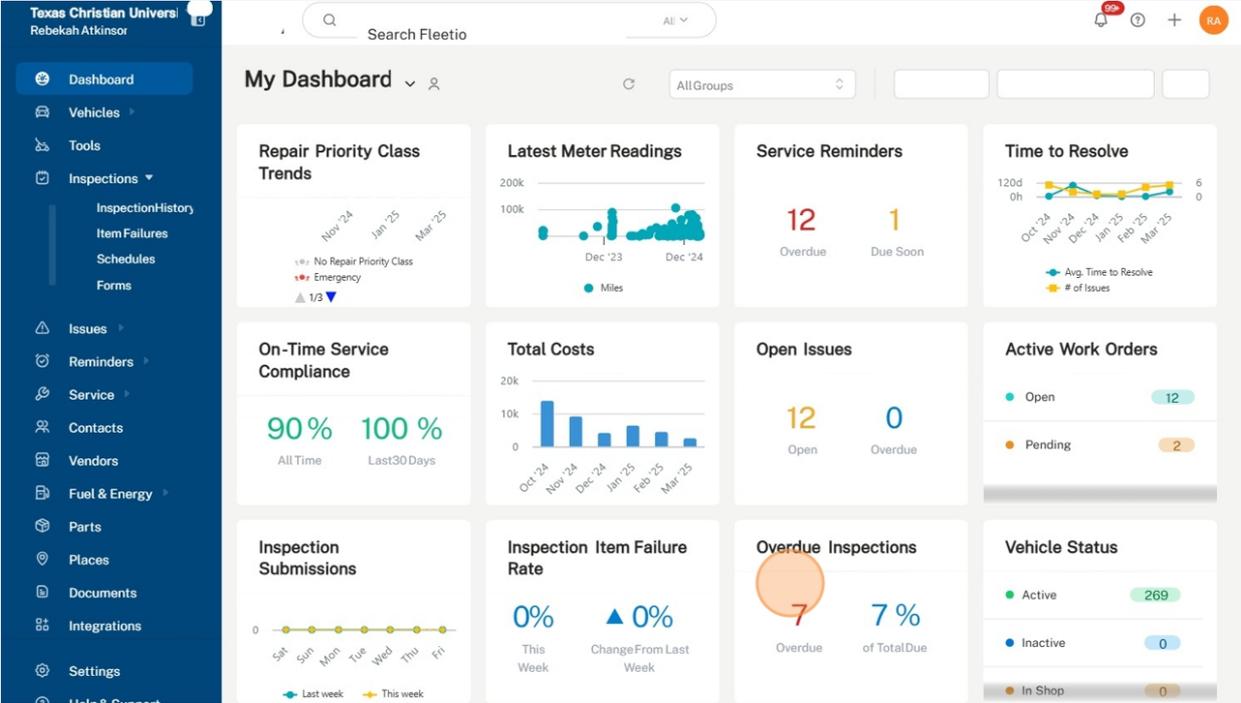


Vehicle Inspection Report - Scheduled

1 Navigate to the Fleetio software and select the Overdue Inspections:



2 Select the vehicle receiving the inspection:

The screenshot shows the 'Inspection Schedules' page in the Fleetio interface. A modal window for vehicle VEH-0269 is open, displaying the following details:

- Status: Active
- Operator: Ethan Long (Assigned 1 year, 2 weeks ago)
- Type: Truck
- Year Make Model: 2017 CHEVROLET COLORADO
- Group: Warehouse (Facilities /)
- VIN/SN: 1GCGS8EN4H1215458
- Current Meter: 4,533 mi

The background table lists inspection schedules with columns: Vehicle, Inspection Form, Status, Next Due, Last Inspected, and Schedule. The first row is highlighted, showing a 'Driver Vehicle Inspection Form - TCU' that is 'Overdue' with a next due date of 09/05/2024 and a last inspected date of 03/05/2024.

