HGV Driver Handover Form

A controlled handover prevents assumptions when responsibility for a vehicle, trailer or journey changes.

Handover details

■	Date and time	
■	Outgoing driver	
■	Incoming driver	
■	Vehicle registration	
■	Trailer number	
■	Location	

Vehicle and trailer

■	Current defects or warnings	
■	Fuel and AdBlue	
■	Tyres and damage	
■	Coupling and trailer condition	
■	Height displayed in cab	
■	Keys and security devices	

Journey and load

■	Load description	
■	Load security status	
■	Gross or operational weight information	
■	Delivery address and correct entrance	
■	Route restrictions or diversions	
■	Parking or rest plan	

Documents and communication

■	Delivery paperwork	
■	Tachograph or printouts	
■	Permits or special instructions	
■	Site contact	
■	Transport contact	
■	Outstanding action accepted by incoming driver	

Driver / person completing: _____ Signature: _____ Date/time: _____

Official reference: https://www.gov.uk/government/publications/guide-to-maintaining-roadworthiness

Important: Completion of this document does not prove that a competent or effective check was carried out. Safety-critical defects must be reported and the vehicle withheld from use where required.