



Safety

Table of Contents

Introduction	3
Driver Records	3
Tractor Records	4
Trailer Records	6
Reports	7

Introduction

This guide shows you how to navigate and use all of the safety tools, features and reports in Transport Pro. All of the safety information lives on the driver, tractor and trailer records in Transport Pro. This includes information you enter as well as any documentation you have uploaded against a driver or equipment profile.

All driver and equipment profiles are found under the “Drivers/Equip” tab in Transport Pro. You can think of this as the “Safety” tab. Here you will see how to add and search for drivers, tractors, and trailers.

Driver Records

Let’s start by looking at the Driver Information screen. Below is a screenshot of what it looks like to add or edit a driver profile. You can see several fields on here pertaining to safety, such as CDL expiration, physical due date, review date, and more. Note, only drivers with an “active” status can be dispatched. So if a driver quits, or gets fired, someone in safety will want to update the status, so that they’re not available for dispatch.

NOTE: These safety items will drive advanced and past due notification on the dispatch record. So, you’ll be able to see, for example, when a driver’s CDL is about to expire. The more information you have, the better. You can add/edit information here at any time.

Save Record
 Save And Add New
 Cancel

Driver Information			
Status	Active	Home Terminal	B1 - Broker 1
Company Driver	No	Driver Group	- Select -
Salutation	- Select -	Dispatch Group	- Select -
Name (first,middle,last)	Rodney Smith	Dispatcher	
Address	1234 Rosewood Lane	Recruiter	
Zip	37122	Recruiting Source	- Select -
City	Mount Juliet	Hiring Eligibility	- Select -
State	Tennessee	Birthdate	1987-12-12
Home Phone Number		SSN	666-55-4444
Cell Phone Number		Sex	- Select -
Fax Phone Number		Race	- Select -
Pager Phone Number		Trailer Qualifications <input type="checkbox"/> Air Freight <input type="checkbox"/> Air-Ride Flatbed <input type="checkbox"/> Bulk Trailer <input type="checkbox"/> Conestoga <input type="checkbox"/> Container <input type="checkbox"/> Dropdeck <input type="checkbox"/> Dropdeck 2 <input type="checkbox"/> Flatbed <input type="checkbox"/> Flatbed or Stepdeck <input type="checkbox"/> Heavy/Haul <input type="checkbox"/> HotShot <input type="checkbox"/> Ocean Freight <input type="checkbox"/> Pickup <input type="checkbox"/> Pickup <input type="checkbox"/> Power Only <input checked="" type="checkbox"/> Reefer <input type="checkbox"/> Reefer w/Liftgate <input type="checkbox"/> RGN <input type="checkbox"/> Stepdeck <input type="checkbox"/> Test <input checked="" type="checkbox"/> Van	
CB Handle			
Email			
EOBR Type	- Select -		
EOBR ID			
Must match provider and is case-sensitive			
Medical	<input type="checkbox"/> Corrective Lenses <input type="checkbox"/> Diabetes <input type="checkbox"/> Hearing Aid <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> Sleep Apnea		
Hire Date	2020-03-17	Review Date	
Next Review Date		MVR Date	
Physical Due Date		Physical Submitted Date	
CDL Matches Physical	<input type="checkbox"/> Yes	CDL Number	65678
CDL State	- Select -	CDL Expiration Date	
CDL Issue Date		CDL Issue Date	
Resident Expiration Date		Resident Expiration Date	
TWIC Expiration Date		TWIC Expiration Date	
Passport #		Passport #	
Passport Expiration Date		Passport Expiration Date	
Occ Acc Insurance Carrier		Occ Acc Insurance Carrier	
Occ Acc Insurance Start Date		Occ Acc Insurance Start Date	
Occ Acc Insurance Exp Date		Occ Acc Insurance Exp Date	
Yes, Advances Allowed 30 Max % Line Haul 0 Max \$ Per Load 0 Max \$ Per Day		Trip Advance Settings 30 Max % Line Haul 0 Max \$ Per Load 0 Max \$ Per Day	

Once you have added a driver to the system, or when you're done editing a profile, you will land on the "Driver Summary" screen. It looks like this:

Driver Summary

Current Status -none - Update

Driver Currently posted in Columbus, OH on 06/10/2022

No Trailers Assigned

If the driver regularly hauls a specific trailer, the trailer should be assigned to the driver in the "Trailers" section below.

