
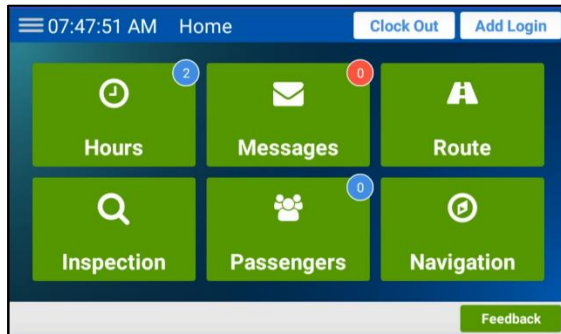
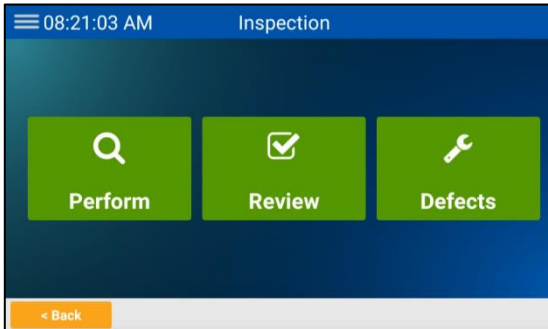


PERFORMING AN INSPECTION: 1.) On the Home screen, tap Inspection. (**NOTE:** You can access the Home screen by tapping  and then Home.)

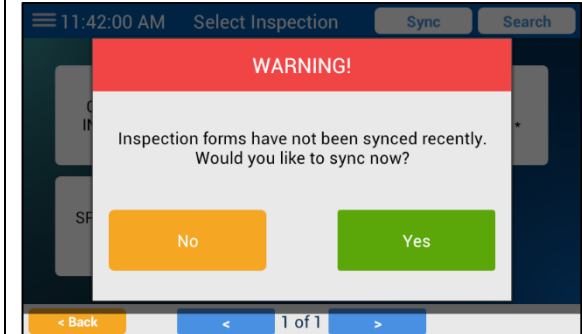


The Inspection screen will appear. (If two employees are logged in, tap your name first.)

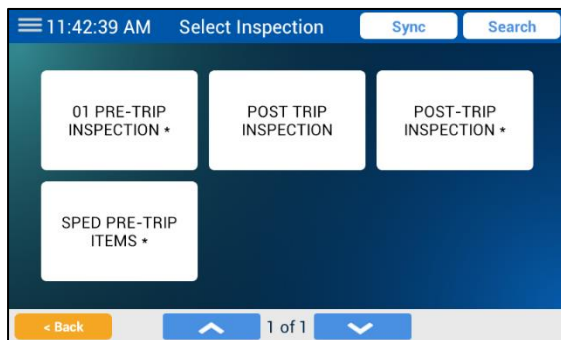
2.) Tap Perform.



3.) If you are prompted to sync the inspection forms, tap Yes or No, as needed.

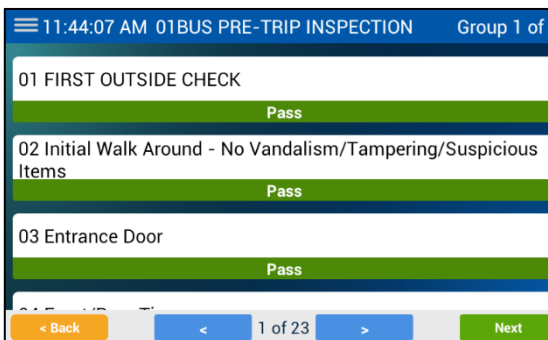


The Select Inspection screen will appear.
4.) Tap the name of the inspection you need to perform.



