ReadyChek

Overview Presentation

Jan 2025

Screenshots at app version 2.6.x

Agenda

- What is ReadyChek?
- Why Use ReadyChek?
- Who Should Use ReadyChek?
- Why Hours of Service Module?
- Requirements for a Successful Implementation
- Use Cases Currently supported
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- Frequently Asked Questions (FAQ)
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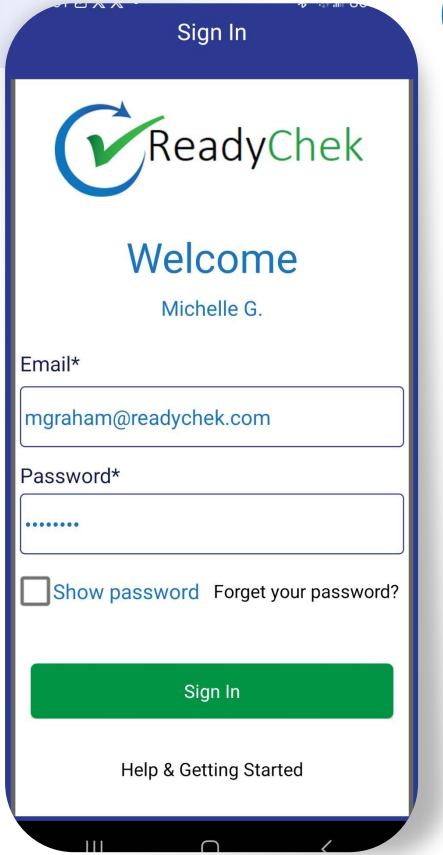
What is ReadyChek?

- ReadyChek is a cloud-native, secure mobile application for use by drivers of commercial motor vehicles to record their daily CVOR inspection checks and hours of service for operators whose drivers/vehicles qualify for the ELD exemption (Section 23 of Reg 555/06 of the Highway Traffic Act for Ontario).
- The information recorded in the ReadyChek app meets the compliance requirements as defined in the HTA and NSC Standards.
- Results are stored for immediate viewing by the driver and operators/safety managers receive completed inspection data via email instead of waiting for end-of-week paper copies.
    - Operators will have instant access to the original safety reports and hours of service data online without the need for manual data re-entry from paper forms.



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What ReadyChek is not

- ReadyChek is NOT an ELD (Electronic Logging Device)
- This app does not seek to replace any existing fleet management software solution or long haul ELD, but rather is a compliment to these solutions, if desired, by providing a digital means to ensure a proper daily pre-trip inspection was recorded and can be used as evidence that such action has occurred.
- The use of this app does not *guarantee* full compliance
    - As with any tool, proper use and monitoring of results will be essential to meet all the requirements as listed in the applicable provincial regulations
    - Drivers will need to be knowledgeable in the methods of inspection for each part and willingly do full and proper inspections of the parts before recording results in the app

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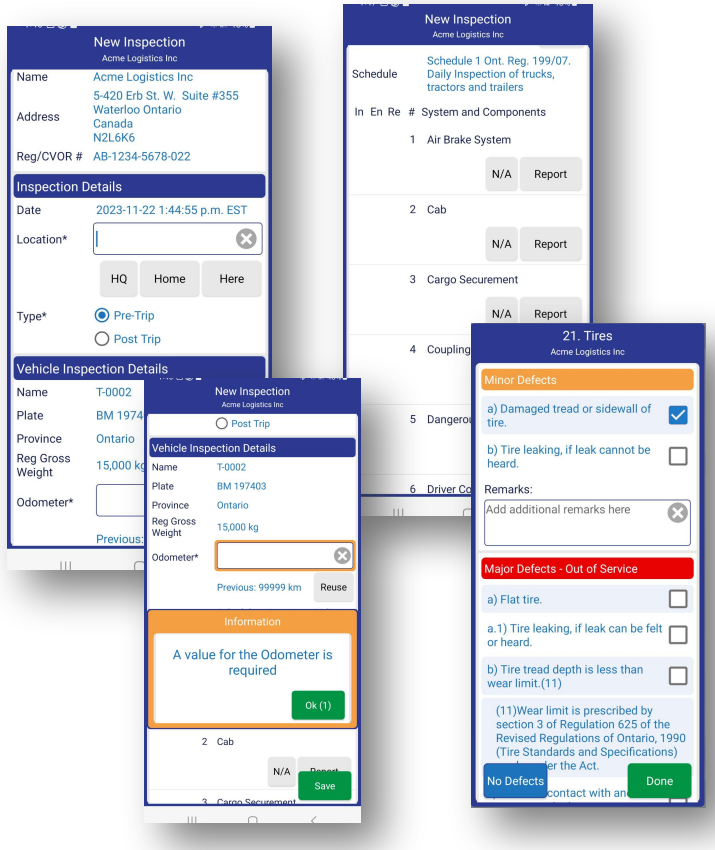
Why Use ReadyChek?

