Organisation

Address (optional)

Vehicle handover record: company car

Reference no. | Place | Date | Time

Handed over by (fleet management)

Name | Role / department

Received by (employee)

Name | Department / company

Phone (optional) | Licence category (optional)

◯ B ◯ BE ◯ C1 ◯ C1E ◯ C ◯ CE ◯ Other

☐ Original driving licence shown

Vehicle

Number plate | Make / model | VIN (optional)

Drive: ◯ Combustion ◯ Hybrid ◯ Electric

Mileage (km)

Fuel level: ◯ empty ◯ ¼ ◯ ½ ◯ ¾ ◯ full

Charge level (%) | Next MOT / inspection (optional) | Next service (optional)

Keys and cards

Type	Label / no.	Qty

Fuel and charging cards: only the last four digits.

Possible entries: Type – Vehicle key, Spare key, Keyless card / fob, Fuel card, Charging card, Garage / parking permit, Other

Documents and equipment

☐ Registration certificate (part I) ☐ Owner’s manual / service book ☐ Warning triangle

☐ First-aid kit ☐ High-visibility vest(s) ☐ Charging cable

Sample based on German practice. Not legal advice.

☐ Spare wheel or tyre repair kit ☐ Tool kit ☐ Parking disc

☐ Logbook

Other

Condition at handover

Inside
◯ clean ◯ slightly dirty ◯ very dirty

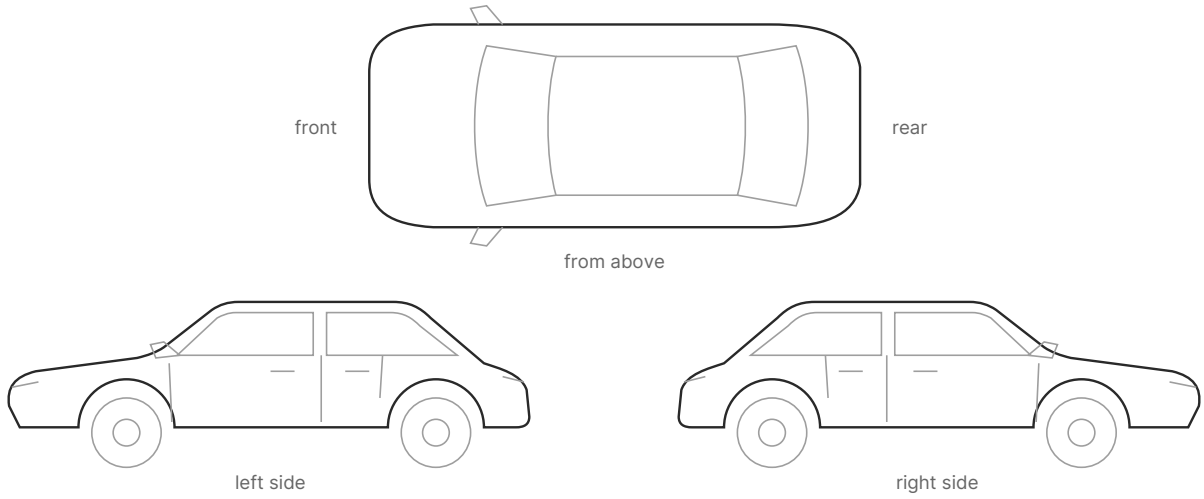
Outside
◯ clean ◯ slightly dirty ◯ very dirty

Position	Description

Possible entries: Position – front, rear, left, right, roof, windows, wheels / rims, interior

Notes

Mark damage here



Agreed return

Return
◯ open-ended
◯ on a set date

Date

Time

Sample based on German practice. Not legal advice.

Purpose and notes

The vehicle is provided to the recipient as a company car. The employer's company car policy or car agreement applies. Damage, accidents and the loss of keys or cards must be reported without delay.

Handed over by

Signature

Name

Place, date

Received by

Signature

Name

Place, date

Return

Returned on

Time

Mileage (km)

Fuel level

◯ empty ◯ ¼ ◯ ½ ◯ ¾ ◯ full

Charge level (%)

All keys and cards returned

◯ Yes ◯ No

Missing keys or cards

New damage

Notes

Returned by

Signature

Name

Place, date

Received back by

Signature

Name

Place, date

Sample based on German practice. Not legal advice.