



Vehicle inspection (Pre-start checklist)

User guide

Pre-start checklist | RMC BENE | User guide 2.0 | P. Vogels

08.04.2026

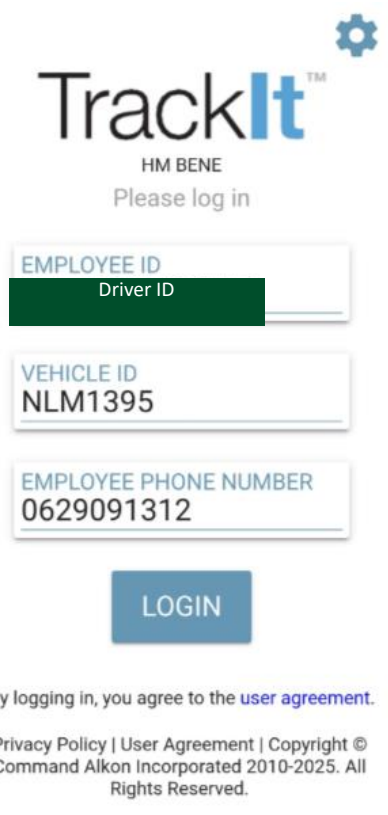


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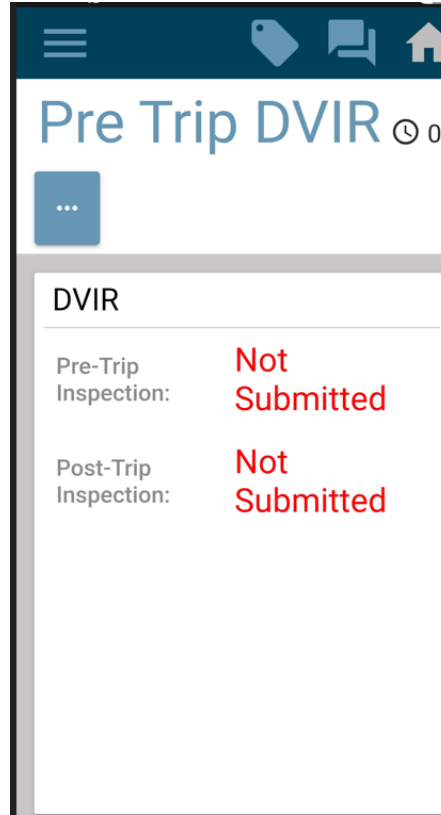


1. Starting the checklist.



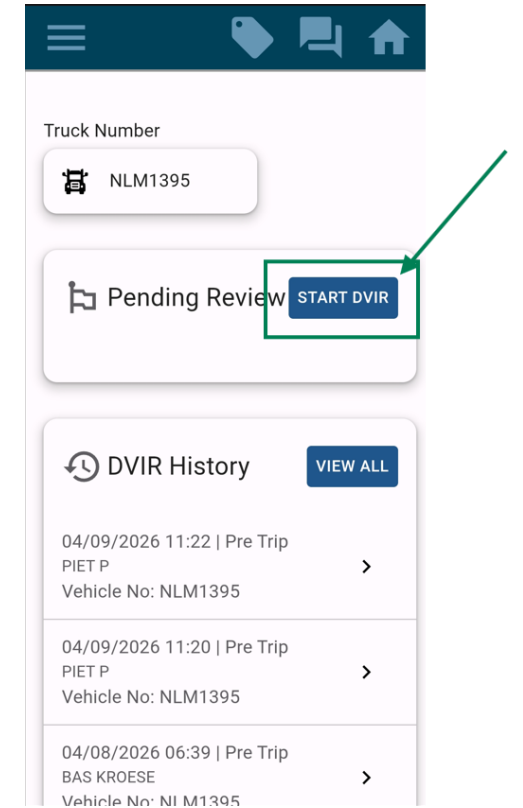
The image shows the TrackIt login interface. At the top, it says "TrackIt™ HM BENE Please log in". Below this are three input fields: "EMPLOYEE ID" with "Driver ID" entered, "VEHICLE ID" with "NLM1395" entered, and "EMPLOYEE PHONE NUMBER" with "0629091312" entered. A blue "LOGIN" button is at the bottom. At the very bottom, there is a small disclaimer: "By logging in, you agree to the user agreement. Privacy Policy | User Agreement | Copyright © Command Alkon Incorporated 2010-2025. All Rights Reserved."