- The app helps eliminate erroneous safety reports and subsequent fines by guiding the user through the inspection.
- As part of the process, the app will
  - prefill known values,
  - validate that all required fields will be completed and
  - provide appropriate options for major or minor defects based on the required regulation Schedule for the class of vehicle being inspected



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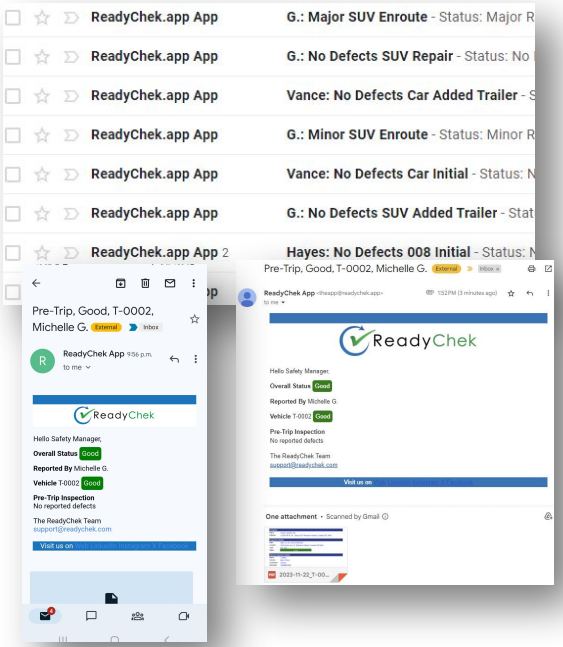
Why Use ReadyChek cont'd

- Saves time
  - Reduces inspection report completion by several minutes (~5-7)
  - Reduces time for report training with intuitive UI and schedule codes built into the app
  - Reduces company audit times
    - files will be online and reportable without digging through boxes of paper books
- Reduces paper files and the need for multiple inspection books
  - Impact determined by #trips and #days trucks are scheduled
- Improves readability of the inspections by both operator and compliance officers



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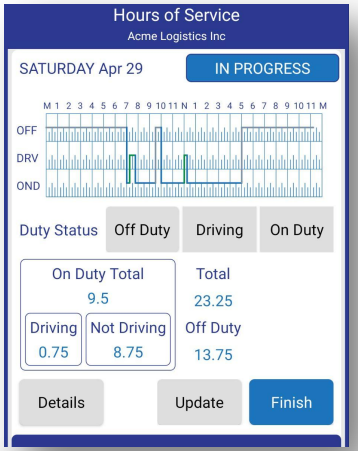
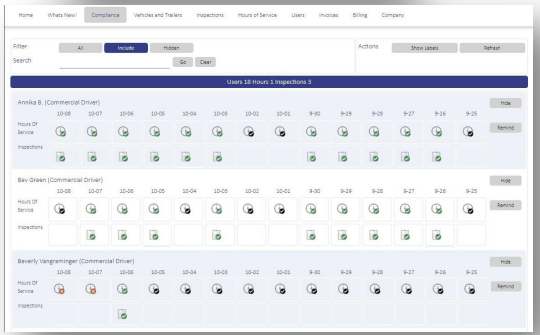
Why Use ReadyChek cont'd

- Duty Status records
  - Improve facility audit outcomes by having drivers track their duty status changes, totals, and start/end locations
  - 15 days of records on phones to allow flexibility with time entry
  - Reduces company audit times
    - files will be online and reportable without having to check multiple sources to compute driver status changes
- Web Portal Dashboard
  - Improves operator visibility of all reported inspections and hours of service records with an online dashboard via secure web portal and instant notification of completed inspections via email





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Who Should Use ReadyChek?

