

Vehicle handover and return form

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Form no.: _____

Company logo

A. Company and employee

Company name	
Department or branch	
Employee receiving the car	
Employee no. (internal)	
Job title	
Mobile	
Driving licence expiry date	

B. Vehicle

Make and model	
Year	
Plate number	
Colour	
VIN (optional)	
Registration expiry	
Insurance expiry	

This form does not ask for national ID or Iqama numbers.

C. Condition at handover

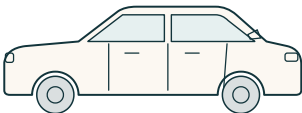
Date and time		Place	
Odometer (km)		Next service due (km or date)	
Fuel level	☐ Empty ☐ ¼ ☐ ½ ☐ ¾ ☐ Full	Cleanliness	☐ Clean ☐ OK ☐ Needs a wash

D. Items and documents

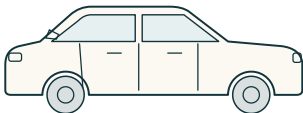
Item	Present	Missing	Notes
Spare tyre	☐	☐	
Jack and wheel spanner	☐	☐	
Warning triangle	☐	☐	
First-aid kit	☐	☐	
Fire extinguisher	☐	☐	

Item	Present	Missing	Notes
Registration card copy	☐	☐	
Insurance policy copy	☐	☐	
Number of keys: ____	☐	☐	
Remote or key card	☐	☐	
Other: ____	☐	☐	

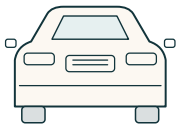
E. Visible damage



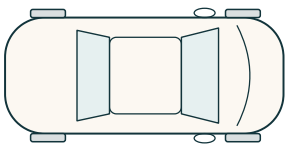
Right side



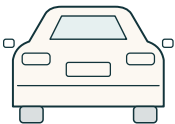
Left side



Front



Top



Back

Mark on the drawing: S = scratch · D = dent · B = broken

Damage notes:

Photos taken of all four sides:

☐ Yes ☐ No

Where are the photos kept?

F. Acknowledgement and signatures

I confirm that I received the vehicle described above in the condition recorded, and I will look after it, use it for work in line with company instructions, return it on request in the same condition apart from normal wear, and report any accident, fine or fault to the company straight away.

Received by (employee)

Name: _____ Date: _____

Signature: _____

Handed over by (for the company)

Name: _____ Date: _____

Signature: _____

Vehicle handover and return form

Side 2: Return

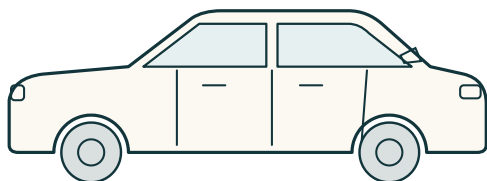
Form no.: _____

Plate number: _____

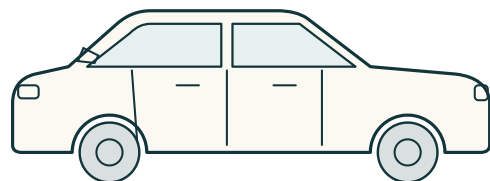
G. Return

Return date and time	
Odometer at return	
Km driven (return – handover)	
Fuel level at return	☐ Empty ☐ ¼ ☐ ½ ☐ ¾ ☐ Full
All items back?	☐ Yes ☐ No Missing: _____
New damage?	☐ Yes ☐ No Describe: _____
Fines during the period?	☐ Yes ☐ No ☐ To check later

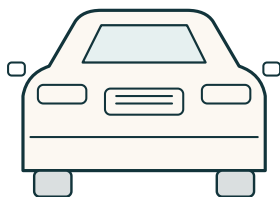
New damage at return (if any)



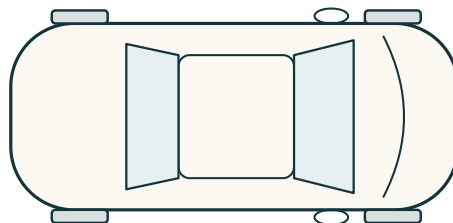
Right side



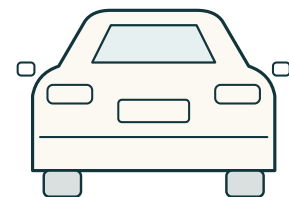
Left side



Front



Top



Back

Mark on the drawing: S = scratch · D = dent · B = broken

Return notes:

Received for the company

Name: _____ Date: _____

Signature: _____

Employee

Name: _____ Date: _____

Signature: _____

A guidance template from Sayarti+ for organising work inside your company. It is not an official document or legal advice. Check your country's labour rules or a legal adviser if you need binding wording.