1. Enter your login details
2. Press **“login”**



The image shows the "Pre Trip DVIR" screen. The title is "Pre Trip DVIR" with a clock icon and "0". Below the title is a blue menu icon. The main content area is titled "DVIR" and contains two rows of text: "Pre-Trip Inspection: Not Submitted" and "Post-Trip Inspection: Not Submitted".

3. The PRE TRIP DVIR screen now opens automatically.
4. Press **“Pre-trip Inspection”**.



The image shows a screen with a dark blue header. Below the header, there is a "Truck Number" field with "NLM1395" entered. Below that is a "Pending Review" section with a blue "START DVIR" button highlighted by a green box and a green arrow. At the bottom, there is a "DVIR History" section with a "VIEW ALL" button and a list of three entries, each with a date, time, driver name, and vehicle number, and a right-pointing arrow.

5. Press **“Start DVIR”** to start the checklist.



1. Starting the checklist.

1. First fill in the vehicle mandatory fields
 - Pre-trip**
 - Odometer reading**
 - Engine hours** – Fill in the engine hours. -> In the Netherlands always enter **0** as standard
2. Check that a copy of a valid technical inspection certificate and a valid insurance certificate is present in the vehicle. If one or both documents are **not present**, contact your **Plant Operator**. In that case, you may not use the vehicle. Press **“OK”** if both are present.

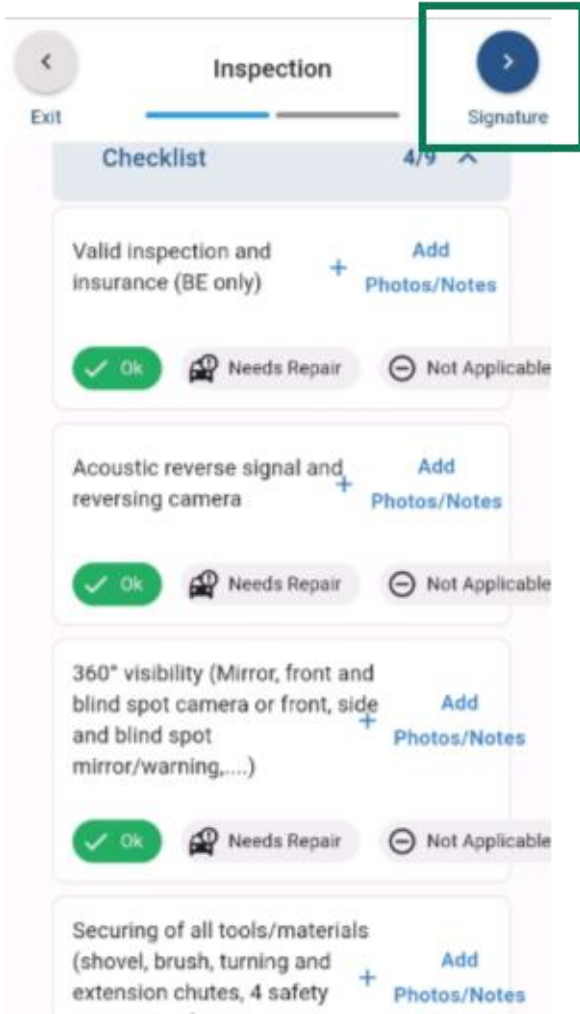
3. For questions 2 to 9, you can select one of the first two options, namely **‘OK’** or **‘Needs repair’**:
 - Select **‘OK’** if there is no defect.
 - Select **‘Needs repair’** if there is a defect and a repair is required.
See Situation 2 (page 4) for an explanation of what to do next.

