

Organisation

Address (optional)

Vehicle handover record: pool car

Reference no. _____ Place _____ Date _____ Time _____

Handed over by (fleet management)

Name _____ Role / department _____

Received by (driver)

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 _____ Mileage (km) _____ Fuel level _____
☐ Combustion ☐ Hybrid ☐ empty ☐ ¼ ☐ ½ ☐ ¾
☐ Electric ☐ 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

☐ Spare wheel or tyre repair kit

☐ Tool kit

☐ Parking disc

☐ Logbook

Other

Condition at handover

Inside

☐ clean ☐ slightly dirty ☐ very dirty

Outside

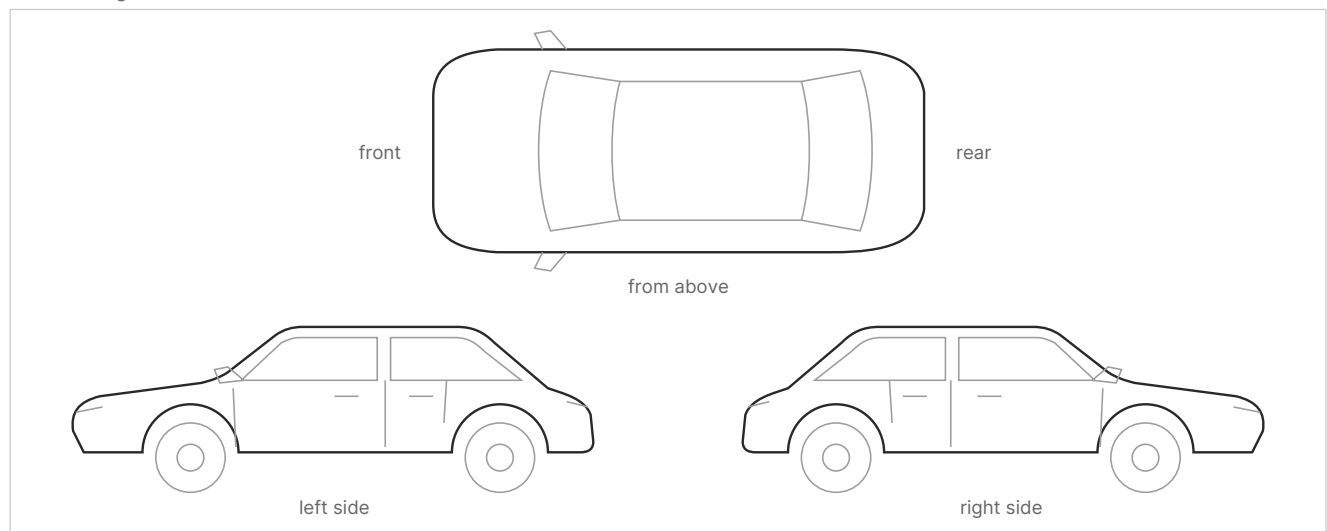
☐ clean ☐ slightly dirty ☐ very dirty

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

Purpose and notes

The recipient takes over the pool car for business journeys in the period stated. They return it with all keys, cards and documents at the agreed time and report damage, accidents and losses 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