

# Fleet Vehicle Handover Checklist

## Vehicle Details

Vehicle Make & Model

Vehicle Registration

VIN

Mileage

Fuel Level

Date & Time of Handover

## Driver Details

Driver Name

Employee ID

Contact Info

## Checklist

Item	Present	Comments
Registration & Insurance Documents	<input type="checkbox"/>	<div></div>
Spare Tire & Jack	<input type="checkbox"/>	<div></div>
Tool Kit	<input type="checkbox"/>	<div></div>
First Aid Kit	<input type="checkbox"/>	<div></div>
Warning Triangle	<input type="checkbox"/>	<div></div>
Owner's Manual	<input type="checkbox"/>	<div></div>

Keys (Number of sets)	<input type="checkbox"/>	<input type="text"/>
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## General Condition

Exterior Condition

Interior Condition

Other Notes / Damages

Signature (Handover By)

Name

Date

Signature (Received By)

Name

Date