 Do **not** select **“Not applicable”**.
IMPORTANT

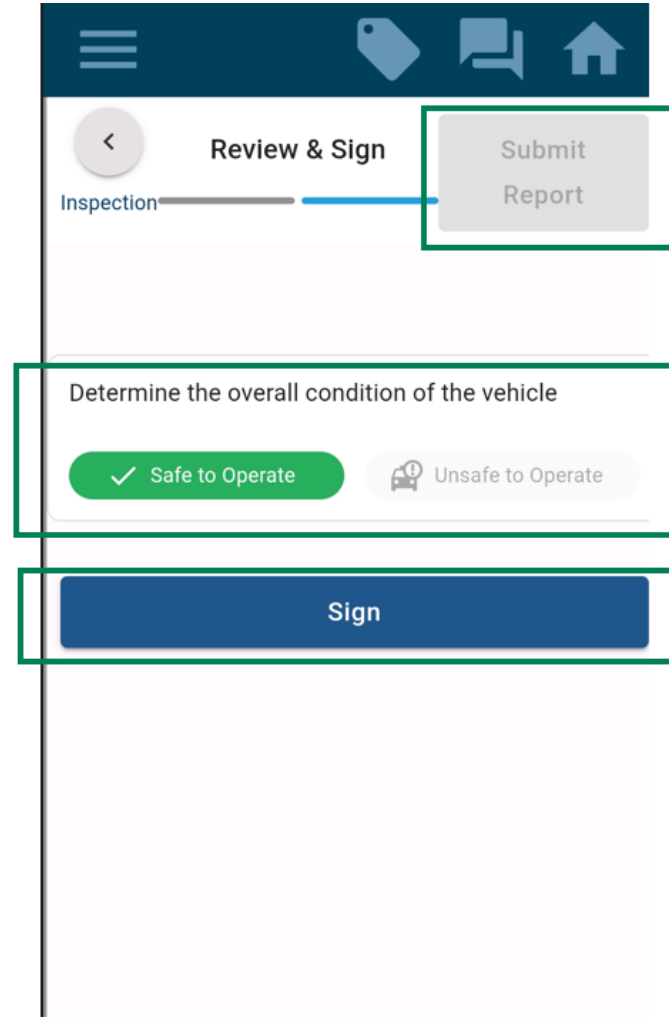
Always select **“OK”** if you are working in the Netherlands (where you are not required to carry these documents).



2. Situation 1 – Completing the checklist (no defect) and confirming.



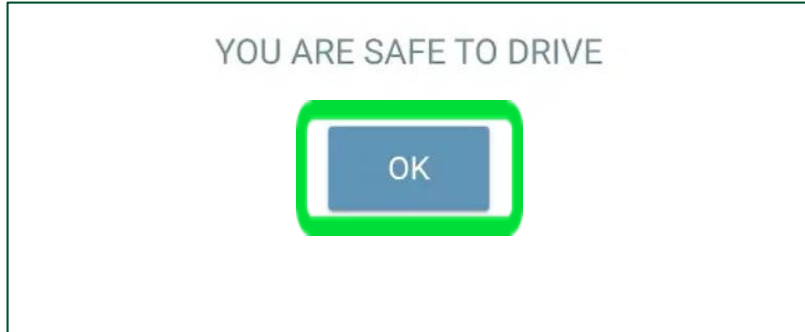
1. If the entire checklist has been completed and you have answered all questions 1 to 9 with “OK”, you can continue at the top by pressing “Signature”.
2. If you have answered one or more questions with “Needs repair”, then continue to Situation 2.