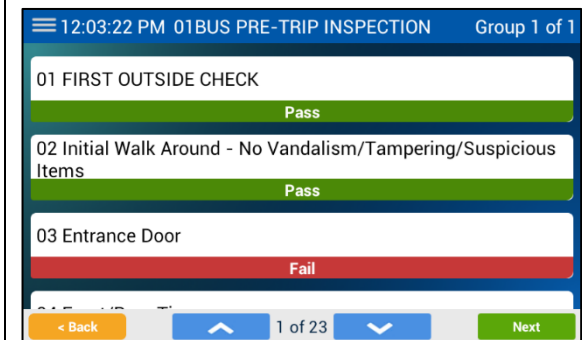
You can tap the down arrow to view additional forms, if needed.

The first group of items will appear.
5.) Physically inspect each item on the list to verify that it's in good working order.



6.) Leave the acceptable items set to **Pass**.

7.) Tap any failing items to change **Pass** to **Fail**.



8.) Tap the down arrow to continue to subsequent pages of items.

9.) For items that require a value to be entered (such as item 36 in this example), select Tap to Enter.

The screenshot shows the '01BUS PRE-TRIP INSPECTION' form. Item 34 'Route Sheet' is marked 'Pass'. Item 35 'FROM DRIVERS SEAT' is also marked 'Pass'. Item 36 'Odometer' has a text input field and a 'Tap to Enter' button. The bottom navigation bar shows '< Back', '<', '12 of 23', '>', and 'Next'.

10.) Use the keypad or keyboard that appears to enter the data.

The screenshot shows a numeric keypad for item 36 'Odometer'. The keypad includes digits 1-9, 0, an 'ABC' button, and a delete button (X). The bottom navigation bar shows '< Back' and 'Next'.

You'll be returned to the inspection form.

12.) If the form has a date field (such as item 01 below), select Tap to Enter.

The screenshot shows the '01BUS PRE-TRIP INSPECTION' form. Item 01 'Date' has a text input field and a 'Tap to Enter' button. Item 02 'Initial Walk Around - No Vandalism/Tampering/Suspicious Items' is marked 'Pass'. Item 03 'Entrance Door' is also marked 'Pass'. The bottom navigation bar shows '< Back', '<', '1 of 23', '>', and 'Next'.

11.) Tap Next.

A date picker will appear.

13.) Select the date.

The screenshot shows a date picker for item 01 'Date'. The date 'May 30, 2023' is selected. The bottom navigation bar shows '< Back', '<', '1 of 23', '>', and 'Next'.

14.) Tap OK.

15.) If an item has subitems (such as 03 Initial Walk Around below), tap Inspect.

The screenshot shows the '01BUS PRE-TRIP INSPECTION' form. Item 01 'Date' is marked 'Pass'. Item 02 'FIRST OUTSIDE CHECK' is marked 'Pass'. Item 03 'Initial Walk Around' is highlighted in orange and has an 'Inspect' button. The bottom navigation bar shows '< Back', '<', '1 of 23', '>', and 'Next'.

The subitems will appear.

The screenshot shows the subitems for item 03 'Initial Walk Around'. The subitems are 'No Vandalism' (Pass), 'No Tampering' (Pass), and 'No Suspicious Items' (Pass). The bottom navigation bar shows '< Back', '<', '1 of 2', '>', and 'Next'.

16.) Inspect all the subitems, tapping the down arrow to get to later pages of subitems.

17.) Select Back (or Next) after checking all the subitems.

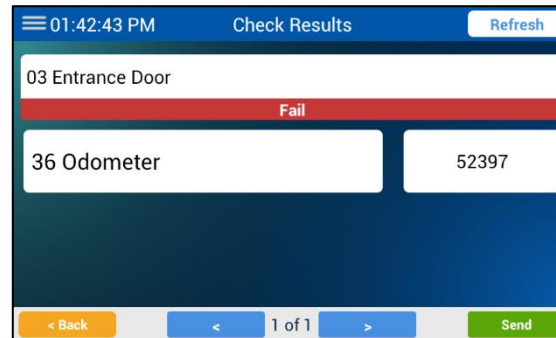
18.) Complete your inspection of all the items in the form.

