

## REQUIREMENTS FOR DESIGNATED VENDORS, TERMINAL OPERATORS AND POOL MANAGERS/M&R MANAGERS FOR ADDRESSING Driver Vehicle Inspection Reports (DVIRs) Revised 11 July 2012

Identified below are scenarios where equipment enters a terminal, has a DVIR with a reported defect (RCD) and the procedures that the CCM Pools require of the Terminal Operator and M&R Vendor.

The Terminal Operator may or may not have the capability to place units OOS (apply gate holds). These procedures will address all options. M&R Vendors and Terminal Operators should communicate with the CCM Pool Manager to confirm which scenario applies to their operation.

The Pool has designated specific M&R Vendors to act upon addressing any Roadability Component Defect (RCD) reported via a Driver Vehicle Inspection Report. M&R Vendors are assumed to be registered in Chassis.com with its preferred method (i.e. email or EDI) to receive notices of DVIRs with defects (RCDs).

### WHAT IS REQUIRED TO CLEAR A DVIR?

DVIR'S can be cleared using one of the following scenarios:

1. M&R Vendor completes the repairs as noted on a DVIR and submits an invoice to chassis.com using the Repair Type "DVIR". Chassis.com will automatically clear DVIR's with one (1) RCD.
2. Chassis.com will NOT automatically clear a DVIR with more than one (1) RCD. Those will have to be cleared manually by the M&R Vendor.
3. **It is imperative that all repairs to DVIR's be completed in chassis.com using the Repair Type "DVIR" as this is required by FMCSA.**
4. CCM staff can clear a DVIR if, for some reason, it is missed by the M&R Vendor by following the procedure outlined below.

### SCENARIO 1:

#### DVIR IS RECEIVED AT THE TERMINAL GATE AND THE TERMINAL OPERATOR PUTS THE CHASSIS OOS IN ITS TERMINAL OPERATING SYSTEM

This process requires that the Terminal Operator notifies the M&R Vendor of all OOS chassis as a standard procedure. A subsequent DVIR message may be sent from DRS to the M&R Vendor.

1. Unit is placed in OOS status by the Terminal directly into the TOS.

2. The TO will notify the M&R Vendor once the unit is received in-gate, with the location of the chassis on terminal.
3. M&RV will locate unit, place a RED OOS sticker on the front bolster or on the 7 way plug.
4. TO will provide DVIR reported defect information to the M&RV.
5. M&RV will inspect and repair RCD damages or note that repairs are not required.
  - a. If M&RV cannot find damages to repair from the DVIR, he will generate an inspection report indicating the same, and enter the inspection into chassis.com using the "DVIR" Repair Type.
  - b. M&RV will also ensure the entire chassis is acceptable per the CCM Systematic Maintenance procedure.
  - c. If the cost to repair the chassis is higher than the M&RV auto limit, the M&RV has to obtain approval for the repair from the PM.
  - d. All repairs, once completed, are to be entered into chassis.com using the Repair Type "DVIR".
6. M&RV will remove the OOS sticker and replace with a GREEN 'OK' or available sticker.
7. M&RV will advise Terminal Operator to make unit available in TOS.
8. M&RV will invoice the pool for the inspection (no repairs) or repairs and prioritize the invoice processing to the "top of the pile".

#### **SCENARIO 2:**

#### **DVIR IS DELIVERED ELECTRONICALLY TO THE TERMINAL OPERATOR TO PUT THE CHASSIS OOS IN ITS TERMINAL OPERATING SYSTEM**

1. M&RV will receive message from DRS that unit is being returned to terminal with RCD on DVIR.
2. M&RV will coordinate with Terminal Operator to advise when unit is received and location of unit on terminal.
  - a. M&RV will locate chassis and place RED OOS sticker on the bolster or in the 7 way plug.
3. M&RV will inspect and repair RCD damages or note that repairs are not required.
  - a. If M&RV cannot find damages to repair from the DVIR, he will generate an inspection report indicating the same, and enter the inspection into chassis.com using the "DVIR" Repair Type.
  - b. M&RV will also ensure the entire chassis is acceptable per the CCM Systematic Maintenance procedure.
  - c. If the cost to repair the chassis is higher than the M&RV auto limit, the M&RV has to obtain approval for the repair from the PM.
  - d. All repairs, once completed, are to be entered into chassis.com using the Repair Type "DVIR".
4. M&RV will remove the OOS sticker and replace with a GREEN 'OK' or available sticker.
5. M&RV will advise Terminal Operator to make unit available in TOS.
6. M&RV will invoice the pool for the inspection (no repairs) or repairs and prioritize the invoice processing to the "top of the pile".

### SCENARIO 3:

#### DVIR IS DELIVERED TO THE M&R VENDOR TO PUT THE CHASSIS OOS

1. When possible, the unit should be placed in OOS status by the M&RV directly into the TOS.
2. M&RV will locate unit, place a RED OOS sticker on the front bolster or on the 7 way plug.
3. M&RV will inspect and repair RCD damages or note that repairs are not required.
  - a. If M&RV cannot find damages to repair from the DVIR, he will generate an inspection report indicating the same, and enter the inspection into chassis.com using the "DVIR" Repair Type.
  - b. M&RV will also ensure the entire chassis is acceptable per the CCM Systematic Maintenance procedure.
  - c. If the cost to repair the chassis is higher than the M&RV auto limit, the M&RV has to obtain approval for the repair from the PM.
  - d. All repairs, once completed, are to be entered into chassis.com using the Repair Type "DVIR".
4. M&RV will remove the OOS sticker and replace with a GREEN 'OK' or available sticker.
5. If possible, the M&RV will make the unit available in TOS.
6. M&RV will invoice the pool for the inspection (no repairs) or repairs and prioritize the invoice processing to the "top of the pile".

#### CCM POOL MANAGERS AND M&R MANAGERS

CCM pool managers and M&R managers must ensure DVIR's are cleared from chassis.com within seven (7) days (one week) of receiving notification of a DVIR with RCD's.

1. Log in to chassis.com DVIR screen.
  - a. Enter "Date From" going back several months (to the beginning of the pool using chassis.com) to ensure all open DVIR's are captured.
  - b. Enter "Defects" – YES; and "Release" – NO
  - c. Under "Inspection Type", Click - End of Trip DVIR
  - d. Click "Search".
  - e. Click "EXCEL" to move open DVIR's to an EXCEL spreadsheet.
2. With the cursor on Line 1, click Data, then Filter, to sort data.
3. Once the data is sorted, proceed with each location to find open DVIR's. **Chassis.com will have to be checked against the DVIR date for any repairs performed after the date of the DVIR.**
4. Once a repair is found that should clear a DVIR, ensure the M&R vendor clears the DVIR using the "DVIR" repair type.
5. CCM staff can also clear a DVIR by going to the DVIR screen in chassis.com. From there click DVIR then Release DVIR. Enter the DVIR number from the spreadsheet and click Search. Once the DVIR is found, check it on the far left and enter a reason for clearing the DVIR on the far right. Click release and the DVIR will clear.

PM/M&R Manager should view the list of DVIR's received daily and advise the facility M&R Vendor(s) of receipt of same. The PM should ensure Vendor repairs the chassis and clears the DVIR as soon as possible.