- Currently, ReadyChek is applicable to all Ontario commercial vehicles that require Schedule 1, Schedule 2, Schedule 3 or Schedule 5 inspections or any Canadian commercial vehicle that follows NSC Standard 13 Schedule 1, 2, or 3 inspections
  - Each province will have their own regulations that were derived with NSC Standard 13 in mind, so operators and drivers should be aware of special legal requirements outside of NSC 13.
  - This currently excludes Quebec as the app currently does not support French

- Primarily aimed at short distance (<160km) local operators unlikely to need/have ELD software required for long haul vehicles (although all users can use the inspection app if desired)
  - See Section 23 of ONTARIO REGULATION 555/06 to make sure your vehicles qualify for the exemption from ELDs
    - **Exception to record of duty status requirement**
      - **23.** (1) A driver is not required to keep a record of duty status for a day if the driver,
      - (a) on the operator's instructions, drives a commercial motor vehicle solely within a radius of 160 kilometres of the location at which the driver starts the day; and
      - (b) returns at the end of the day to the same location from which they started. O. Reg. 715/21, s. 11 (1).

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Why Hours of Service Module?

- Even though the primary audience for ReadyChek is the short distance (under 160km) local operators, there is still a requirement for those operators to track their drivers' duty status details (these details are Ontario specific, but other provinces are similar, and potentially not as strict, since the NSC Standard 9 sets a minimum bar of tracking cycle and on duty times with supporting documentation)

- See Section 23, subsection 3 of ONTARIO REGULATION 555/06 to see that operators are still responsible for maintaining records for drivers' hours of service
  - **Exception to record of duty status requirement**
    - i. **23. (3)** If a driver, in accordance with subsection (1), is not required to keep a record of duty status for a day, **the operator shall keep a record for the day showing,**
      (a) the date, the driver's name and the location at which the driver starts and ends the day;

      (b) the cycle that the driver is following;

      (c) the hour at which each duty status starts and ends and the total number of hours spent in each duty status; and

      (d) the number of hours of on-duty time and the number of hours of off-duty time that the driver accumulated each day during the 14 days immediately before the start of the day, for which the driver was exempt from this Regulation and not required to keep a record of duty status. O. Reg. 715/21, s. 11 (1).
    - ii. (4) For the purpose of clause (3) (c), if the driver is on duty within a municipality such that a number of periods of driving time are interrupted by a number of periods of other on-duty time of less than one hour each, the periods of driving time may be combined and the periods of other on-duty time may be combined. O. Reg. 715/21, s. 11 (1).

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Requirements for Successful Implementation?

- Drivers need access to a device app with wifi or data for recording inspections, or for possible display of inspection to MTO officer during roadside inspections

- Operators would need access to a computer or tablet for
  - accessing the administrative web portal used for acquiring records needed for a facility audit,
  - monitoring daily operations, adding and editing vehicles and users,
  - updating billing information
  - viewing/downloading invoices if desired

  ***Many of these tasks are often done by an office manager, fleet manager, or safety manager, but can be done by anyone familiar with the operations of the fleet and basic CVOR knowledge.**

- Drivers need appropriate knowledge for performing inspections to ensure the recording of those inspections in ReadyChek is meaningful and correct to prevent roadside fines and to help operators be proactive with vehicle defects and maintenance

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APP Use Cases Currently Supported

- Driver inspection of a truck with zero, or any number of minor or major defects with driver signature as inspector
- Inspector inspection of truck with signature and subsequent driver assignment and signature
- Enroute (In-trip) defect additions to the currently inspection with timestamp, new declaration and signature
- Repair verifications by driver (or authorized repair personnel with a ReadyChek user account and permissions to the app) with timestamp and signature and optional work order information
- Add/remove trailer(s) and the trailer inspection to vehicle inspection during initial or updated form
- Can update truck ID picture from the app
- PDF creation of report and email to HQ
- Ability to add remarks/notes to defects
- MTO view and ability to email pdf to compliance officer or other email addresses

