

Dispatchers Handover Form

Dispatchers are to ensure this form is completed on handover from dispatcher to dispatcher or during the week dispatcher to supervisor, please complete as necessary and leave Senior Supervisor tray. Failure to complete could result in disciplinary action been taken.

Date:		Shift Time:								
Dispatcher On:		Off:								
Any Incident/ Car Faults /Computer Equipment/Other Car Reg No:										
<u>Fault/Incident:</u>										
Outstanding Visits										
Case No:	Post Code	Reason why case not pass: <i>(a reason must be given in all cases)</i>								
Drivers Issues:				Vehicles used during your shift						
ie cancellations/lateness				Bag	Drug Bag	Vehicle	Driver	Doctor	Refuel	
									Cost	Quantity
						VSK				
						VSL				
						VSM				
						VSN				
						PGU				
						PGV				

Out- going Dispatcher's: signature: _____

On-coming Dispatcher's/Supervisors: signature: _____

Check List Tough Book

Signing Out

Cars	Date	Shift	Driver	Mains Charger	In-car Charger	Spare Battery	Battery Attachment	Tough Book	Sat Nav	Signature	Comments
VSK											
VSL											
VSM											
VSN											
PGU											
PGV											

Signing In

Cars	Date	Shift	Driver	Mains Charger	In-car Charger	Spare Battery	Battery Attachment	Tough Book	Sat Nav	Signature	Comments
VSK											
VSL											
VSM											
VSN											
PGU											
PGV											