Driver Information - Change Log

ID

1152

Works For

Rodney Smith

Hire Date

03/17/2020

Status

Active

Driver Group

Review Date

Company Driver

No

Dispatcher

Next Review Date

Name

Rodney Smith

Dispatch Group

Term Date

Address

1234 Rosewood Lane

Home Terminal

Broker 1

MVR Date

City/State/Zip

Mount Juliet, TN 37122

Birthdate

12/12/1987

Physical Due

Home Phone

Sex

Physical Submitted

Cell Phone

Race

CDL Matches Physical

No

Fax Phone

SSN

xxx-xx-4444

Resident Expiration

Pager

Required Documents

Application - Missing

CDL - Missing

Violation List - Missing

Physical - Missing

MVR - Missing

Road Test Certificate - Missing

CDL #

xxx78

CB Handle

Medical Conditions

CDL State

Email

Trailer Qualifications

Reefer Van

CDL Exp.

Subject To Workers Comp

No

CDL Issued

EOBR Type

TWIC Exp.

EOBR ID

Passport #

From this page, there are a few "safety" sections, where you can add and manage driver training/certifications, violations, and upload driver qualification files. Scroll down a bit and you'll see these sections.

NOTE: You can upload and manage all of your documents in Transport Pro. For example, you probably want to upload copies of CDLs, applications, drug tests, etc. You can easily add, edit, or delete any certifications, violations, or files at any time.

Driver Training / Certifications

Program	Program Name	Assignment Date	Training Date	Expiration Date	Requested By	Priority	Show At Dispatch	Comments	Manage
Other	DDI	10/13/2022	10/14/2022	10/19/2023		Normal	Yes		

Notes

No notes were found for this driver

Violations

Date	Title	State	Comments	Manage
10/11/2022	Speeding	CT		

File History

File	Index Date	Upload Date	Indexed by	Comments	Manage
Application	10/20/2022 13:14	10/20/2022 13:14	Kelly Frederick		
CDL	10/20/2022 13:14	10/20/2022 13:14	Kelly Frederick		

Tractor Records



Very similar to the driver profile, the tractor profile allows you to enter important safety information and dates as well as upload any documentation that you would like to keep on file.

Below is a screenshot of the Tractor Information screen. You can see that there are several fields pertaining to safety such as tag expirations, last and next service dates, etc. Note that the tractor must be in an "active" status in order to dispatch. If the truck breaks down and

ends up in the shop, or there's some other safety issue with it, a user can change the status and it won't be available for dispatch.

NOTE: These safety items will drive advanced and past due notification at the time of dispatch. So, you'll be able to see, for example, when the next inspection is coming up due. The more information you have, the better. You can add/edit information here at any time.

Tractor Information

 Save Record
  Cancel

Tractor ID	1094A	<input checked="" type="checkbox"/>	Axle Count	
Status	Active		Weight	
Terminal	--		Fuel Capacity	
Current Owner	Jordan Jones		Tag Number/State	87646 - Colorado
Owner Since	09/18/2020		Tag Expiration	2023-10-11
Year	2009		Leasing Company	SS Leasing
Make	KW		Lease Exp Date	
Model			Physical Damage Insurance Carrier	
Type	- Select -		Physical Damage Insurance Start Date	
Group	- Select -		Physical Damage Insurance Expiration Date	
Color			Physical Damage Insurance Value	
VIN	12345678901234567		NTL Insurance Carrier	
Carb Compliant	<input type="checkbox"/> Yes		NTL Insurance Start Date	
			NTL Insurance Expiration Date	
			NTL Insurance Value	

Safety

Last Inspection Date	2022-08-04		PrePass ID	75467
Last Inspection Location	Denver		EOBR Type ID	Geotab
Next Inspection Date	2022-10-03		EOBR ID	78987
Last Service Date	2022-10-01		Camera Type	- Select -
Next Service Date	2022-11-05		Camera ID	
Monthly Maintenance	2022-11-05		Comments (Internal)	

Once you have added or finished editing a tractor profile, you will land on the “Tractor Summary” screen. It looks like this:

Tractor Summary

Tractor Information - Change Log				Edit Information	
Tractor ID	1094A	Axle Count			
Status	Active	Weight			
Terminal		Fuel Capacity			
Current Owner	Jordan Jones	Tag Number/State	87646 - CO		
Owner Since	09/18/2020	Tag Expiration	10/11/2023		
Year	2009	Leasing Company	SS Leasing		
Make	KW	Lease Exp Date			
Model		Physical Damage Insurance Carrier			
Type		Physical Damage Insurance Start Date			
Group		Physical Damage Insurance Expiration Date			
Color		Physical Damage Insurance Value			
VIN	12345678901234567	NTL Insurance Carrier			
Carb Compliant	No	NTL Insurance Start Date			
		NTL Insurance Expiration Date			
		NTL Insurance Value			

Safety			
Last Inspection Date	08/04/2022	PrePass ID	75467
Last Inspection Location	Denver	EOBR Type ID	Geotab
Next Inspection Date	10/03/2022	EOBR ID	78987
Last Service Date	10/01/2022	Comments (Internal)	
Next Service Date	11/05/2022		
Monthly Maintenance	11/05/2022		

From this screen there are some “safety” sections, where you can add and manage tractor permits/certifications as well as upload any documentation that you wish to keep on file for the piece of equipment.