- Ability to see the full schedule associated with a vehicle with the touch of a button from details view
- Annual (bus semi annual) inspection date and renewal reminder
- Ability to choose truck as favourite to place at top of truck list
- Ability to add generic remarks/comments
- Ability to use one click buttons for location of inspection, including a HERE button using GPS
- Can change password via Settings, or use “Lost Password” functionality to be sent a new temporary password
- Record drivers’ On Duty/On Duty Driving/Off Duty status on the app to help operators report on the “Hours of Service” portion of facility audit
- Ability to update personal profile information in the app with Admin approval (via portal settings)
- Can filter in vehicles list to easily find vehicles by name
- Ability to add photos via the Remarks field - up to 4 images per remark

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Web Portal Use Cases Currently Supported

Owner(Operator)/Manager roles can:

- Add/view/edit vehicles
- See vehicle status and details, including all inspections for that vehicle
- Update company and billing information
- Invite/view/edit users and see all inspections for selected user
- View all inspections and filter on status
- Direct download pdf versions of inspections
- Configure the address used by the “HQ” button in the app as an inspection location option
- Add home addresses for drivers to be used by the “Home” button in the app for inspection location
- Change their own password on the Profile page or use Lost Password link on Sign In page
- Ability to view invoices from Aug 2021 forward
- See a high level Compliance View that shows the last two weeks for all users with icons that indicate inspection and HOS status for each day

Owner(Operator)/Manager cont’d:

- Searching and some filters added to views to find data faster
- See driver hours of service records once recorded and saved from the app
- Mark vehicles as “Repaired” when the record is over 2 weeks old an no longer accessible in the app
- Update Billing tab to add credit card information to allow for automatic billing
- Create custom inspection lists that can be added to a vehicle inspection in addition to the schedule
- Ability to request data downloads of pdfs in groups based on date range, vehicle, and/or user criteria (Reports)

Drivers/Non-Owner/Operators

- Reset password using “Lost Password” link on Sign In page to be sent a new password to their user email address

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Future Use Case Considerations (In NO particular order)

- Ability for the operator to add company or vehicle-specific custom questions to the inspection using the portal that are for “Non CVOR” vehicles/equipment where the custom list is the only list, and not just added to an existing inspection schedule list. Used for RBMs, other equipment
- Ability for a Mechanic or other user to have *some* ability to see and edit or repair vehicles and other functions in the web portal, but not have full access to all things
- Ability to add images for defects, to attach work order files to associate with repairs, voice notes, etc
- Ability to add custom lists/small equipment to a vehicle in a similar manner to trailers (for short term attachment/inspection when using on a vehicle)
- More sorting/searching/filtering in web portal dashboard
  - Helpful for tracking vehicles and trailers, defects and repairs and work order attachments
- Ability to find marked repairs where there are no work order details listed to help track down defects where repair details are not fully recorded and allow them to be updated - helps make data complete
- Ability to complete an inspection offline
  - Data would be sent to server once connection is re-established with timestamps of original inspection actions preserved (based on phone date/time information)

Many other requests are also in the list, but too many to add here (Contact ReadyChek for specific requests to let us know your business needs and understand your use cases)

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Frequently Asked Questions (FAQ)

- Will the MTO accept a report on my phone as a driver?
  - Yes
  - Ontario Regulation 199/07 section 18

- What are my options for showing MTO the electronic report?
  - Handing phone outside of truck
  - Emailing officer/MTO a copy of report

  *** *Options for viewing electronic data will be at the discretion of the MTO officer*

Electronic records

18. (1) Any record or document that is required to be created, kept or surrendered by section 107 of the Act or this Regulation may be made, kept or surrendered in electronic format if it meets the requirements of this section. O. Reg. 199/07, s. 18 (1).

(2) An electronic record or document must meet every requirement of section 107 of the Act and of this Regulation, except that it is not required to have a signature. O. Reg. 199/07, s. 18 (2).

(3) The following rules apply to a driver who carries a daily inspection report, under-vehicle inspection report, or inspection schedule in electronic format:

1. If a police officer or officer appointed for the purpose of carrying out the provisions of the Act requires the driver to electronically transmit the report or schedule to the officer, the driver shall do so as soon as reasonably possible.
2. If a police officer or officer appointed for the purpose of carrying out the provisions of the Act requires the driver to produce the following, the driver shall, at their option, produce either,
   i. an electronic display of the report or schedule that is readable from outside the vehicle, or
   ii. a printed copy of the report or schedule, signed by the driver. O. Reg. 134/21, s. 1.