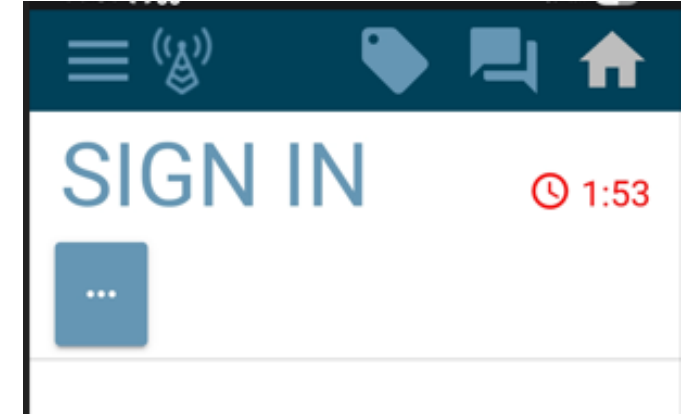
1. When all checks have been completed and your vehicle is **safe**, select “safe to operate”.
2. Sign with your finger by first pressing “Sign”.
3. Confirm the checklist by selecting “Submit report”.



3. Situation 1 – Finalising the checklist and final sign-in.



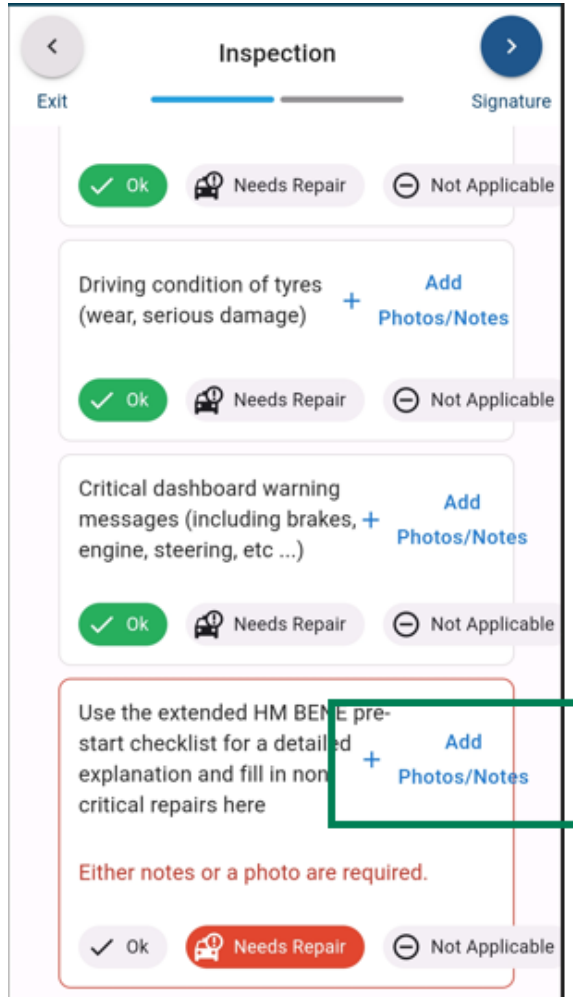
A message will appear indicating that it is safe to drive; confirm this by selecting '**OK**'.



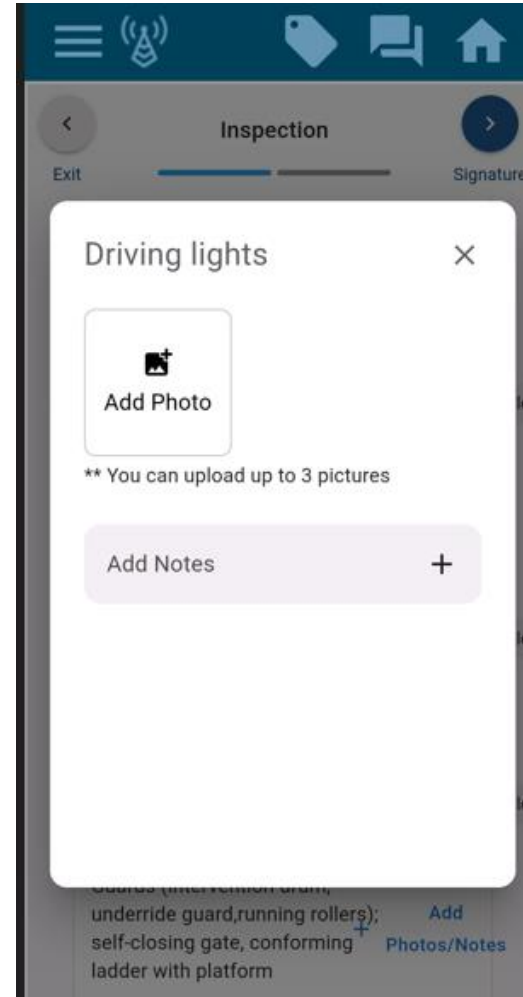
You will then be taken to the standard login page. You are now logged in, and the first instruction will appear automatically.