3 Click the green "+Add" button and click "Add Inspection Submission"

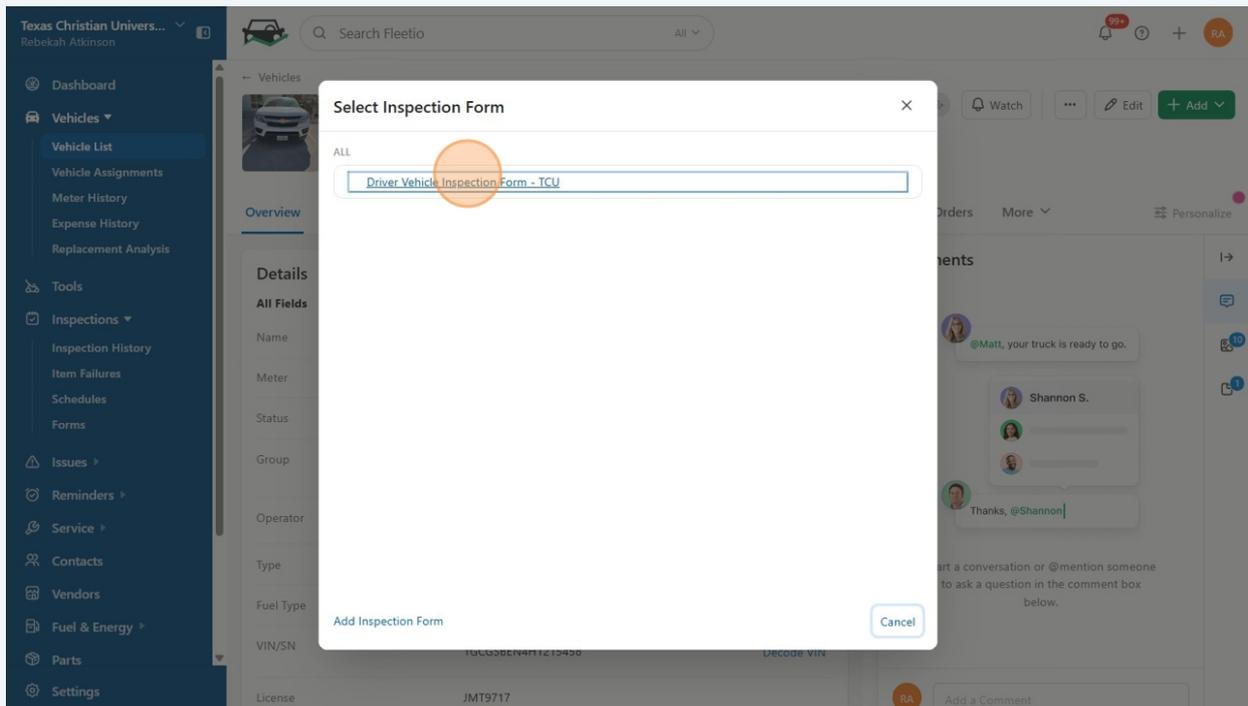
The screenshot shows the vehicle details page for VEH-0269. The '+ Add' button is highlighted, and a dropdown menu is open, showing the following options:

- Add Vehicle Assignment
- Add Fuel Entry
- Add Expense Entry
- Add Service Entry
- Add Issue
- Add Inspection Submission (highlighted with an orange circle)
- Add Work Order
- Add Service Reminder
- Add Vehicle Renewal Reminder
- Add Meter Entry