FAQs cont'd

- How much data will need to be on the device during a roadside inspection by a compliance officer?
  - Inspection reports are valid for 24 hrs (unless Schedule 4), so having the current report is required, and having the previous report is recommended

  **** ReadyChek will provide access to all reports for a vehicle within the last 14 calendar days of the current day*

- Does the driver need to carry a separate inspection schedule in addition to the app?
  - Yes, the driver should carry a copy of all applicable schedules (in paper form) in the vehicle at all times.
  - ReadyChek provides a downloadable copy of the schedules and blank inspection sheets for all customers that can be printed and placed in vehicles - See Support page of www.readychek.com
  - The app will also provide an electronic version of the schedule via the "Schedule" button that can be found on the details page of a vehicle. But in case the phone/device is unusable, a paper copy should always be kept in the vehicle.

FAQs cont’d

- What do I do if I have lost/broken device
  - This situation is no different than if the book is lost/ruined/etc.
    - A new inspection should be completed on paper immediately to have on hand until the phone is replaced
    - ReadyChek will provide empty pdf inspection report files that can be printed for trucks to have on hand for such emergencies (see Support page on website for pdf download links)
    - If the main office can be contacted, they can email a copy of the report to MTO as the app would have already sent a pdf to the main office via email
  - The reports previously done via phone and saved will exist in the system and will include timestamps showing when the inspection occurred
    - This can be used, if needed, to establish that an inspection took place before a drive (It can also be used to prove the opposite, so please always perform inspection before driving)

Appendix

- See the News and Regs page of ReadyChek.com for many useful links and extra information commercial vehicles (and a link to the list of certified ELDs for those that are unable to use ReadyChek and need to use an ELD)
  - News and Regs | ReadyChek, Inc

CCMTA | CCATM
The Canadian Council of Motor Transport Administrators (CCMTA) is an incorporated body that coordinates matters dealing with the administration, regulation and control of motor vehicle transportation and highway safety. Membership includes representation from provincial and territorial governments as well as the federal government of Canada.

CCMTA - National Safety Code
- Standard 9 - Commercial Vehicle Drivers Hours of Service
- Standard 13 - Trip Inspection

Transport Canada - Motor Carriers, Commercial Vehicles and Drivers

CVSA - Commercial Vehicle Safety Alliance
The Commercial Vehicle Safety Alliance (CVSA) is a nonprofit organization comprised of local, state, provincial, territorial and federal commercial motor vehicle safety officials and industry representatives. The Alliance aims to prevent commercial motor vehicle crashes, injuries and fatalities and believes that collaboration between government and industry improves road safety and saves lives.

Ontario

Ontario e-laws Definitions - A collection of terms used on E-Laws and their definitions

Ontario: Commercial Vehicle Operator's Safety Manual

Highway Traffic Act
- HTA Ontario Regulation 419/15: Definitions of commercial motor vehicle and tow truck
- HTA Ontario Regulation 555/06 - Hours of Service
- HTA Ontario Regulation 199/07 - Commercial Motor Vehicle Inspections
- Ontario Regulation 587 - Equipment (see new section for Tow Trucks for Jan 1, 2023

Towing and Storage Safety and Enforcement Act (TSSEA) Regulations
- Towing and Storage Safety and Enforcement Act, 2021, S.O. 2021, c. 26, Sched. 3

Ministry of Transportation (MTO) - Commercial Vehicles
- find information on CVOR services, requirements for special permits, etc

Important Note: See below text from the Highway Traffic Act - 107 (6)

Driver to carry inspection schedule, reports
(6) At all times while in control of a commercial motor vehicle on a highway, the driver of the vehicle shall have in his or her possession the daily inspection schedule for the commercial motor vehicle and for any vehicle drawn by the commercial motor vehicle and the completed daily inspection reports and under-vehicle inspection reports, if applicable, for the commercial motor vehicle and drawn vehicle. 2005, c. 26, Sched. A, s. 16.

