

Vehicle Handing over/ Taking over checklist

1. General Details

1.1. Driver Name:	
1.2. Driving License Number:	
1.3. Vehicle Registration Number:	
1.4. Engine Number:	
1.5. Chassis Number:	
1.6. Odometer reading:	1.7. Fuel Balance as per meter:
Date:	1.8. Fuel Balance as per DRC:

2. Documents

2.1. Insurance Validity:	2.4. Finess Certificate Validity:
2.2. Revenue License Validity:	2.5. Running Chart (Km):
2.3. Emission Test Validity:	2.6. Others:

3. Vehicle Interior

3.1. Airconditioning:

3.2. Windows Operation:

3.2.1. 1 ST Door (LH):	3.2.3. Rear Door (LH):
3.2.2. 1 ST Door (RH):	3.2.4. Rear Door (RH):

3.3. Door Handle Locks:

3.3.1. 1 ST Door (LH):	3.3.3. Rear Door (LH):
3.3.2. 1 ST Door (RH):	3.3.4. Rear Door (RH):

4. Vehicle Exterior:

4.1. Windshield / Windscreen (Glass) :

4.1.1. Front:	
4.1.2. 1 ST Door (LH):	4.2.5. Rear Door (LH):.....
4.1.3. 1 ST Door (RH):	4.2.6. Rear Door (RH):
Remarks: (van/ Bus/ others):	

5. Number of Badges:

6. Break:

7. Emergency Break:

8. Hand Break:

9. Horn:

10. Tires:

10.1. Front (LH):	9.4. Rear Door (LH):
10.2. Front (RH):	9.5. Rear Door (RH):
10.3. Spare wheel:	

5. Lights:

5.1. Signal Lights:

5.2. Break Lights:

5.3. Headlights:

High..... Low.....

6. Accessories

6.1. Battery (Brand):

Serial Number:

Model:

6.2. Keys (Number of Keys):		6.3. Radio Set:	
6.4. Jack:		6.5. Wheel brush:	

7. Vehicle Conditions

7.1. Running / Not Running

7.1.1. Repairs

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8. Remarks:

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➤ Name of the Driver Handing over the Vehicle:

Signature:

Date:

Driving License Number:

➤ Name of the Driver Taking over the Vehicle:

Signature:

Date:

Driving License Number:

➤ I confirm that the above-mentioned vehicle has been handing over to the above-mentioned officer.

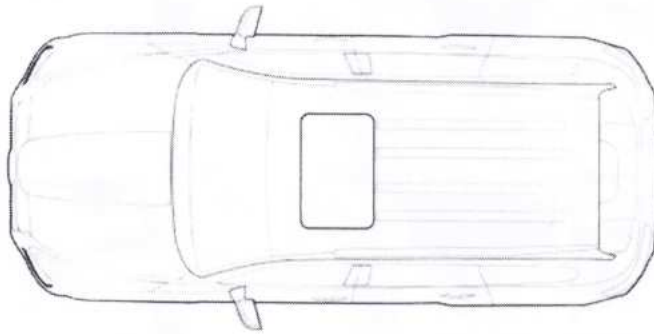
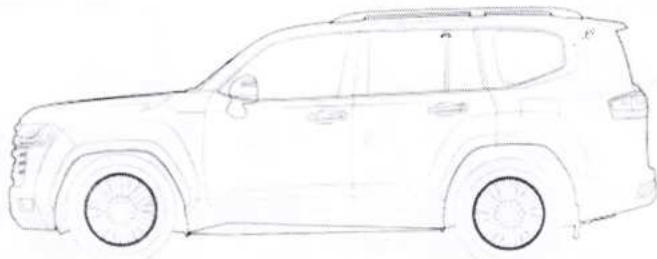
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Designation:



REMARKS:

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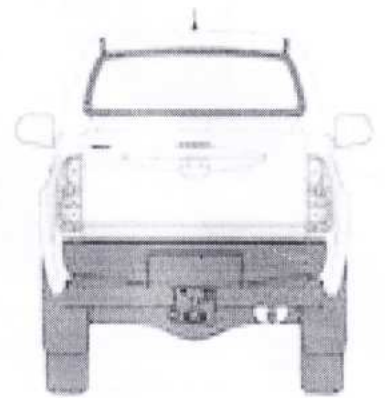
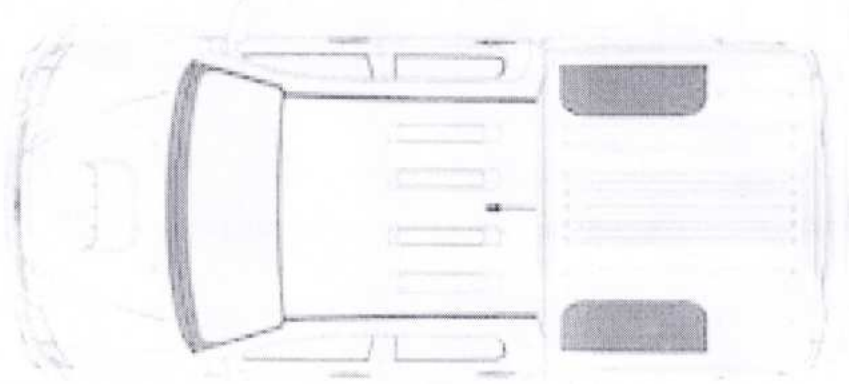
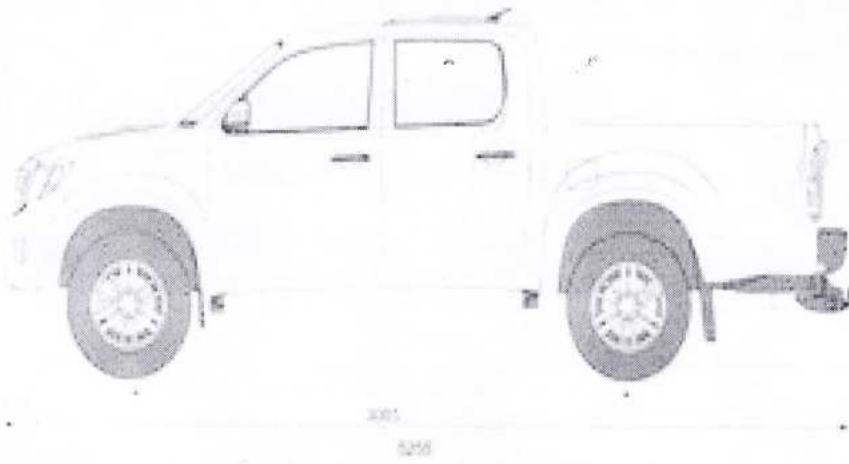
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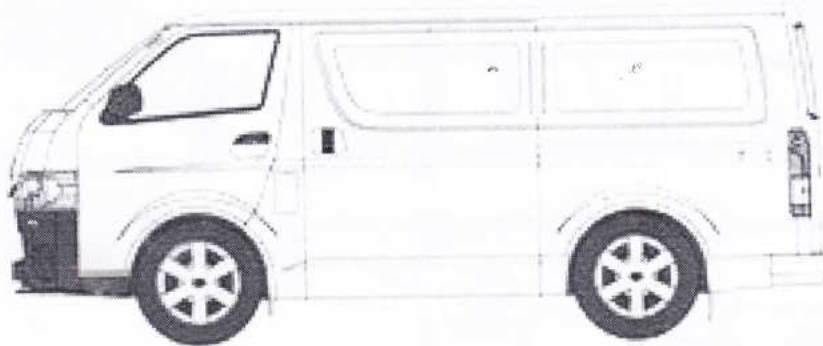
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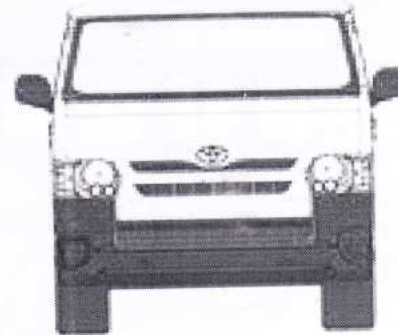
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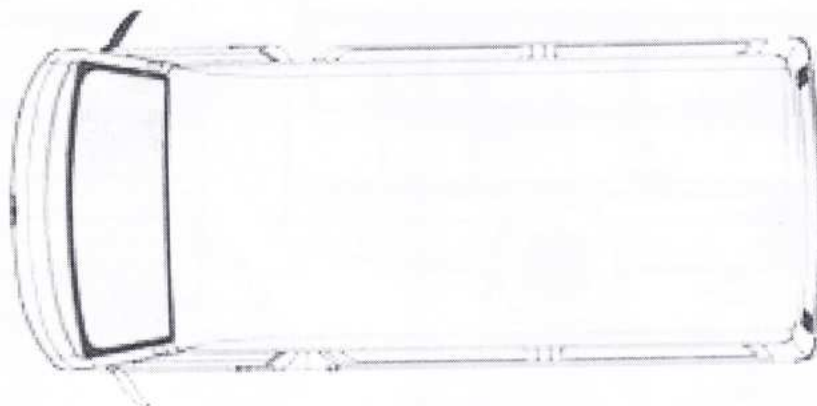
Designation:



2570
4095



1505



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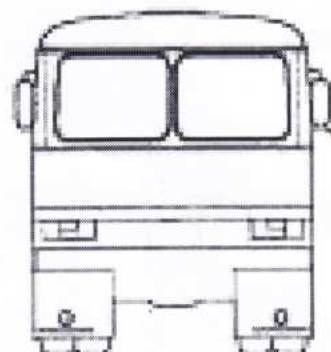
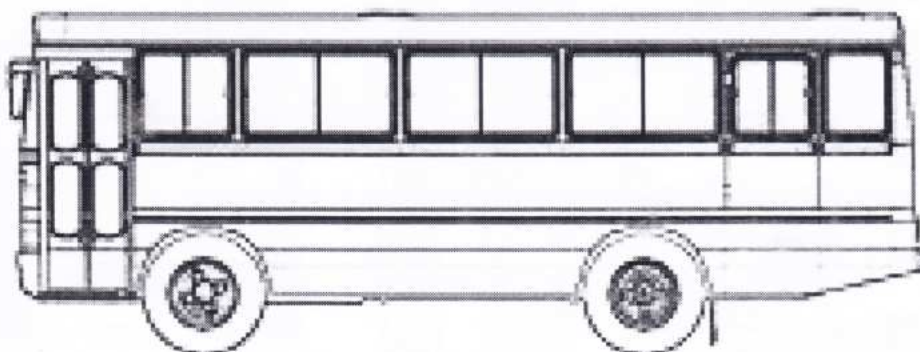
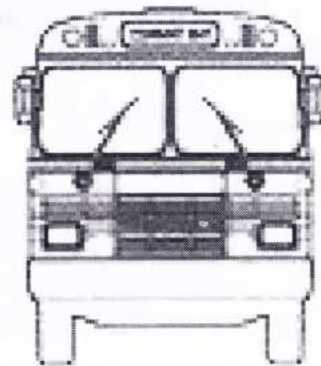
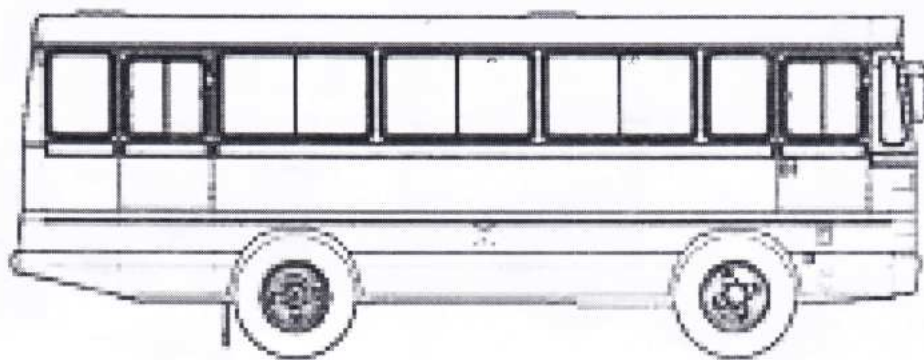
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