

# Fleet Vehicle Handover Checklist

## Vehicle Information

Make/Model		Registration No.	
VIN		Odometer	
Year		Color	

## Driver Information

Name		Employee ID	
Department		Contact	

## Handover Checks

Item	Present/Working?	Notes
Spare Tire & Tools		
Lights (Head/Tail/Indicators)		
Horn		
Mirrors		
First Aid Kit		
Insurance Papers		
Fuel Level		
Body Condition		
Tyre Condition		
Service Books/Manuals		

## Additional Notes

Handover By (Name & Signature)

Date

Received By (Name & Signature)

Date