FleetCheck

FleetCheck Driver App

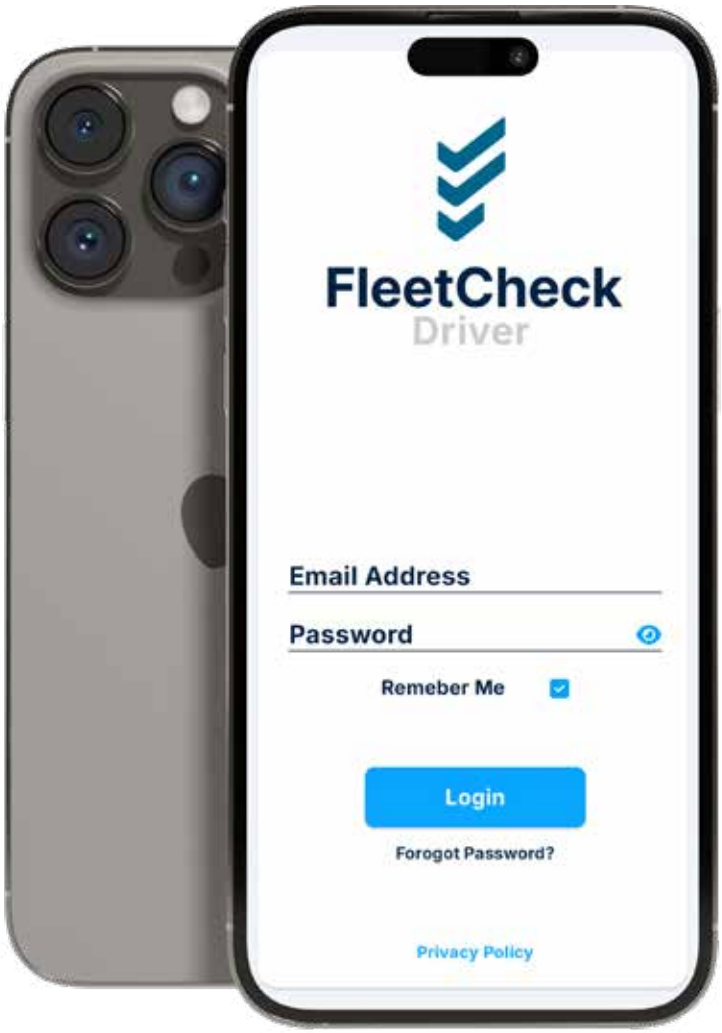
Driver Guide Professional

Installing FleetCheck Driver

To install the FleetCheck Driver app onto your smartphone or tablet, visit the app store used by your phone provider (Android= Google Play store, Apple (iOS) = App store). The app will be displayed as shown below. Once you have clicked “Download”/ “Install” you are ready to go.

Logging In

Once you have downloaded the App, enter your username (email) & password and then click “Log In”.

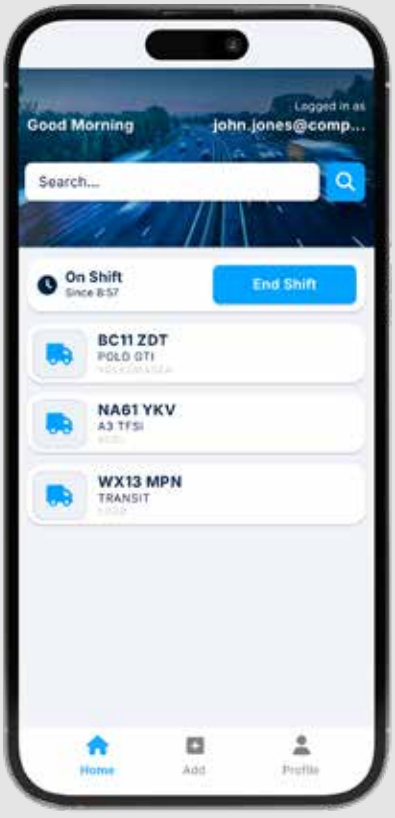


Daily Fit to **Drive Declaration**

When you have logged in, you may be asked to respond to a Fit to Drive Declaration. If you Accept you will be taken to the main App. If you decline you will not be able to go any further



Adding your **Vehicle & Assets**



After you have logged on, you will see any vehicles you are attached to. If you need to add additional vehicles to complete checks, you can click on the + sign on the bottom of the screen, then click on the Add Vehicle button. Enter your vehicle registration number and click on the search icon to locate the vehicle. You can edit registrations to something more memorable i.e. Pickup Truck by using the pen symbol on the vehicle. Please note: This option will only be available if your manager has allowed you to do this and this WILL NOT change the vehicle registration

You can add an asset the same way by tapping the + sign in the bottom. Once added, you can view the asset details and start an inspection just like you would with a vehicle.