19.) On the last page of the first group of items, tap Next at the bottom right.

20.) If there is a Group 2 of items, inspect all its items, plus any subsequent groups.

When you tap Next after finishing the last group of items, the Check Results screen will appear, displaying any failed items and fields that had values to enter.

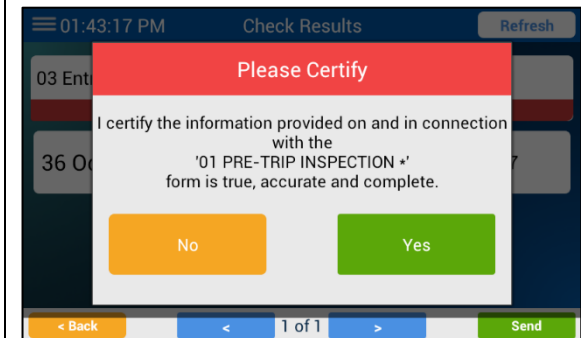
21.) Review the results and make any necessary changes. If you make any changes, tap Refresh.



22.) If everything looks correct, tap Send.

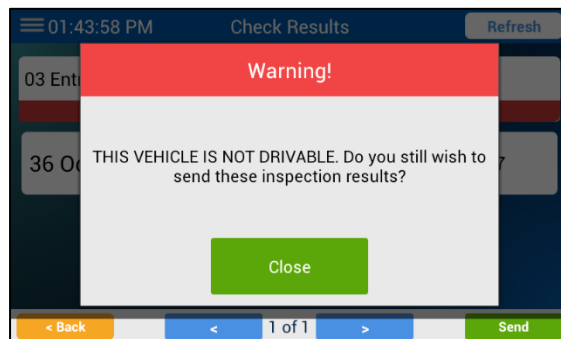
You will be asked to certify your inspection.

23.) If all is complete and accurate, tap Yes.



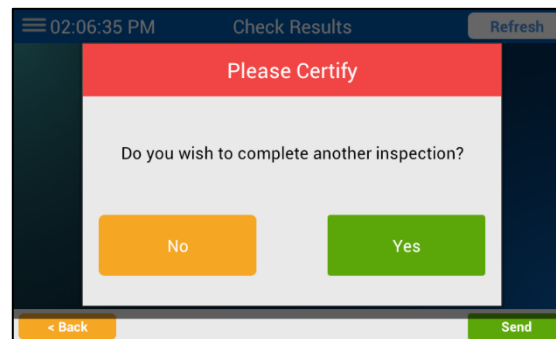
If you need to complete anything, tap No.

If you failed an item that makes the vehicle undrivable, the following warning will appear.




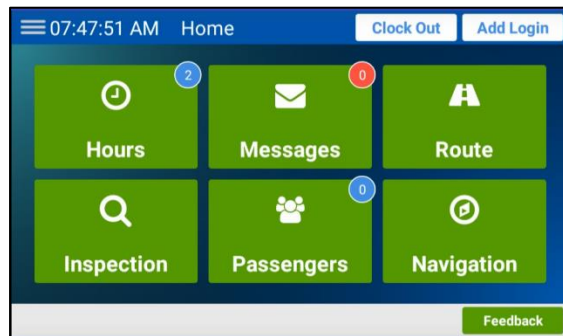
24.) Tap Close and follow whatever procedure your school district mandates.

If everything passed, instead you'll be asked if you want to complete another inspection.

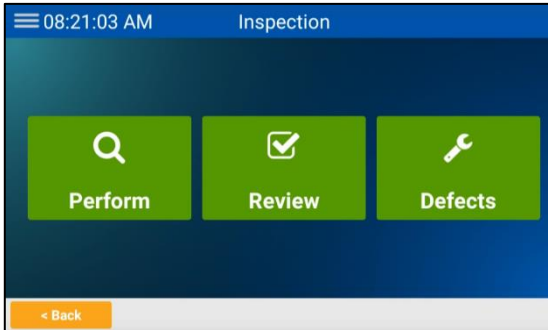


25.) Tap Yes or No, as needed.

