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After Hours Emergencies
Call **1-877-454-4204** (toll-free)
Your call will be answered through
the Department of Energy and
Environmental Protection Dispatch
Office, which will assist you.

Online
Go to:
<http://das.ct.gov> and click on **FLEET
OPERATIONS** for additional infor-
mation on fueling locations, acci-
dent forms and mileage reports.

Hartford Rental Location

For several years Fleet Operations has offered daily rental vehicles from the garage on Buckingham Street. With the late 2016/early 2017 move out of 165 Capitol Avenue to 450 Columbus Boulevard, rental activities at Buckingham will cease.

Details are still being finalized, however, Fleet Operations wants to assure Hartford rental customers that plans are in place to have a convenient and easily accessible rental pool for all employees based at Columbus Boulevard. With over 2,000 employees between the two towers Fleet expects that daily rentals will be in greater demand than ever before. And for renters who aren't based at this location, access is incredibly easy via I-91, I-84 or bus/CT *fastrak*.

Overnight Parking

GL115 requires all vehicles to be parked at a state-owned location each night (with limited exceptions granted when parking a vehicle at an employee's home provides enhanced safety and/or efficiency). An ATA can best handle those circumstances for when parking a vehicle at a site other than the primary work location is in the states/agency's best interest by going to the **Overnight Parking** section of the Fleet webpage.

Here is how it looks:

Overnight Parking

In general, all state-owned and rental vehicles must be parked overnight at state-owned or leased facilities.

- Procedure for parking DAS/Fleet vehicles at DOT facilities
- DOT facility listing
- DOT facility key request
- Permission to garage a State Vehicle at home

Fleet Reports

Every year or so we update users on the reports available to manage your fleet. They are available through the Biznet system. If you are an ATA in that system, you can log on and run the reports at https://www.biznet.ct.gov/Fleet_Apps. Just select a month and an agency and then choose a report by clicking on a report name in the dropdown list that appears on the right side of the screen.

The “GO>>” link will turn green. Click GO>> and your report will appear in Adobe PDF format. At this point, you can print the report or save a copy to your desktop.

- The Average Utilization report shows the previous 12-month average of days used and miles driven for each vehicle assigned to your agency. This will allow you to identify under-utilized vehicles and come up with an alternative that may save your agency some money. Turning in under-utilized vehicles and renting from DAS Fleet Operations on a day-by-day basis is one of the easiest ways to reduce your transportation costs.

The screenshot shows the DAS Fleet Administration web interface. At the top left is the DAS logo. To the right, it says 'State Of Connecticut Department of Administrative Services Fleet Administration'. Below that, it shows 'Current User: jim.palmer@ct.gov System Role: DAS Fleet Employee' with links for 'Edit Profile', 'Roles', and 'Log Out'. The main heading is 'Mileage Data Entry'. There are two dropdown menus: one for the month (set to 'June, 2015') and one for the agency (set to '1205 CT LOTTERY CORPORATION'). Below these are three buttons: '<< Return', 'Show Unreported Only', and 'Show Single'. To the right of these buttons is a dropdown menu titled 'Select a Report:' with the following options: 'Average Utilization', 'Days Used Histogram', 'Miles Driven Histogram', 'Mileage Table Data Dump', 'Overdue for Maintenance', and 'Vehicle Inventory'. To the right of the dropdown menu is a green 'GO>>' button.

The Average Utilization report also shows **Months Reportable** and **Months Reported** for each vehicle. This can give you a very good idea of the driver’s reporting compliance. For example, if a vehicle has 12 Months Reportable and 12 Months Reported, the reporting compliance is as good as it can be. If, however, a vehicle has 12 Months Reportable and only 7 Months Reported, there is room for improvement in the reporting compliance area.

When the Average Utilization report is run for agencies with many cars, it can be difficult to get the big picture view of what’s going on. All the rows of data can blur the bigger picture. This is where the **Histogram Reports** come in.

- The two **Histogram Reports** count vehicles that fall within predetermined utilization ranges and display the results in a bar graph. If the bar for 800 to 1,000 miles driven is the biggest bar, you know that most of your drivers fall within that monthly average. These graphs will quickly give you an idea of how your vehicles are being utilized and will help identify vehicles that are on the low end of the utilization spectrum.
- The **Overdue for Maintenance** report shows agency vehicles that are overdue for maintenance as of the report run date. One of our highest priorities is to provide your agency with safe, reliable vehicles. We cannot do that if we don’t have the opportunity to perform regular inspections and maintenance. We urge you to make service appointments for all vehicles that appear on this report. Unfortunately, agencies do not have the ability to see when vehicles are scheduled for service.
- **Vehicle Information** – this report includes plate number, year, make, and model of the vehicle along with the VIN and most recent mileage update. It has been designed to be downloaded in excel format in order to maximize agency’s ability to search, store and manage their fleet information. For agencies that populate and maintain their own databases the new Vehicle Information report should be a real time saver.

We encourage you to take the time to run these reports and go over them with your agency’s management team. The information they provide can be very helpful to effectively manage your fleet, and may help to reduce your transportation costs.