4. Situation 2 – Completing the checklist (with defect).



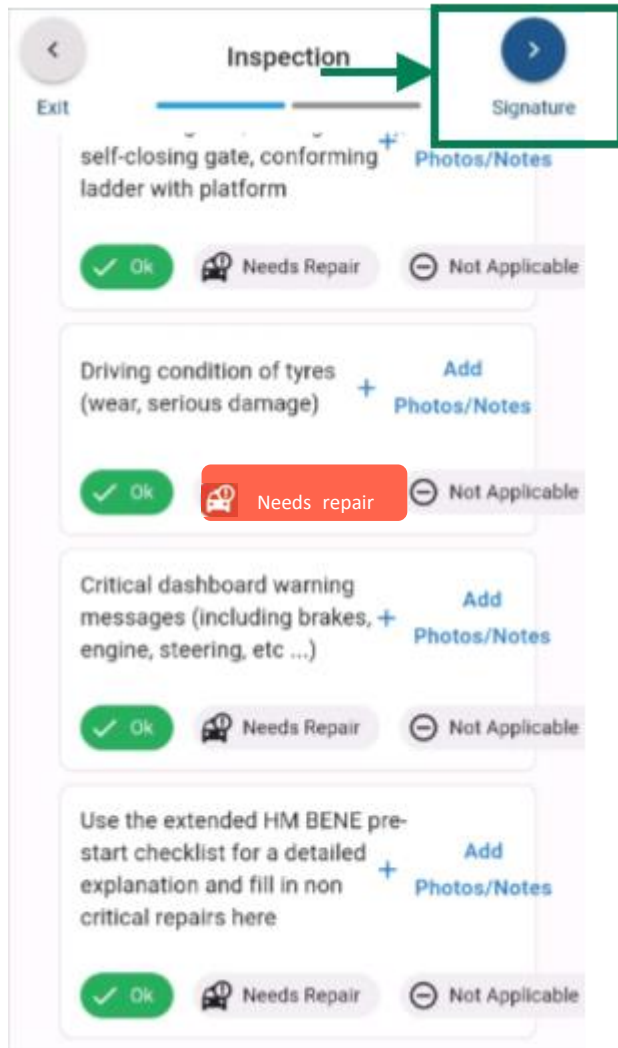
1. If there is a defect, select **'Needs repair'**. It is mandatory to add photos or notes in this case. This allows Fleet to resolve the issue more quickly and effectively.
2. Click **'Add photos/notes'**.



3. Click **"Add photo"**. A photo can be taken with the tablet (the camera will open automatically).
4. Click **"Add notes"**. Photos and notes are saved automatically and forwarded to Fleet.