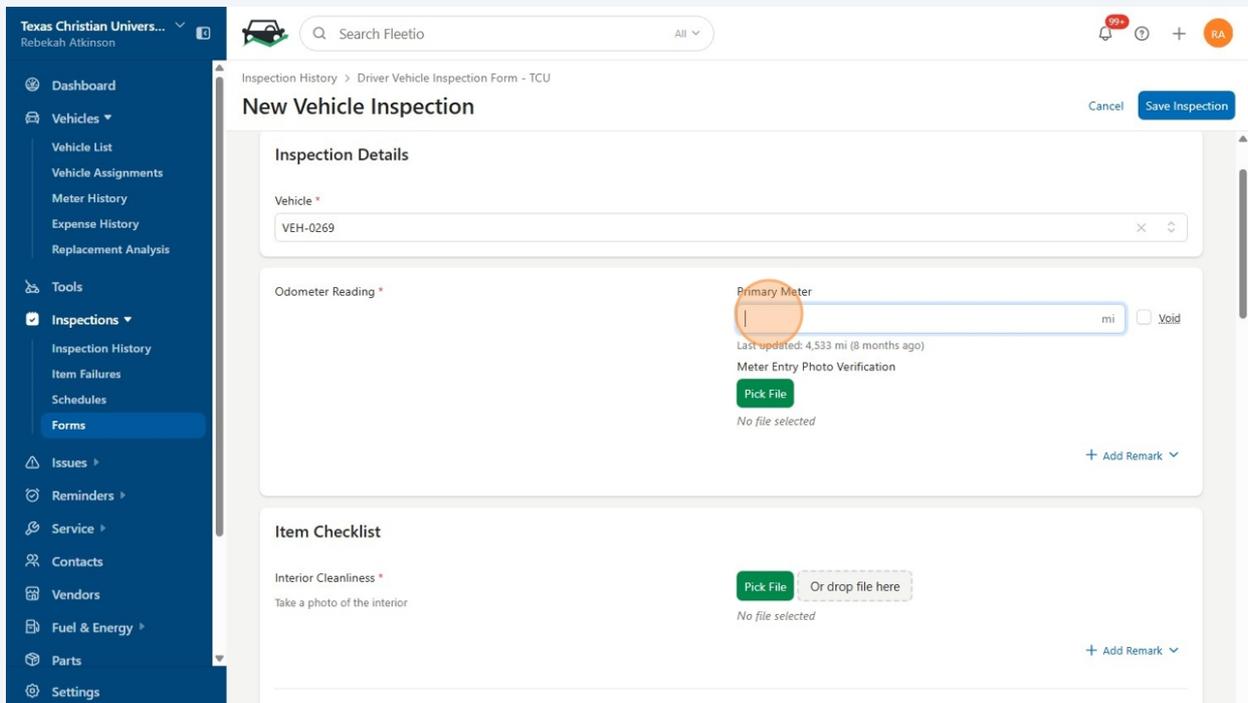
The vehicle details shown include:

- Name: VEH-0269
- Meter: 4,533 mi
- Status: Active
- Group: Warehouse
- Operator: Ethan Long
- Type: Truck
- Fuel Type: Gas
- VIN/SN: 1GCGS8EN4H1215458
- License: JMT9717

