



TAITA TAVETA UNIVERSITY

P.O. Box 635 - 80300, Voi Kenya. Telephone: (020) -2437266
Transport Department

VEHICLE HANDLING/TAKING OVER FORM

Vehicle Reg. No. _____ Purpose of Journey _____

1. Body

Headlamps: _____

Signals: _____

Dents: _____

Mirrors (Side & Internal): _____

Starter motor: _____

Alternator: _____

Battery: _____

2. Tools

Jack/Handle: _____

Wheel Spanner: _____

Fire extinguisher: _____

First aid box: _____

Spare Tyre: _____

3. Radio: _____

4. Vehicle Condition: -Serviceable _____
Unserviceable _____

6. Fuel level: _____

Handed Over By: _____

Received By: _____

Date: _____

REMARKS _____

