

UNIVERSITY OF NAIROBI

TRANSPORT & GARAGE DEPARTMENT

MOTOR VEHICLE HANDING/TAKING OVER FORM

VEHICLE REG NO: _____ MAKE: _____ COLLEGE: _____

MILEAGE: _____ FUEL LEVEL: ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, Full): _____

ITEM NO:	ITEM DESCRIPTION	CONDITION/REMARKS
1	Spare wheel	
2	Body condition	
3	Suspension	
4	Insurance sticker	
5	Service sticker	
6	Inspection sticker	
7	Jack	
8	Wheel spanner	
9	Life saver	
10	First Aid Kit	
11	Radio	
12	Seat Belts	
13	Tool Kit	
14	Mirrors	
15	Door locks	
16	Fuel tank cap	
17	Battery	
18	Clock	
19	Radiator cap	
20	Keys	
21	Others	

General Remarks _____

Driver Handing Over: _____ Date: _____ Sign: _____

Driver Taking Over: _____ Date: _____ Sign: _____

Garage Foreman/Witness: _____ Date: _____ Sign: _____

Note: A copy must be filed in the vehicle's file.