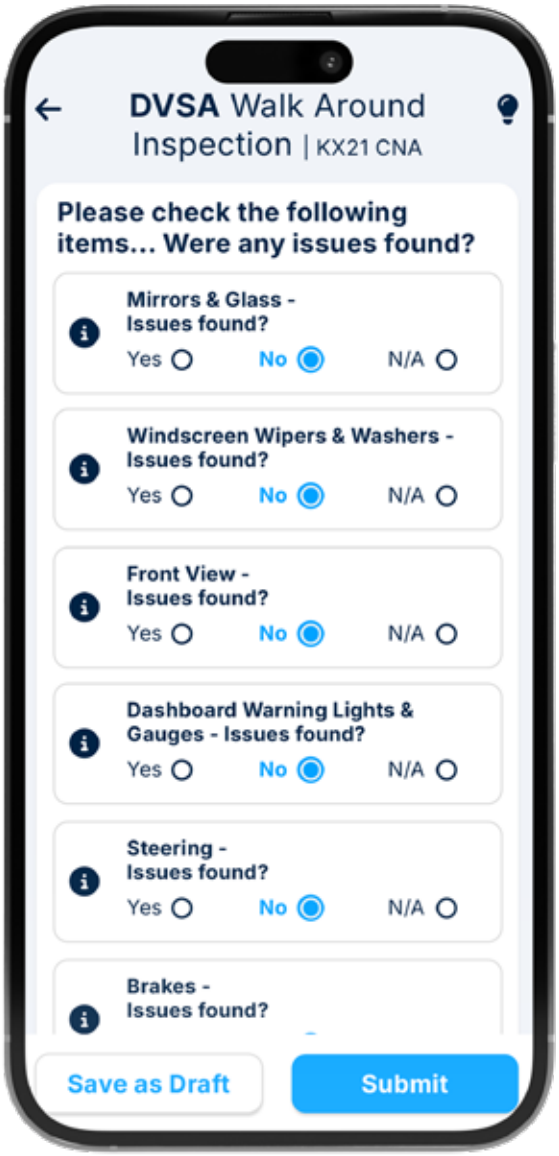


Completing a **Safety Check**

To perform a safety check, click the ‘Start Inspection’ button next to the relevant vehicle. All available checksheets will be listed. Click on the required checksheet title to open it. You can now start a check. If necessary, you can save it and go back to finalise it before submitting your check using our ‘draft’ option.

When the checksheet has opened, the relevant sections appear. After you have reached the end of your checksheet, click the “Submit” button. Your checksheet will automatically be sent to your Fleet/Transport Manager along with any text or photos you may have added to report a defect on the vehicle.

Please note: if your checksheet remains in front of you and doesn’t close after you click “Submit” it may be because you haven’t ticked something that is a mandatory field.