The ReadyChek app contains all parts of Schedule 1 or 2 as needed as part of the inspection and shown in the "Report" buttons for each part. However, in the case of the phone/app being inaccessible, it is a good idea to keep a printed copy of the schedule in the console, and have a paper inspection sheet(s) if needed as a backup until the access to the phone/app is restored. (See support page for pdf of Schedule 1 or 2, and also pdfs of blank inspection sheets that can be printed to put into a folder in trucks as paper backups.) If you still have remaining books, you may also keep one of those in each vehicle as a backup.

Other Provinces

Alberta Commercial Vehicle Safety Regulation
- Alberta Traffic Safety Act
- Vehicle Inspection Program - Commercial Vehicles

British Columbia - Commercial Vehicle Safety and Enforcement
- CVSE - Bulletins, Compliance Circulars, Forms and Notices

Saskatchewan - Ministry of Highways
- Information for Truckers and Commercial Trucking Companies
- Regulations and Guides

Manitoba - Transportation and Infrastructure

Service New Brunswick - Trucking & Transport Industry
- Transportation and Infrastructure

Nova Scotia - Commercial Vehicle Safety and Compliance

Prince Edward Island - Transportation and Infrastructure

Other Provinces/Territories are still being reviewed.

To learn who is required to have ELDs, any exemptions, penalties for not meeting regulations and the official list of certified ELDs, see the following: https://www.ontario.ca/page/electronic-logging-devices-commercial-motor-vehicles

Appendix

- See the Support page of ReadyChek.com for many helpful downloads, videos and quick reference pdf links to help operators/managers/drivers understand how to make the most from the app
  - Support | ReadyChek, Inc

Help documents/workflows

Setting up a new account

Getting started - App Login and Change Password

New Customer Setup - for owners/operators/managers

Quick Reference Guides

High Level Overview of ReadyChek - see here

For a Manager/Owner Quick Reference pdf, see here

For a Driver's Quick Reference pdf, see here

To see how to mark defects as repaired, see here

To see how to exchange trailers for a truck, see here (screenshots slightly outdated at the moment, but info still correct)

To export pdf reports for users, vehicles, or both see Reports, here

Helpful Downloads

These pdf documents can be printed for reference, or to have in the vehicle, if applicable; or, in the case of the blank inspection sheets, if needed as an emergency paper inspection due to damage or loss of phone functionality.

Software as a Service Agreement

Blank Inspection sheets

(PDF files - print if you need paper inspection sheets in vehicle to be used as emergency inspection backups)

Ontario	*Outside of Ontario*
Ont. Reg 199/07 Sched 1 Blank Inspection sheet - Daily Inspection of Trucks, Tractors and Trailers	NSC Standard 13 Sched 1 Blank Inspection sheet - Daily Inspection of Trucks, Tractors and Trailers
Ont. Reg 199/07 Sched 2 Blank Inspection sheet - Daily Inspection of Buses and of Trailers drawn by Buses	NSC Standard 13 Sched 2 Blank Inspection sheet - Daily Inspection of Buses and of Trailers drawn by Buses
Ont. Reg 199/07 Sched 3 Blank Inspection sheet - Daily Inspection of Motor Coaches	NSC Standard13 Sched 3 Blank Inspection sheet - Daily Inspection of Motor Coaches
Ont. Reg 199/07 Sched 5 Blank Inspection sheet	

Schedules

(PDF files - available for printing to give drivers a paper backup copy of the schedule for the vehicles)

Ontario	*Outside of Ontario*
Ont. Reg 199/07 - Schedule 1 - Daily Inspection of Trucks, Tractors and Trailers	NSC Standard 13 - Schedule 1 - Daily Inspection of Trucks, Tractors and Trailers
199/07 Part VI - Notes to the Schedules	NSC Standard 13 - Schedule 2 - Daily Inspection of Buses and of Trailers drawn by Buses
Ont. Reg 199/07 - Schedule 2 - Daily Inspection of Buses and of Trailers drawn by Buses	NSC Standard 13 - Schedule 3 - Daily Inspection of Motor Coaches - Coming soon
Ont. Reg 199/07 - Schedule 3 - Daily Inspection of Motor Coaches	
Ont. Reg 199/07 - Schedule 5 - Daily Inspection of School Purpose Buses	