



KENYATTA UNIVERSITY
TRANSPORT SECTION

VEHICLE HANDLING/TAKING OVER

Vehicle Reg. No. _____

1. Body Headlamps: _____
 Signals: _____
 Dents: _____
 Mirrors (Side & Internal): _____

2. Tools Jack/Handle: _____
 Wheel Spanner: _____

3. Spare Tyre: _____

4. Radio: _____

5. Vehicle Condition: -Serviceable _____
 -Unserviceable _____

6. General Remarks: _____

 Handed Over By: _____

 Received By: _____

 Witness: _____

 Date: _____

Approved By: _____