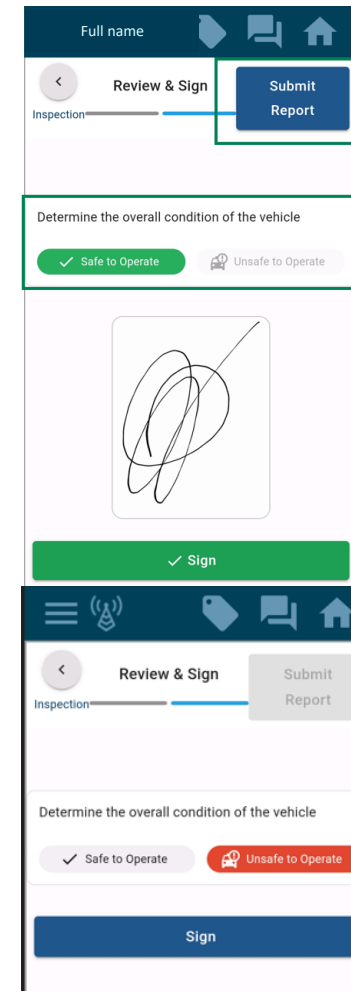


5. Situation 2 – Confirming the checklist.



The screenshot shows a mobile application interface for an inspection checklist. At the top, there is a progress bar with 'Inspection' highlighted in green and a blue circular button with a right-pointing arrow labeled 'Signature'. Below the progress bar, there are four checklist items, each with a description and three status options: 'Ok' (green checkmark), 'Needs Repair' (red car icon), and 'Not Applicable' (grey minus icon). The first item is 'self-closing gate, conforming ladder with platform' with 'Ok' selected. The second item is 'Driving condition of tyres (wear, serious damage)' with 'Needs repair' selected. The third item is 'Critical dashboard warning messages (including brakes, engine, steering, etc ...)' with 'Ok' selected. The fourth item is 'Use the extended HM BENE pre-start checklist for a detailed explanation and fill in non critical repairs here' with 'Ok' selected. Each item also has a '+ Photos/Notes' link.

If the entire checklist has been completed, you can continue at the top by pressing **“Signature”**.



The top screenshot shows the 'Review & Sign' screen. At the top, there is a 'Full name' field and navigation icons. Below it, a progress bar shows 'Inspection' completed and 'Review & Sign' active. A blue button labeled 'Submit Report' is highlighted. Below the progress bar, there is a section titled 'Determine the overall condition of the vehicle' with two options: 'Safe to Operate' (green checkmark) and 'Unsafe to Operate' (red car icon). A signature box contains a scribbled signature. A green button labeled 'Sign' is at the bottom.

The bottom screenshot shows the same 'Review & Sign' screen. The 'Submit Report' button is now greyed out. The 'Unsafe to Operate' option is selected. A blue button labeled 'Sign' is at the bottom.

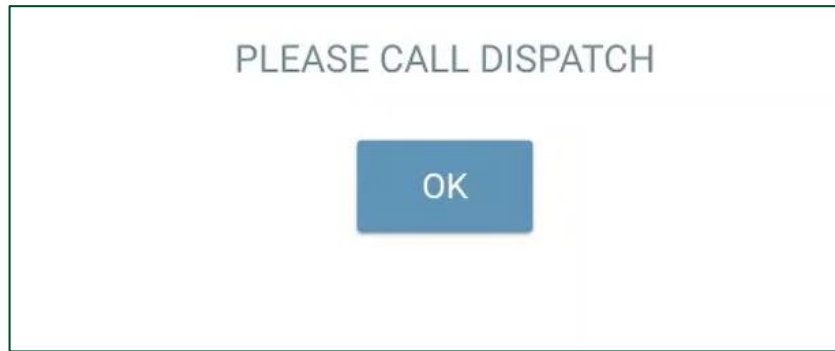
When all checks have been completed and your vehicle is unsafe to use, select **“unsafe to operate”**. If the defect is not unsafe and the vehicle can still be used, then select **“safe to operate”**.

Sign with your finger by first pressing **“Sign”**.

Confirm the checklist with **“Submit report”**.



