

# Fleetio Instructions

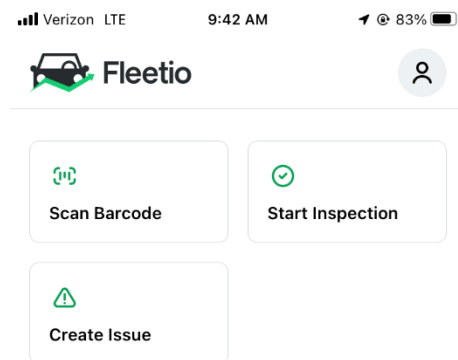
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## FleetioGo Mobile App

Contact [Fleet@nrel.gov](mailto:Fleet@nrel.gov) to get a Fleetio account and access to the mobile app.

## Reporting Issues

- If during your pre- or post-inspection or while operating the vehicle you note an issue:
  1. Identify the license plate of the vehicle. Vehicles in Fleetio are named and searchable using their license plate.
  2. Open the FleetioGo app.
  3. Click on either **Scan Barcode** or **Create Issue** to note the issue for the vehicle.
  4. Include a picture of the issue (if applicable) and additional information in the comments section.
- Refer back to the issue for status updates and additional information as the Fleet Management team works to resolve the issue.



## Inspections

- Use the pre-set inspections available in Fleetio to track conditions.
  1. Click on **Start Inspection** and select the vehicle that you want to inspect (can also be accessed through scanning the barcode on the vehicle).
  2. Select the **Driver Vehicle Inspection Report (DVIR)** and go through the inspection submitting the odometer reading and pass/fail the inspection items. Sign the inspection form at the end before submitting.
  3. Any failed items identified during the inspections will automatically be reported as an “issue” in Fleetio and the Fleet Management team will be notified.
  4. If a safety issue is identified during the inspection, notify the [fleet manager](#) right away and take the vehicle out of service.