4 Click "Driver Vehicle Inspection Form - TCU"



5 Update the Odometer Reading:



6 Take or upload a photo of the vehicle interior and all four sides of the exterior:

Inspection History > Driver Vehicle Inspection Form - TCU

New Vehicle Inspection

Cancel Save Inspection

No file selected

+ Add Remark

Item Checklist

Interior Cleanliness *
Take a photo of the interior

Pick File Or drop file here

No file selected

+ Add Remark

Exterior Condition - Front *
Photo of Vehicle Front
View Instructions

Pick File Or drop file here

No file selected

+ Add Remark

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

Pick File Or drop file here

No file selected

+ Add Remark

7 Click the "Pass", "Fail", or "N/A" for all fields:

Inspection History > Driver Vehicle Inspection Form - TCU

New Vehicle Inspection

Cancel Save Inspection

Pick File Or drop file here

No file selected

+ Add Remark

Photo of Vehicle Rear
View Instructions

Fire Extinguisher *
Vehicle has up-to-date fire extinguisher.
View Instructions

Pass Fail N/A

+ 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

8 If an area fails, click "Add Comment" and/or "Add Photo":

Inspection History > Driver Vehicle Inspection Form - TCU

New Vehicle Inspection

Cancel Save Inspection

+ Add Remark

Fire Extinguisher *	<input checked="" type="radio"/> Pass	<input type="radio"/> Fail	<input type="radio"/> N/A	+ Add Remark
Vehicle has up-to-date fire extinguisher. View Instructions				
Horn *	<input checked="" type="radio"/> Pass	<input type="radio"/> Fail		+ Add Remark
Windshield and Wipers/Washers *	<input type="radio"/> Pass	<input checked="" type="radio"/> Fail		+ Add Remark
Rear Vision Mirrors *	<input checked="" type="radio"/> Pass	<input type="radio"/> Fail		+ Add Remark
Lighting Devices and Reflectors *	<input checked="" type="radio"/> Pass	<input type="radio"/> Fail		+ Add Remark
Parking Brake *	<input checked="" type="radio"/> Pass	<input type="radio"/> Fail		+ Add Remark

Callout menu: Add Comment, Add Photo

9 Select the appropriate vehicle condition:

Inspection History > Driver Vehicle Inspection Form - TCU

New Vehicle Inspection

Cancel Save Inspection

Tires *	<input checked="" type="radio"/> Pass	<input type="radio"/> Fail	+ Add Remark
Wheels and Rims *	<input checked="" type="radio"/> Pass	<input type="radio"/> Fail	+ Add Remark

Sign-Off

Vehicle Condition OK *

This must be checked if there are no defects.

Has issues but safe to operate

+ Add Remark

Reviewing Driver's Signature *

Sign **Rebekah Atkinson**

+ Add Remark

Cancel Save Inspection

10 Click the "Type your name to sign" field.

The screenshot shows the 'New Vehicle Inspection' form in a web application. The left sidebar contains a navigation menu with categories like 'Vehicles', 'Tools', 'Inspections', and 'Issues'. The main form area is titled 'New Vehicle Inspection' and includes sections for 'Tires', 'Wheels and Rims', and 'Sign-Off'. The 'Sign-Off' section has a dropdown for 'Vehicle Condition OK' set to 'No Issues' and a signature field labeled 'Reviewing Driver's Signature' with the placeholder text 'Type your name to sign'. An orange circle highlights this signature field. 'Cancel' and 'Save Inspection' buttons are visible at the top and bottom right of the form.

11 Click "Save Inspection"

This screenshot shows the same 'New Vehicle Inspection' form as above, but with changes in the 'Sign-Off' section. The 'Vehicle Condition OK' dropdown is now set to 'Has issues but safe to operate'. The signature field now contains the name 'Rebekah Atkinson'. An orange circle highlights the 'Save Inspection' button at the bottom right of the form. The 'Cancel' button is also visible at the bottom left.

12 If an area fails, an Issue is automatically created.

The screenshot displays the Fleetio 'Inspection History' interface. On the left is a navigation sidebar with categories like Dashboard, Vehicles, Tools, Inspections, Issues, Reminders, Service, Contacts, Vendors, Fuel & Energy, Parts, Settings, and Help & Support. The main content area shows 'Inspection History' for 'Submission #73773936'. A yellow warning box at the top left states: 'Location permission was not enabled on this device when the inspection was submitted.' The inspection items list includes: Exterior Condition - Rear (with photos), Fire Extinguisher (Pass), Horn (Pass), Windshield and Wipers/Washers (Fail), Rear Vision Mirrors (Pass), Lighting Devices and Reflectors (Pass), Parking Brake (Pass), Tires (Pass), and Wheels and Rims (Pass). An orange arrow points from the 'Fail' status of 'Windshield and Wipers/Washers' to a link labeled 'Issue #99'. Below the items is a 'Sign-Off' section with 'Vehicle Condition OK' (marked as 'Has issues but safe to operate'), a 'Reviewing Driver's Signature' of 'Rebekah Atkinson', and buttons for 'Acknowledge' and 'Create Issue'. A footer note reads 'Created by Rebekah Atkinson a few seconds ago'.