6. Situation 3 – Marking the vehicle as unsafe in the final question.



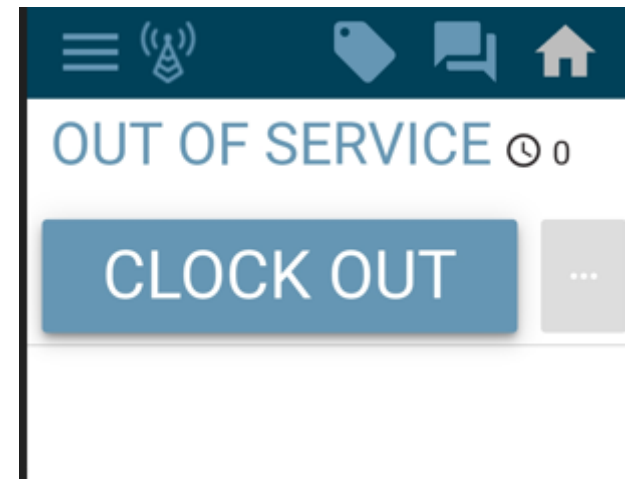
Because the vehicle is considered “**not safe**,” you will be asked to contact Fleet (NL) or your Plant Operator (BE).

After confirming by selecting “**OK**,” please call:

NL: Fleet department : **06-22453774**

BE: Contact your Plant Operator

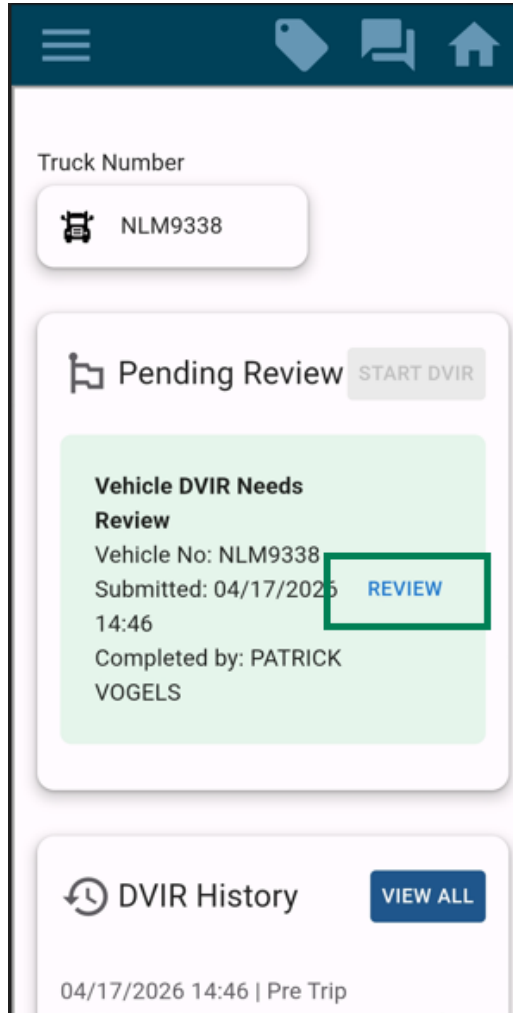
Fleet/Plant Operator will inform you of the next steps. You cannot proceed until you have spoken with Fleet/Plant Operator. Thank you.



After speaking with Fleet/Plant Operator, click “**Clock out.**”

