/contractors are not required to inspect vehicles pre-operation and post-operation. It just means that if no defects are found a DVIR does not need to be prepared.

The bad news is that the FMCSA checks DVIRs by examining roadside inspection report records and asks for DVIRs for the days our vehicles were inspected and found to have defects. While lightening the paperwork load on drivers, the change has made the job more difficult.

Policy Update for All Drivers and Independent Contractors:

1. All drivers shall conduct a proper vehicle inspection at the beginning of shift as required by Federal Motor Carrier Safety Regulation §392.7 and §396.13.
2. All vehicle inspections shall be recorded on the driver's Record of Duty status as "On-duty, not driving" time, and accurately reflect the amount of time spent performing the action per §395.2.
3. Drivers must report all roadside inspections, *on the day they occur*, to the Safety Department.
4. Drivers must report any vehicle maintenance violations to the Maintenance Department, and if placed Out-of-Service should immediately notify the Operations Department/Dispatcher.
5. Drivers must prepare a DVIR noting *all* defects listed on the roadside inspection form on the day of the roadside inspection.
 - a. **This applies to out-of-service and non-out-of-service violations noted.**
 - b. Drivers/contractors using PeopleNet: must submit e-DVIR the day of the roadside inspection in order to have a DVIR with the correct date on it. Sending a DVIR three to four days after the fact does the company no good.
 - c. If the company misses getting a DVIR completed the day of the roadside inspection, drivers/contractors shall prepare a paper DVIR and date it the day of the roadside inspection.
6. **No Driver shall move any vehicle with Out-of-Service defects until all defects are repaired.**
7. Non-out-of-service defects must be repaired at the next available stop with repair capability.
8. All DVIRs, the certification of repairs, and the certification of the driver's review shall be retained by the Maintenance Department for 3-months from the date the report was prepared as required by FMCSR §396.11 (a) (4).
9. DVIRs may be submitted via:

<u>PeopleNet</u>	<u>Fax #</u>	<u>Email</u>
e-DVIR	573-264-2968	maintenance@buchheits.com

DVIR Process:

1. For vehicles with defective equipment, identified by the driver during a visual inspection, or by the DOT during a roadside inspection, the driver is required to report the defect on a DVIR.
2. Drivers identifying equipment *safety defects* must report this to directly to the Maintenance Department on or before the completion of that day's trip.
3. Defects are identified either by:
 - a. Driver's experience while operating the CMV.
 - b. Defects reported during a roadside inspection.
4. Communication with Maintenance shall occur via phone or PeopleNet message:
 - a. Maintenance shall open a Road-Call report that will be retained electronically for a minimum of 90 days in our maintenance database system.
 - b. Each Road-Call report shall contain the following information:
 - the unit number(s) of the equipment being reported.
 - the driver reporting the equipment problem.
 - a description of the equipment deficiencies affecting safe operation.
 - a continuing record of all updating communications to the initial report.
 - the date and description of the inspection and/or repairs completed.
 - c. Determine with the driver's input as necessary the level and immediacy of response relative to the problems being reported
 - A vehicle subject to an official Out-of-Service order, or presenting a defect constituting an imminent hazard, shall be repaired before the vehicle is allowed to return to service.
 - All other equipment safety defects shall be repaired either at the company terminal or an approved repair facility before that unit is again authorized for dispatch.
 - d. Advise the driver to complete the DVIR to reflect the vehicle's condition at the time of reporting.
 - e. Road-Call reports noting safety defects shall be reviewed by the Maintenance Director for verification of planned or completed repairs same day by 5 p.m.
 - f. Open reports from the previous day shall be reviewed by 8 a.m.
 - g. Open reports from previous day not planned for repairs by 5 p.m. review must be referred to Safety to determine whether to place vehicle OOS.
 - h. Weekend Road-Call reports not closed within 24 hours requires notice and direction from Maintenance or Safety Director.
5. For any dispute between a driver and the Maintenance Department regarding either the nature of the defect reported or the proposed maintenance response, the following steps shall be taken:
 - a. Maintenance shall immediately refer the driver to the Maintenance Director.
 - b. If unable to address the driver's concerns about their equipment, then immediately conference Safety into the call.
 - c. Safety in consult with the driver may determine the maintenance response.
6. Drivers must be advised that it is their prerogative to contact the Safety Department directly to discuss their concerns or questions regarding the operating condition of their equipment.
7. **Under no circumstance shall a driver be pressured to operate a vehicle they believe is not safe to drive.**