If you scroll down a bit on this screen, you will see these sections.

NOTE: You can upload and manage all of your documents in Transport Pro. For example, you may wish to upload a bill of sale, or inspection report and keep that on file with the truck. You can add or edit information here at any time.

Tractor Permits / Certifications
Add Record

No training / certification records were found for this record.

Notes
Add Note

No notes were found for this tractor

File History
Filter
Add File
Manage

File	Index Date	Upload Date	Indexed by	Comments
Bill of Sale	10/20/2022 13:55	10/20/2022 13:55	Kelly Frederick	

Trailer Records

Just like the driver and tractor profiles, there is a place to manage safety information for your trailers and keep any documentation on file.

Below is a screenshot of the Trailer Information screen. You can see that there are several fields pertaining to safety such as tag expirations, last and next service dates, etc. Note that the trailer must be in an “active” status in order to dispatch. If the trailer is inactive or put on a hold then it won’t be available for dispatch.

NOTE: These safety items will drive advanced and past due notifications at the time of dispatch. So, you’ll be able to see, for example, when the next inspection is coming up due. The more information you have, the better. You can add/edit information here at any time.

Trailer Information
Save Record
Cancel

Trailer Information

Trailer ID	2000T	Axle Count	
Status	Active	Length (feet)	0
Year	2012	Width (inches)	0
Make	Fontaine	Deck Height (inches)	0
Model	96FS	Weight (lbs)	0
Type	Flatbed	Terminal	--
Group	- Select -	EOBR Type	- Select -
VIN	234234234234	EOBR ID	
Tag Number	TN234	Physical Damage Insurance Carrier	
Tag State	Tennessee	Physical Damage Insurance Start Date	
Tag Expiration	2023-10-06	Physical Damage Insurance Expiration Date	
Last Inspection Date	2015-05-01	Physical Damage Insurance Value	
Last Inspection Location		Leasing Company	- Select -
Next Inspection Date	2015-08-01	Lease Exp Date	
Last Service Date		Comments	
Next Service Date	2015-06-15		
Maintenance Date	2015-06-20		
Trailer Owned By	Brian Raymond		
	2016-04-08		

Save Record
Cancel

Once you have added or finished editing a trailer profile, you will land on the “Trailer Summary” screen. It looks like this:

Trailer Summary

Trailer Information - Change Log				Edit Information
Trailer ID	2000T	EOBR Type		
Status	Active	EOBR ID		
Current Owner	Brian Raymond	Tag Information	TN234 - TN	
Terminal		Expires	10/06/2023	
VIN	234234234234	Last Inspection Date	05/01/2015	
Year	2012	Last Inspection Location		
Make	Fontaine	Next Inspection Date	08/01/2015	
Model	96FS	Last Service Date		
Type	Flatbed	Next Service Date	06/15/2015	
		Monthly Maintenance	06/20/2015	

From this screen there are some “safety” sections, where you can add and manage trailer permits/certifications as well as upload any documentation that you wish to keep on file for the piece of equipment.

If you scroll down a bit on this screen, you will see these sections.

NOTE: You can upload and manage all of your documents in Transport Pro. For example, you may wish to upload an inspection report and keep that on file with the trailer. You can add or edit information here at any time.

Trailer Permits / Certifications

No training / certification records were found for this record.

Add Record

File History					Filter	Add File	Manage
File	Index Date	Upload Date	Indexed by	Comments			
Inspection Report Trailer	10/20/2022 14:07	10/20/2022 14:07	Kelly Frederick				

Reports

There are a few different safety reports to help you visualize the safety health of your business, and to help you catch things before they expire.