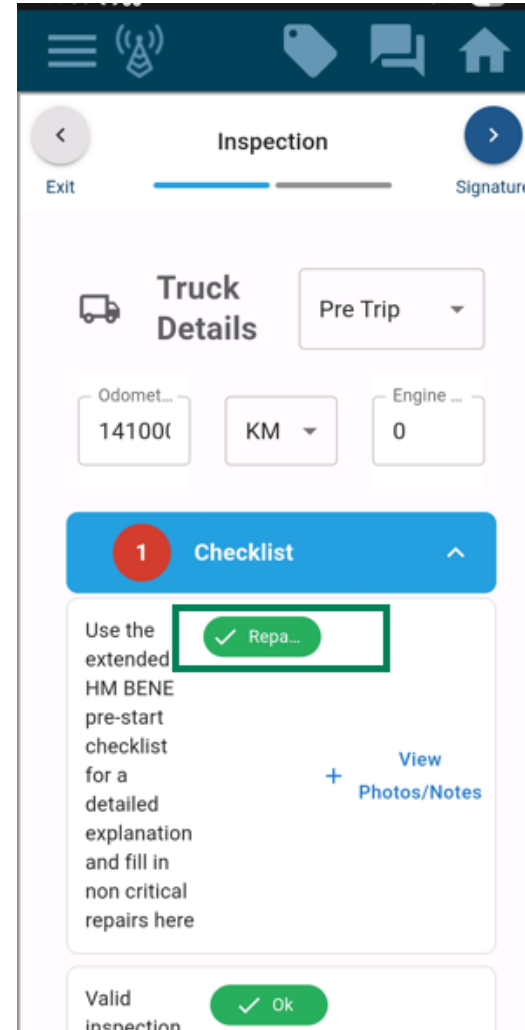


7. Situation 3 – Assessing the repair and confirming.



At the next login after fixing or scheduling the repair of a defect, you will be asked to confirm the repair.

You can do this by clicking **“Review”**.

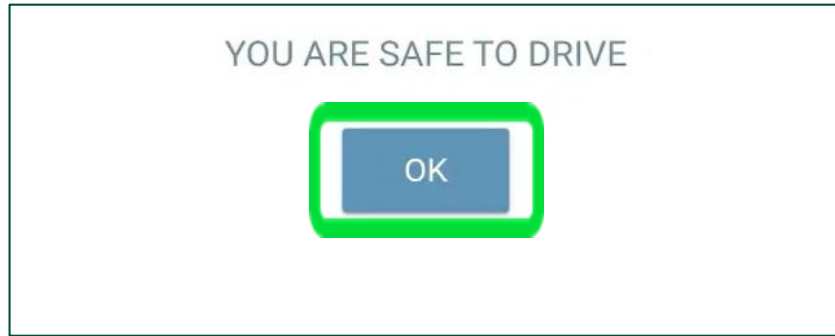


The repaired defect will appear at the top of the list, and you can review the photos or notes.

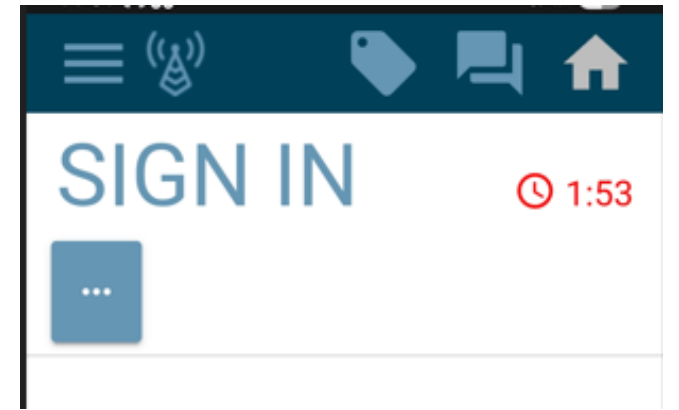
By adding your signature, the repair is confirmed. After this step, you must complete the checklist again (Situation 1) in order to log in.



8. Situation 3 – Finalising the checklist and final sign-in.



A message indicating that you are safe to drive will appear; confirm this by selecting 'OK'.



You will be taken to the standard login page. You are now logged in, and the first instruction will automatically appear.



9. Situation 4 – Reporting a non-critical defect.

Inspection

Exit

Signature

underride guard,running rollers); self-closing gate, conforming ladder with platform

OK Needs Repair Not Applicable

Driving condition of tyres (wear, serious damage)

OK Needs Repair Not Applicable

Critical dashboard warning messages (including brakes, engine, steering, etc ...)

OK Needs Repair Not Applicable

Use the extended HM BENE pre-start checklist for a detailed explanation and fill in non-critical repairs here

OK Needs Repair Heeft reparatie nodig Applicable

You can report a non-critical defect in the final question.

In this question, the defect is recorded, but you can still log in on the handheld.





Thank you!

Any questions? Please contact the Plant Operator or Mentor Driver.

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