

# Driver Vehicle Inspection Checklist (DVIC)



Driver First Name: \_\_\_\_\_ Driver Last Name: \_\_\_\_\_ DSP Code & Company Name: \_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_ License Plate: \_\_\_\_\_ License Plate State: \_\_\_\_\_

Asset type: \_\_\_\_\_ Current Odometer Reading: \_\_\_\_\_

Inspection Location \_\_\_\_\_ Station Code: \_\_\_\_\_

Inspection Date (MM/DD/YYYY): \_\_\_\_\_ Start Time: \_\_\_\_\_ AM / PM (circle one) Inspection Type: Pre-Trip / Post-Trip (circle one)

Check (✓) any defective item needing repairs, replacement or affecting normal operations.

**\* = OUT OF SERVICE DEFECT THAT MUST GROUND THE VEHICLE IMMEDIATELY UNTIL THE SAFETY ISSUE IS FIXED**

1. FRONT SIDE OF VEHICLE		
Parts and Accessories	Defects	✓
Lights and light covers	*Lights or light covers are cracked, broken, or missing	
	*Headlight is not working	
	*Hazard light is not working	
Suspension & exhaust System	*Loose or hanging objects underneath	
	*Noticeable leaning of vehicle (when parked)	
Electric Vehicle (EV) system	*Battery boxes are unsecured or damaged	
	*Any loose, hanging, faulty, or frayed wires	
	*Orange wires are present: High Voltage! Do not touch!	
2. PASSENGER SIDE		
Side mirrors	*Mirror or glass is missing	
	Bulb cover is missing	
	Plastic casing is missing, or broken	
	*Side mirrors have cracks or damage but is not in your line of sight	
	*Side mirrors have cracks or damage that is in your line of sight	
	*Side mirrors are loose, hanging, unsecured, or held up with a zip-tie, tape, or similar	
	Side mirrors cannot be adjusted	
Front tire, wheel and rim	*Tire is flat, leaking air, bulging, or swelling	
	*Tire has objects, cuts, dents, or exposed wire on its surface	
	*Tire has insufficient tread (Less than 2/32" or 1.6mm)	
	*Tire has insufficient tread (Less than 4/32" or 3.2mm)	
	*Tire has uneven wear on treads	
	*Wheel, rim, or mounting equipment is damaged, cracked, or broken	
	*Wheel nuts are missing, or loose	
Fuel and fluids	Fuel cap is missing or broken	
	*Charging port cap is missing or broken	
	*Active red, orange, yellow, green, blue, brown, black, or pink fluid leaking on the ground	
Lights and light covers	*Lights or light covers are cracked, broken, or missing	
Body and doors	Scratch/dent/chips that are more than 6 inches (15 cm)	
	Punctured holes, or sharp edges	
	*Items attached to the body of the vehicle (for example: lift gates and hood latches) are missing, damaged, loose, unsecure, hanging, or held with a zip-tie, tape, or similar	
	*Side step is damaged/loose/unsecure/hanging/missing (Branded vehicles only)	
	*Doors cannot open, or close	
	Doors cannot lock correctly	
	Other	
Suspension & exhaust system	*Loose or hanging objects underneath	
	*Noticeable leaning of vehicle (when parked)	
EV system	*Battery boxes are unsecured or damaged	
	*Any loose, hanging, faulty, or frayed wires	
	*Orange wires are present: High Voltage! Do not touch!	
Back tire, wheel and rim	*Tire is flat, leaking air, bulging, or swelling	
	*Tire has objects, cuts, dents, or exposed wire on its surface	
	*Tire has insufficient tread (Less than 2/32" or 1.6mm)	
	*Tire has uneven wear on treads	

