Fleet Vehicle Handover Document

Vehicle Information

Make		
Model		
Year		
Registration Number		
VIN		
Odometer (km)		
Handover Details		
Date		
Time		
Location		
Driver / Recipient Infor	mation	
Full Name		
Employee ID		
Department		
Notes / Observations		
Signatures		
Driver / Recipient Signature		
Fleet / Handover Officer Signature		