



## KENYATTA UNIVERSITY

## OFFICE OF THE REGISTRAR (ADMINISTRATION)

DRIVER'S JOURNEY DECLARATION FORMSECTION ACOMMENCEMENT OF JOURNEY

I (Name) ..... PF No ..... being the driver assigned to drive bus/lorry/van/pick up registration No..... on ..... from ..... to ....., do hereby declare that:

1. I have checked and found the following things are in good state for the journey to begin.  
**(Tick appropriate)**

i.	Water .....	Yes ( )	No ( )
ii.	Oil .....	Yes ( )	No ( )
iii.	Brake Fluid .....	Yes ( )	No ( )
iv.	Battery Water .....	Yes ( )	No ( )
v.	Tyre Pressure .....	Yes ( )	No ( )
vi.	Lighting System .....	Yes ( )	No ( )
vii.	Insurance Cover .....	Yes ( )	No ( )
viii.	Inspection Sticker .....	Yes ( )	No ( )
ix.	Side Mirrors .....	Yes ( )	No ( )
x.	Spare Wheel .....	Yes ( )	No ( )
xi.	All Tools (Spanner/Jack/Wheel Spanner) .....	Yes ( )	No ( )

2. I have also checked the general condition of the vehicle and verified that the following.  
**(Tick as appropriate)**

i.	All window glass are in place and none is cracked	Yes ( )	No ( )
ii.	Door locks are in place and working	Yes ( )	No ( )
iii.	Vehicle's service period has not expired	Yes ( )	No ( )

3. I am aware that I am not authorized to drive continuously for more than eight (8) hours or drive after 9 pm without special permission. In addition, I commit myself to observe all traffic regulations and to take responsibility to drive the bus safely at all times.
4. I undertake not to drive while under the influence of intoxicating substances for example alcohol and drugs.
5. I undertake not to carry any unauthorized passengers or goods.

Signature ..... Date ..... Time .....

Inspection verified by Transport Manager ..... Date .....

**SECTION B**

**COMPLETION OF JOURNEY**

**(To be filled by the driver immediately after the journey)**

**I (Name) ..... do hereby state that  
during the completed journey,**

i. The following defects occurred .....

.....

.....

ii. The speed governor was found to be working .....

.....

.....

iii. The following things were noted for the mechanic to take action on or before the next  
journey .....

.....

.....

.....

**Signature ..... Date .....**

**Transport Manager**

I hereby declare that,

i. The records on this form before and after the journey are correct.  
**Yes ( ) No ( )**

ii. Action has been taken on all the highlighted defects.  
**Yes ( ) No ( )**

**Signature ..... Date .....**