	*Wheel, rim, or mounting equipment is damaged, cracked, or broken	
	*Mud flap is damaged, missing, unsecured or held up with a zip-tie, tape or similar	
	*Wheel nuts are missing, or loose	
<b>3. BACK SIDE</b>		
Camera/monitor	*Back-up camera is loose, hanging, missing, or mounted with a tape, zip-tie, or similar	
Lights and light covers	*Lights or light covers are cracked, broken, or missing	
	*Tail light is not working	
	*Hazard light is not working	
	*License plate light is not working	
Body and doors	Scratch/dent/chips that are more than 6 inches (15 cm)	
	Punctured holes, or sharp edges	
	*Items attached to the body of the vehicle (for example: lift gates and hood latches) are missing, damaged, loose, unsecure, hanging, or held with a zip-tie, tape, or similar	
	*Rear step/bumper is damaged/loose/unsecure/hanging/missing (Branded vehicles only)	
	*Doors cannot open, or close	
	Doors cannot lock correctly	
	Other	
License plates/tags	*License plates/temp tags/ are damaged, missing, or expired	
	*DOT/CA BIT/ State Inspection sticker is missing or expired	
Suspension & exhaust system	*Loose or hanging objects underneath	
	*Noticeable leaning of vehicle (when parked)	
EV system	*Battery boxes are unsecured or damaged	
	*Any loose, hanging, faulty, or frayed wires	
	*Orange wires are present: High Voltage! Do not touch!	
<b>4. DRIVER SIDE</b>		
Back tire, wheel and rim	*Tire is flat, leaking air, bulging, or swelling	
	*Tire has objects, cuts, dents, or exposed wire on its surface	
	*Tire has insufficient tread (Less than 2/32" or 1.6mm)	
	*Tire has uneven wear on treads	
	*Wheel, rim, or mounting equipment is damaged, cracked, or broken	
	*Mud flap is damaged, missing, unsecured or held up with a zip-tie, tape or similar	
	*Wheel nuts are missing, or loose	
Fuel and fluids	Fuel cap is missing or broken	
	*Charging port cap is missing or broken	
	*Active red, orange, yellow, green, blue, brown, black, or pink fluid leaking on the ground	
Lights and light covers	*Lights or light covers are cracked, broken, or missing	
Body and doors	Scratch/dent/chips that are more than 6 inches (15 cm)	
	Punctured holes, or sharp edges	
	*Items attached to the body of the vehicle (for example: lift gates and hood latches) are missing, damaged, loose, unsecure, hanging, or held with a zip-tie, tape, or similar	
	*Doors cannot open, or close	
	Doors cannot lock correctly	
	Other	
Suspension & exhaust system	*Loose or hanging objects underneath	
	*Noticeable leaning of vehicle (when parked)	
EV system	*Battery boxes are unsecured or damaged	
	*Any loose, hanging, faulty, or frayed wires	
	*Orange wires are present: High Voltage! Do not touch!	
Side mirrors	*Mirror or glass is missing	
	Bulb cover is missing	
	Plastic casing is missing, or broken	
	Side mirrors have cracks or damage but is not in your line of sight	
	*Side mirrors have cracks or damage that is in your line of sight	
	*Side mirrors are loose, hanging, unsecured, or held up with a zip-tie, tape, or similar	
	Side mirrors cannot be adjusted	
	*Tire is flat, leaking air, bulging, or swelling	

Front tire, wheel and rim	*Tire has objects, cuts, dents, or exposed wire on its surface	
	*Tire has insufficient tread (Less than 2/32" or 1.6mm)	
	*Tire has insufficient tread (Less than 4/32" or 3.2mm)	
	*Tire has uneven wear on treads	
	*Wheel, rim, or mounting equipment is damaged, cracked, or broken	
	*Wheel nuts are missing, or loose	
<b>5. IN CAB</b>		
Steering, seatbelt, horn, and alarm	*Steering wheel has excessive vibration	
	Steering wheel is stiff, loose, or needs alignment	
	*Seatbelt is missing, torn, or frayed	
	*Seatbelt is not working	
	*Horn, backup alarm, or seatbelt alarm is not working	
Wipers	*Wipers are missing, damaged, or not working	
	*Windshield washer system/wiper fluid reservoir is not working	
	*Defroster/heater is not working	
Windshield	Windshield has crack/chips/stars/bullseyes or damage but it is not in your line of sight	
	*Windshield has crack/chips/stars/bullseyes or damage that is in your line of sight	
	*Windshield has crack/chips/stars/bullseyes or damage that is more than 1 inch	
	*Device/Accessory is mounted on the windshield	
HVAC systems	*Defroster/heater is not working	
	*Low air flow from vents	
	AC not blowing cold air	
Dashboard warning light	*Any red warning lights/lamps are on or flashing	
	*State of charge is low (< 95%)	
Brakes	*Air pressure gauge read less than 79 lb./in2 (5.5 kg/cm2)	
	Foot brake is squeaking	
	*Foot brake has leaking air	
	*Foot brake vibrates	
	*Foot brake is grinding, or not working	
	Foot brake is loose, or stiff	
	*Parking brake is not working	
	Parking brake is loose, weak, or stiff	
	*Parking brake is engaged and dashboard light is not on	
*Parking brake is not engaged and dashboard light is on		
Lights and light covers	*Turn signal is not working	
	*Hazard light is not working	
	*Dashboard light is not working	
Safety accessories	*Fire extinguisher is missing, mounted with a tape, zip-tie or similar, or the dial/needle is not in the green zone	
	*Delivery device cradle is damaged, missing, or is mounted with a tape, zip-tie or similar	
	*Reflective triangles are missing	
	*Spare fuses are missing	
Camera/monitor	*Camera monitor is missing, broken, or not working	
	*Camera monitor is mounted with a tape, zip-tie, or similar	
	*Back-up camera is loose, hanging, missing, or mounted with a tape, zip-tie, or similar	
	*Netradyne camera is hanging/disconnected from bracket	
Vehicle documentation	*Insurance Information is missing or expired	
	*Short Haul Exemption is missing or expired	
	*Vehicle Registration is missing or expired	
	*Certification of Lease is missing	
Vehicle Cleanliness	Exterior of vehicle is visibly dirty when viewed from 20 feet away	
	Amazon Prime decal is damaged, missing, or excessively dirty (Branded vehicles only)	
	Interior of vehicle has excessive grime, dust, or trash present	

