

Vehicle Handover and Condition Record

A vehicle custody record with mileage, fuel or charge, existing damage, equipment and documents, handover terms and both parties acknowledgement.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records agreed observations and custody. It does not replace driving entitlement checks, insurance, a rental agreement or a pre-use safety check.

No. GOV.UK explains that the driver is responsible for making sure a vehicle is safe to drive. A custody or damage record is not a safety inspection. Where the record identifies a person, ICO principles require appropriate minimisation, security and retention of their information.

2. Vehicle and custody

Vehicle registration and fleet reference *

Make and model

Handover type * (choose one)

☐ Issue ☐ Return ☐ Transfer

Handed over by *

Received by *

Odometer reading

Fuel level or charge percentage

Agreement or allocation reference

3. Condition evidence

Condition observation (copy this block for each one)

Area or component *

Observed condition or damage *

Observation agreed? * (choose one)

☐ Agreed ☐ Disputed ☐ Other party absent

Comments or disagreement

Supporting photos (photos: attach, or note the file names)

4. Equipment and acknowledgement

Keys, equipment and documents transferred

Areas not checked and other limitations

Describe anything that prevented an agreed condition record. Distinguish an unobserved area from one checked without damage.

Separate safety check reference

Handing-over party signature

Receiving party signature

Reason where a party has not signed

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

A large, empty rectangular box with a thin black border, intended for the author's signature.

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.