More **Details**

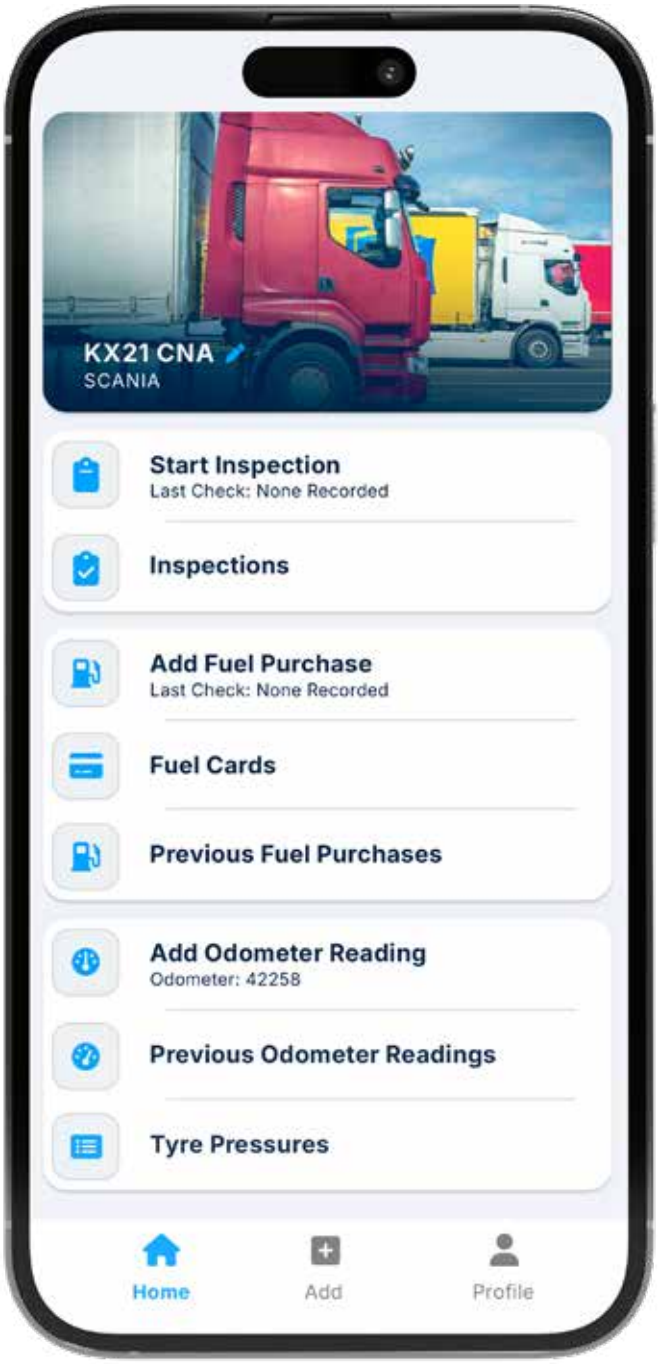
To see more options about the vehicle, click the ‘Details’ button on the homepage next to the relevant vehicle. You can view information such as tax, MOT, service and ULEZ statuses. From the vehicle menu you can complete additional tasks including reporting a collision, odometer readings, viewing support information and entering fuel purchases. If you click on the ‘remove’ button it will take the vehicle off your app.

Vehicle **History**

If you need to see any previous inspections, you can access them from this page by clicking inspections. This opens a menu for you to see the history.

Tyre **Pressures**

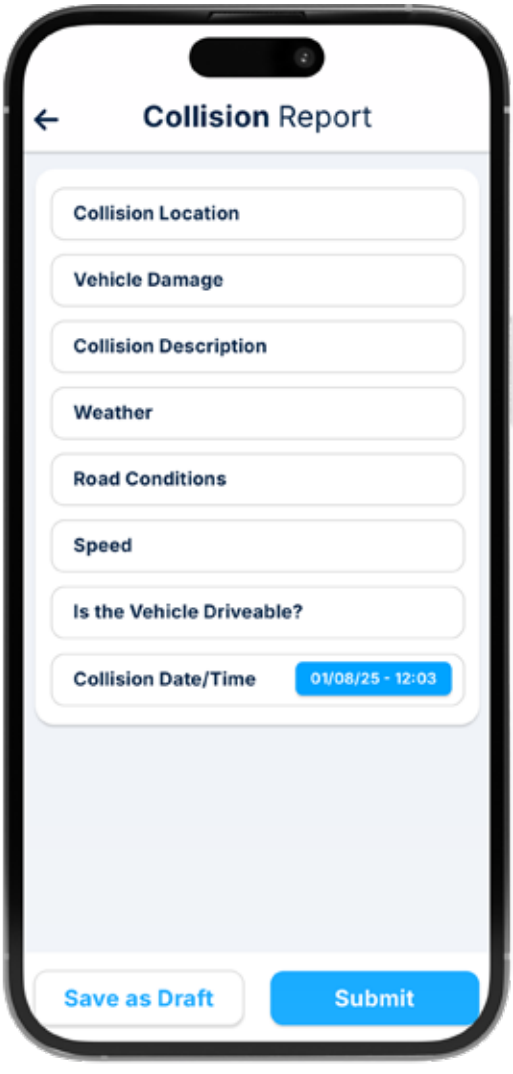
You can easily check your vehicle’s tyre pressures by tapping Tyre Pressures in the Details menu. In the tyre pressure section, just choose the tyre size for your vehicle to see the correct pressures for both loaded and unloaded vehicles.



