

TO BE COMPLETED ON RECEIPT OF ANY NEW VEHICLE ALLOCATION

## VEHICLE DETAILS

MAKE		MODEL	
REG NO		ENGINE SIZE	
FUEL TYPE		CURRENT MILEAGE	

## NEW DRIVER DETAILS

DRIVER		BRANCH	
POSITION		LICENSE NUMBER	

## DOES VEHICLE HAVE

RADIO / CD		WHEEL TRIMS	
PARCEL SHELF		ALLOYS	
AERIAL		SPARE WHEEL & JACK	
SERVICE BOOK			

## VEHICLE STATUS

IN GOOD WORKING ORDER		CLEAN OUTSIDE	
		CLEAN INSIDE	

## DAMAGE

BODYWORK		WHEELS / TYRES	

Pictures of damage are on the next page

Notification of Insurance Excess for Accidental Damage and Theft in which driver is to blame: Excess: £250.00 Drivers over 25, £400.00 Drivers 21 – 24, £ 500.00 Drivers under 21.

Any accidents must be reported to the Fleet Manager as soon as possible and an Accident Report Form must be filled in no matter how trivial the incident is.

I received and accept the above vehicle, which is now in my care and I have been informed that it is my duty to ensure regular servicing is carried out and the vehicle is kept CLEAN and TIDY to our high standard.

I have been notified of Insurance Excess and understand that the vehicle can be inspected at any time.

Signature (Driver)	Signature (Dept Head)

SUPPORTING IMAGES (IF REQUIRED)	