

GOLF CART MAINTENANCE & HANDOVER RECORD

Keep maintenance history with the vehicle - not with the employee.

VEHICLE INFORMATION

Fleet ID:	Manufacturer Vehicle Identifier:	Make / Model:
Battery / Charger Identification:	Equipment Changes / Modifications (include date):	
Current Manual / Document Location:	Record Custodian:	

ISSUE / SERVICE RECORD

Reported Symptom / Circumstances: Date / Time: _____ Reported by: _____	
Inspection Findings: Inspection date: _____ Inspected by / Service provider: _____	
Work Performed / Completion Date:	
Parts / Questions Outstanding:	Work-Order Reference:
STATUS: ☐ Reported ☐ Awaiting Inspection ☐ Awaiting Parts ☐ Work Completed	

NEXT ACTION & HANDOVER

Next Action:		
Responsible Person:	Review / Required Maintenance Date:	
Operating Availability / Status:	Return-to-Service Authorization (if applicable):	
Handover Date / Time:	Handed Over By:	Received By:

IMPORTANT: This form is intended as an administrative maintenance and handover record. It is not an inspection checklist, maintenance schedule or substitute for manufacturer service guidance or your facility's established procedures.

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