REVIEWING PAST INSPECTIONS: 1.) On the Home screen, tap Inspection. (**NOTE:** You can access the Home screen by tapping  and then Home.)



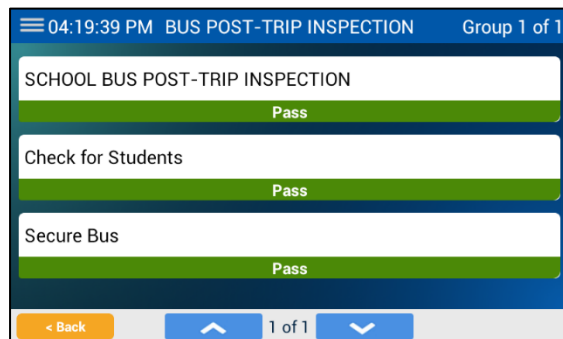
The Inspection screen will appear. (If two employees are logged in, tap your name first.)
2.) Tap Review.



The Completed Inspections screen will appear.
3.) Tap the inspection you want to review. You can tap the down arrow to view additional forms, if needed.



The past inspection will appear.




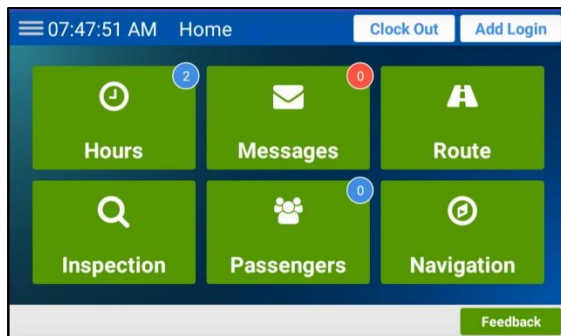
4.) Tap the down arrow to see items on later pages, if needed.

5.) If the form has more than one group of items, tap Next at the end of each group to proceed to any subsequent ones.

6.) When finished reviewing the inspection, tap Back to return to the Completed Inspections screen (and Back twice more to return to the Home screen).

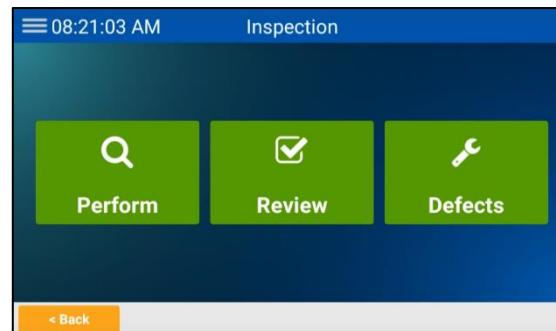
VIEWING DEFECTS: 1.) On the Home screen, tap Inspection.

(**NOTE:** You can access the Home screen by tapping  and then Home.)



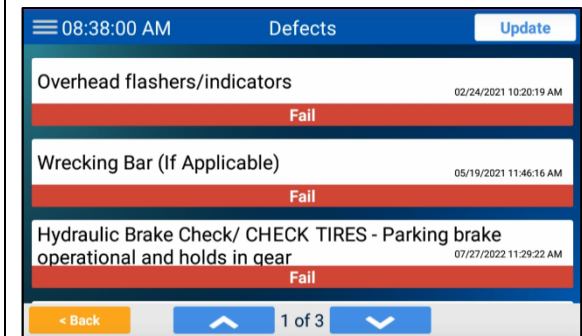
The Inspection screen will appear. (If two employees are logged in, tap your name first.)

2.) Tap Defects.



The Defects screen will appear.

The list will show any items that failed from previous inspections that have not been fixed. The date and time the item was failed will appear on the right.



3.) If you tap Update, anything that has been fixed will be removed from the list.