VEHICLE IS IN SATISFACTORY CONDITION

DRIVER'S SIGNATURE UPON COMPLETION OF ABOVE CHECKLIST \_\_\_\_\_

### **Completing a Paper Inspection for Drivers Operating a DOT-Regulated Vehicle**

If a driver has been notified in the Amazon Delivery App to complete the paper inspection or if an inspection cannot be completed in the Amazon Delivery App, the driver should obtain a blank paper checklist from their DSP management team/dispatcher. A pre-trip paper inspection must be completed **before operating the vehicle** and a post-trip paper inspection must be done **after completing their route when they are done operating the vehicle**. There should be a supply of the paper checklist available in vehicles at all times.

#### **Pre/Post-trip inspection completion**

1. On a new paper DVIC form, the driver must complete the document correctly. The top portion must be complete with the date, time and all the vehicle information filled in. The document must be signed upon completion of the checklist.
2. The driver needs to physically inspect each item on the checklist.
  - a. **No Defects**: If no defects are present on the vehicle, the driver will check the box at the bottom to indicate the “vehicle is in satisfactory condition”.
  - b. **No Out of Service Defects**: If defects are present on the vehicle but it is not an out of service defect, the driver will check the box to indicate the “vehicle is in satisfactory condition”
  - c. **Out of Service Defect** (noted with an asterisk (\*) next to the item): If an out of service defect is present, the driver will check the item in the list.
3. Driver will sign the paper DVIC checklist
4. Driver will provide a copy of the signed paper to their DSP/Dispatcher.
5. The DSP/Dispatcher must audit the paper to ensure it is completed correctly, legible and signed by the driver.
6. **If out of service defects are present on the vehicle and noted on the form, the driver must not drive the vehicle.** The driver must contact the DSP management team/Dispatcher to get an alternate vehicle (if applicable). The DSP management team/Dispatcher should follow their process to place the impacted vehicle out of service, and schedule a repair of the issue(s).
7. The paper inspection must be retained by the DSP for 90 days after route completion.

#### **DVIC Submission**

1. At the end of each day, the DSP management team must scan or take a picture of each paper inspection completed and upload into the Fleet Management Portal. This attachment will be audited so please ensure all fields are completed, it is legible and signed or it will be returned.
2. To upload the paper inspection, go to the [Fleet Management Portal](#), navigate the “Vehicle List” page, then to the specific vehicle for which you want to upload an inspection. From the “Vehicle Detail Page”, click on the “Inspection” tab, then “Upload Inspection”. Follow the instructions in the portal to submit.
3. Complete instructions for uploading a paper inspection can be found in the “DVIC DSP Resource Guide” available in the “Resource Center”.
4. Once repairs have been completed, resolve the defects in the Fleet Portal by resolving the defect and providing proof of repair (e.g. repair work-order, receipt or image).

#### **Reminders!**

1. Please ensure drivers are completing the paper vehicle inspection when prompted in the Amazon Delivery App or when an inspection cannot be completed in the Amazon Delivery App.
2. There should be a supply of paper inspections available in all vehicles at all times.
3. A pre- and post-trip inspection must be completed for all vehicles that are operated. If a paper inspection is completed, it must be uploaded into the Fleet Management Portal by noon the day following execution.
4. Ensure the paper inspections submitted by your driver is completed correctly, legible and signed.
5. If documents are not signed, legible, filled out correctly or does not include the repair documentation, you will receive an email to resend the corrected document. To avoid this, please ensure you follow the instructions listed above.