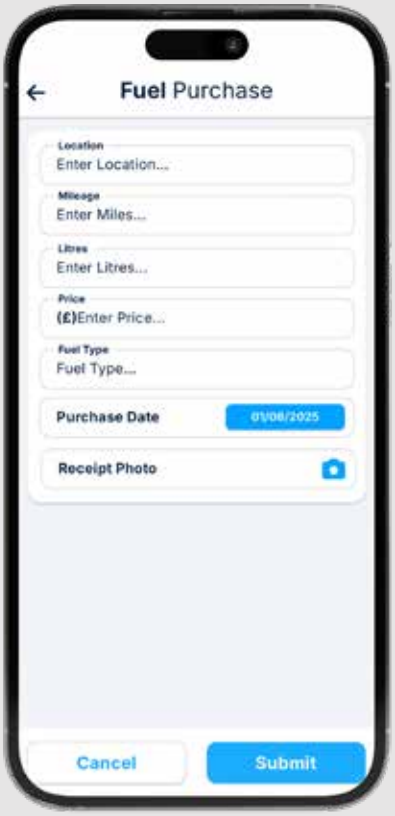


Collisions

To report a collision, simply tap Details next to the vehicle registration and then click Report a Collision. You can fill inthe details step by step, and use the buttons at the bottom of the screen to move to the next page or save your progress to come back and finish it when it's safe to do so.



Fuel Purchase Entry

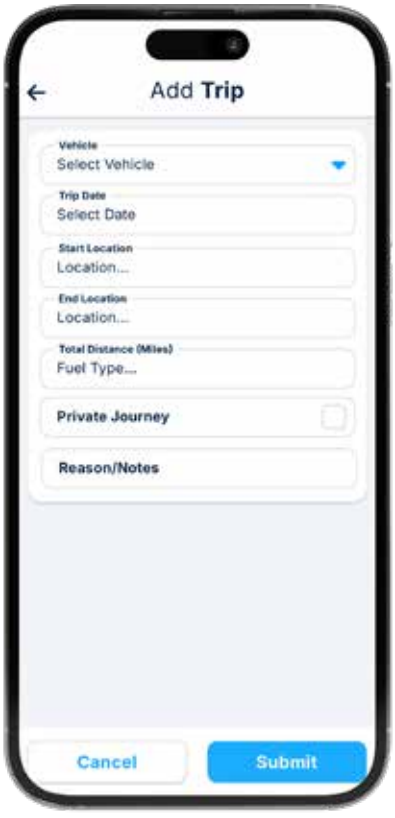


You can easily log any fuel purchases through the app. Just go to the details tab for the vehicle you need, and you'll see the Enter Fuel Purchases option. Fill in the details on the next screen to record your purchase, and it will show up in the main FleetCheck Software.

Trips

The Trips section lets you easily record any trips you've made that need to be saved in the system. You can log both Business and Private journeys. The app will ask for the Start location, End location, and Total distance.

