



## **DEPARTMENT OF ADMINISTRATIVE SERVICES** **FLEET OPERATIONS**

### **Alternate Parking Request Overview**

Per General Letter 115, state vehicles are to be parked at the principal duty station of the driver. The intent of an alternate parking arrangement is to reduce vehicle miles traveled for field employees to regional assignments visited on official state business as opposed to starting at the official duty station. This arrangement increases the employee's productivity on state time.

Reducing the employees personal commute time, or avoiding travel redundancy from the personal commute, are not a factor in determining parking location. \*The only time a commute would have an impact in the evaluation is if the new parking location extends the employees commute past the official duty station, or there is applicable collective bargaining language.

#### **Completing the Alternate Parking Request Form**

- All requests are subject to approval by the Director of DAS Fleet Operations.
- The Alternate Parking Request forms are to be completed, and submitted, by the Agency Transportation Administrator.
- Written justification must be provided by the agency including a specific work region (towns, counties, etc.) for the evaluation to be conducted. If work region is vague, the form will not be accepted and returned.
- When selecting an Alternate Parking location, the location must be central to the work region of the driver\*. (See previously mentioned scenarios where there would be an exception)

#### **Steps After an Alternate Parking Determination is Made**

- The role of Fleet Operations is to provide acceptable suggestions for parking state vehicles, however the ultimate approval for parking at a recommended state facility is done by the host location.
- The agency ATA must contact the facility manager for the final approval. Once approval has been received from both the Director of DAS Fleet Operations and the host location, the vehicle may then be moved to the new parking location.

#### **Renewal of Alternate Parking Requests**

- Alternate Parking requests shall be reviewed and renewed on a yearly basis to ensure continued applicability.
- Yearly evaluations, in the absence of dedicated agency field assignment regions, will utilize telematics data to ensure the state vehicle is located central to the region serviced to reduce mileage, fuel consumption, maintenance and repairs, and travel time during the field employee's workday. Examinations will include, but not necessarily limited to, work locations and visit frequency.

# DAS Fleet Alternate Parking Location Request

Revised September 2023

**\*\*Email to the Fleet Director (stephen.mcgirr@ct.gov) with the Agency ATA's signature below for FINAL APPROVAL by Fleet\*\***  
Per General Letter 115 - Alternate Parking is "for field personnel whose assigned geographic area is regional may park their assigned vehicles at a state-owned or leased facility that is central to that region only if approved."

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Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Class: \_\_\_\_\_ Job Class Code: \_\_\_\_\_

Vehicle Plate Number: \_\_\_\_\_

Employee Duty Station Location: \_\_\_\_\_

Employee Town of Residence: \_\_\_\_\_

Parking Location Requested: \_\_\_\_\_

Written justification must be provided by the agency including a specific work region (towns, counties, etc.) for the evaluation to be conducted. Forms with incomplete or vague work regions will not be accepted and returned.

ATA Name: \_\_\_\_\_ ATA Title: \_\_\_\_\_

ATA Signature: \_\_\_\_\_

\_\_\_\_\_ For Fleet use only below this line \_\_\_\_\_

Fleet response to the Alternate Parking Request as submitted:    Approved                      Denied

Signature: \_\_\_\_\_

Director of DAS Fleet Operations