Let’s start with the “Safety Summary” report. This is found under Reports>Operational Reports>Safety Summary. Here’s a screenshot of the report:

Safety Summary Report

Driver

--

ABC - ABC Freight

B1 - Broker 1

ADT - Carrie Johnson

--RFT - Rob Finney

CDL Matches Physical

- Select -

Medical Conditions

- Select -

Driver Status

- Select -

Dispatch Group

- Select -

Dispatcher

Limit to Warning / Critical

☐ Yes

Hire Date

From: To:

CDL Exp. Range

From: To:

Next Review Range

From: To:

Get Report

Clear

Report Results

[Printable Report](#)

[Export to CSV](#)

TWIC Range

From: To:

Physical Exp. Range

From: To:

Physical Submitted Range

From: To:

Tractor Next Inspection Range

From: To:

Tractor Next Service Range

From: To:

Tractor MM Range

From: To:

Tractor Tags Exp. Range

From: To:

Trailer Next Inspection Range

From: To:

Trailer Next Service Range

From: To:

Trailer MM Range

From: To:

Trailer Tags Exp. Range

From: To:

Trailer Tags Exp. Range

From: To:

1	Driver	Tractor	Trailer	Driver	Driver Status	Terminal	Dispatcher	Hire Date	CDL Exp.	Physical Exp.	TWIC Exp.	CDL Match Phys	Next Review	Next Tractor Inspection	Tractor Next Service	Tractor MM	Tractor Tags Exp.	Next Trailer Inspection	Trailer Next Service	Trailer MM	Trailer Tags Exp.
1226				GURPREET SINGH	Active	ABC Freight		05/12/2022	not set	not set		No	not set								
1212				Ryan Gene	Active	ABC Freight		02/10/2022	02/09/2023	not set		No	not set								
1210				Jerry Jones	Active	ABC Freight		11/29/2021	11/03/2022	not set		No	not set								
1213	111A			Jerry Wagner	Active	ABC Freight		02/16/2022	02/09/2023	not set		No	not set	not set	not set	not set	02/09/2023				
1209	1011			Jason Dell	Active	ABC Freight		11/08/2021	11/03/2022	not set		No	not set	not set	not set	not set	not set				
1227				GURPREET SINGH	Active	ABC Freight		02/22/2022	not set	not set		No	not set								
1046	10096	1001		Larry Bell	Active	ABC Freight		03/14/2016	not set	not set		No	not set	04/02/2019	03/29/2019	not set	not set	02/11/2019			02/13/2020

From here, you can use any desired filters, or just click “Search” to see all safety items for all drivers and equipment. You can see that this report shows you driver, tractor and trailer IDs, along with expiration dates for CDLs, tags, inspections, etc.

NOTE: If a value says “not set” that means that no information has been entered for that item. If you wish to monitor that safety item, someone should enter a valid date in that field on the record. If a date shows in red that indicates the item is past due, and if it’s in orange that indicates the item is coming up due.

The next report to review is the “Driver Certification/Training Report.” This report is found under Reports>Operational Reports>Driver Training/Certification Report. Here is a screenshot of the report:

Driver Certification/Training Report

Terminal: ABC - ABC Freight
B1 - Broker 1
ADT - Carrie Johnson
--RFT - Rob Finney

Program: - All Programs -

Program Name:

Driver Name (first / last):

Assignment Date: - or - ☐ is blank

Training Date: - or - ☐ is blank

Expiration Date: - or - ☐ is blank

Priority: - Select -

[Get Report](#) [Clear](#) [Save Search](#)

[Report Results](#)
[Printable Report](#)
[Export to CSV](#)

Driver ID	Last Name	First Name	Program	Program Name	Requested By	Priority	Assignment Date	Training Date	Expiration Date	Comments	Manage
1001	BUCHANAN	BRIAN	Pro-TREAD	Pro Tread		Normal					
1143	campbell	kris	Alabama Coil Test	Alabama Coil		Normal					
1212	Gene	Ryan	Other	Test		Emergency					
1035	Green	Terry	Pro-TREAD	Pro-Tread		Normal	05/13/2016	05/19/2016	05/03/2018		

Recall, there is a section on the Driver Summary page, where you can record driver training/certifications. If you have entered any information on the profiles, it feeds this report. This way you can run the data in a report format, and say for example, “show me all the drivers in the system who have a Pro Tread certification.”

The last report to review is the “Driver Violations” report. This report is found under Reports>Operational Reports>Driver Violations. Here is a screenshot of the report:

Driver Violations Report

Violation Date: From: 2022-10-01 To: 2022-10-31

Driver Last Name: From: To:

Violation Type: - Select -
Insurance Violation
Load Securement
Log Violation
Other Violation

[Get Report](#) [Clear](#) [Save Search](#)

[Report Results](#)
[Printable Report](#)
[Export to CSV](#)

ID	Driver Name	Violation Date	Violation Type	Violation Title	State	Comment
1152	Rodney Smith	10/11/2022	Traffic Violation	Speeding	Connecticut	

Recall, there is a section on the Driver Summary page, where you can record driver violations. If you have entered any information on the profiles, it feeds this report. This way you can run the data in a report format, and say for example, “show me all the drivers in the system who have a speeding violation.”

This covers the safety features and reports in Transport Pro. If you have any questions, please contact our support team at support@transportpro.net.