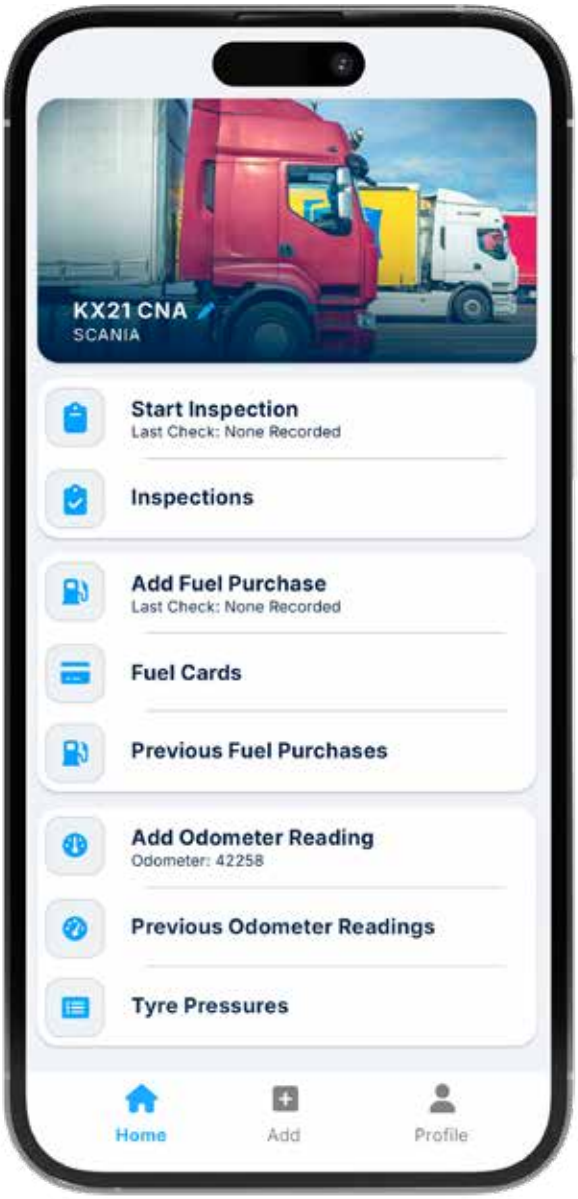
To log a new trip, just tap the blue + button at the bottom of the screen. Then, fill in the required details and hit Submit to send it back to FleetCheck.



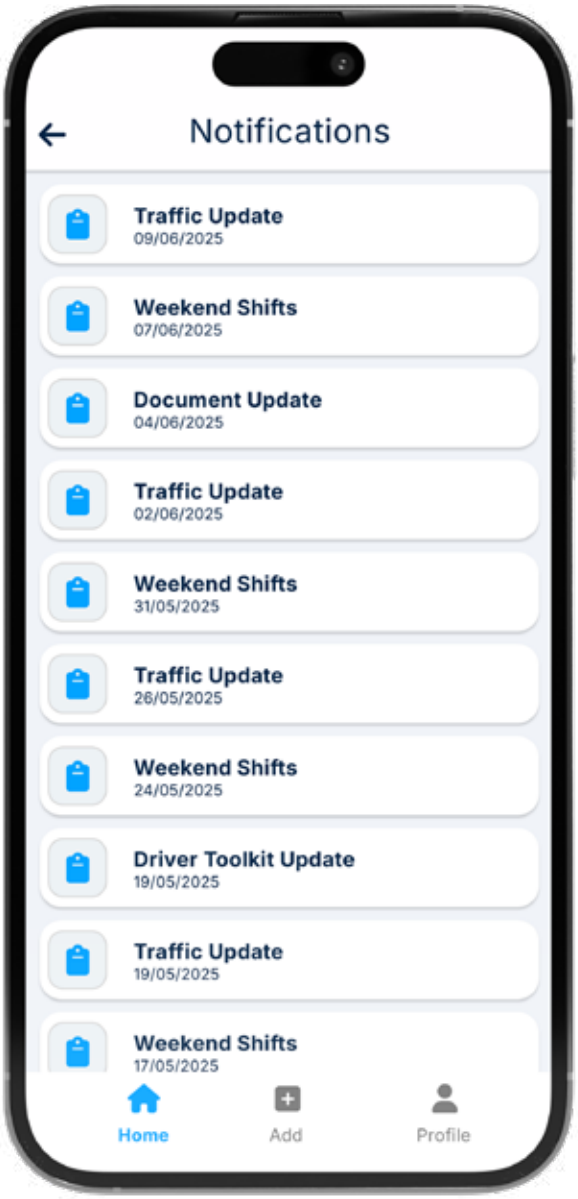


Settings

The app also supports a range of languages including English, Spanish, Polish, Czech and Romanian. Please note: This will only alter the app menus and not the checksheet. There are also two camera options, the default one for the app and your phone camera which enables you to use flash. To switch between go to the ‘Settings’ on the app and choose your camera type. The Settings can be found at the bottom of the driver profile page.







