



Driver Vehicle Inspection Report (DVIR) Policy

Policy Statement

Hunter Express US Inc. is committed to ensuring the safe operation of all vehicles through proper inspection, reporting, and maintenance procedures. All drivers, employees, owner-operators, and contract drivers are required to complete accurate and timely Driver Vehicle Inspection Reports (DVIR) in accordance with regulatory requirements and Company standards. All defects, whether identified during pre-trip inspections or throughout the day, must be properly documented and reported without exception. Failure to comply with this policy may compromise safety and result in disciplinary action.

Purpose

To establish clear requirements for completing, documenting, and reporting vehicle inspections to ensure compliance with safety regulations and maintain operational safety.

Scope

This policy applies to:

- All company drivers
 - Owner-operators
 - Contract drivers
 - Any personnel operating company or contracted equipment
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Inspection Requirements

1. Inspection Forms

- All DVIR forms must include a **complete list of required inspection items**
- Drivers must ensure they are using an **approved and compliant inspection form**

2. Pre-Trip Inspection

- Drivers must conduct a thorough inspection prior to operating any vehicle
- If no defects are found:
 - A checkmark must be placed in the “No Defects” or equivalent section

3. Defect Reporting (Pre-Trip and During the Day)

- All defects must be:
 - Clearly identified under the appropriate inspection item
 - Fully described in the **Remarks** section
- Defects identified:
 - During pre-trip inspections
 - During the course of the day
 - By enforcement or regulatory officialsmust all be recorded on the DVIR

4. Driver Identification and Signature

- The driver performing the inspection must:
 - Print their full name
 - Sign the inspection report as the **Inspector**
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Defect Reporting and Correction

1. Reporting Obligations

- Drivers must immediately notify the Company or equipment owner upon identifying any defect

2. Repair Decision Process

- The responsible party (e.g., maintenance personnel or supervisor) must determine:
 - Whether the defect requires **immediate repair**, or
 - If the vehicle can operate safely until repair

3. Repair Documentation

- Once a decision is made:
 - The appropriate box on the DVIR must be checked indicating:
 - Repair completed, or
 - Defect does not affect safe operation
- The responsible person must:
 - Sign and date the report as **Mechanic/Authorized Person**

4. Driver Acknowledgment

- The driver must review the repair decision
 - The driver must sign the DVIR acknowledging agreement with:
 - The repair status, or
 - The decision to defer repair
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Driver Responsibilities

- Ensure all defects are:
 - Properly recorded
 - Reported promptly
 - Signed off by an authorized person
 - Confirm all documentation is complete before operating the vehicle
 - Carry the DVIR in the vehicle during the day
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Submission and Recordkeeping

- Completed DVIRs must:
 - Remain in the vehicle during the trip
 - Be submitted to the Company at the end of the shift or as required
 - The Company will retain inspection records in accordance with regulatory requirements
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Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action
 - Removal from service
 - Regulatory violations and penalties
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Go-To Person for This Policy:
Safety Manager

Attachments:
None

Responsibility:
The Safety Manager is responsible for the implementation, communication, and ongoing maintenance of this policy.

Authorized by:
Balkar S. Jhutti
President