Personal Conveyance

When permitted by the fleet, reports on use of vehicle for personal conveyance. The Personal Conveyance report can be run for a selected driver or driver group. Check Data Retention for how long data is kept.

Columns of the spreadsheet are sortable. Click on the column heading to sort the report according to the specified metric.

The Comment column indicates any comments the driver has added to their entry on the in-cab device.

Select [Show Detail] to view more details regarding each personal conveyance entry.

You can add a comment to a personal conveyance entry and submit the entry as having been reviewed by clicking on the selected entry. The Edit Record pop-up will then appear, enabling you to add a comment by clicking the text box and entering your response. Click [Submit as Reviewed] to save the entry as having been reviewed.