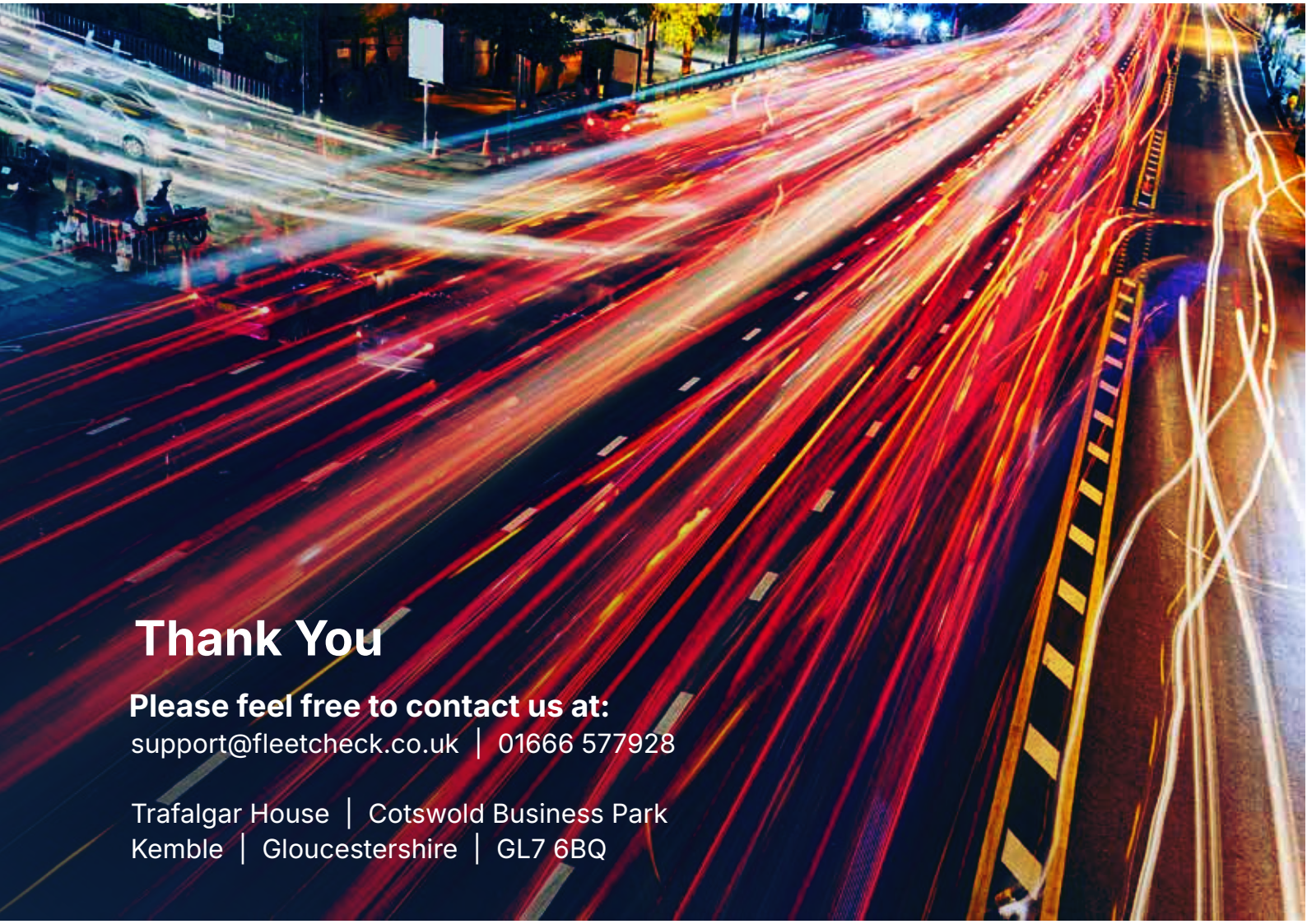
App Notifications

When you first log in, you'll get a notification if there are any documents assigned for you to read and mark as understood. You can also check for any outstanding documents or review previous ones by heading to the Driver section.

You might receive notifications from the FleetCheck Driver app, which will appear in your device's notification bar and come from your Manager. Just a quick note: you'll need OS version 7 or later for Android and iOS version 13 or later for Apple to use this feature.

More Resources

- **Driver App** User Guide
  User Guide - Link
- **Driver App** User Guide - Essential
  User Essential Guide - Link
- **Driver App** Walkthrough - Video
  Video Guide - Link



Thank You

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