



inroads

February 2017

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New Haven Repair Facility
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New Haven, CT 06515
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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**

Daily Rental



Morgan Street Garage



Charles Street Lot

450 Columbus Boulevard

The combination of our office move and the closure of the parking garage on Buckingham Street has brought some changes to our daily rental operation.

All Hartford daily rentals are now handled out of the Fleet administrative office located on the ground floor of the Morgan Street parking garage. The entrance is off of Talcott Street, about halfway between Market Street and Columbus Boulevard.

For anyone whose work location is at 450 Columbus Boulevard, or one of the other state-occupied facilities in close proximity, picking up a car should be easy. On the day of the reservation all they need to do is walk over to our office, pick up the keys and go. Upon returning, the car needs to be brought back to the same designated spot where it was picked up and the keys returned to our office. Each car is equipped with an access card to make exiting the garage, and entering the garage a breeze. Should a vehicle be returned after normal business hours, there is a key box where

keys can be dropped off. It's mounted next to the security office at the garage entrance. If this happens the driver must send us an email (DAS.fleet.ct.gov) or leave us a voicemail (**860-713-5160**) stating that the keys were left there.

If the person picking up the vehicle is driving his/her personal car, and they do not have parking privileges in either the Morgan or Columbus garage, then he/she can park in the Charles Street surface lot located just to the north of the 450 Columbus complex on the corner of Columbus Boulevard and Charles Street. This lot does not require an access card, however, it is monitored by security. The distance from the lot to our front door is only a couple of hundred feet!

Detailed information on rates, models, etc. can be found on the Fleet page of the DAS website: <http://das.ct.gov/cr1.aspx?page=11>

Fleet Operations is happy to announce the addition of two car wash vendors offering a total of five locations to provide car cleaning services for DAS vehicles!

New Car Wash Locations

- **Luxury Car Wash** is located in New Haven – 1570 Whalley Ave. They are close to the bottom of Pond Lily Avenue, at the rear of the Sunoco station, literally 100 yards or less from exit 59 on the Merritt (5/15).
- **Fred's Car Wash** has four locations. Two are in Norwalk at 64 Connecticut Avenue (exit 15 off I-95) and 498 Westport Avenue. A third is located in Southport just off exit 19 of I-95 at 3400 Post Road (Rt. 1), and the fourth is on 1008 Main Street (Rt. 63) in Watertown, just a few blocks south of the junction of Rt. 6.

Both vendors offer exterior-only and full-service washes (including vacuum and windows), in addition to detail services on an as-needed basis. The process is the same as all other car wash providers. Drivers simply present a completed and signed coupon for the appropriate level of service and they will be all set. Payment is coordinated through the vendor and DAS.

The addition of Luxury and Fred's Car Washes have expanded our network of wash providers in areas that were lacking. Additionally, the proximity of these locations to highways and major thoroughfares offers the added benefit of a quick service.

Wash coupons are provided by Fleet Operations directly to ATAs for distribution to the appropriate people within the agencies. The entire list of car wash locations is published on the Fleet page of the DAS website. Here is a link: <http://das.ct.gov/images/1090/CWPriceSchedule.pdf>

Occasionally a vehicle needs a little more TLC than the standard wash and vacuum. State employees encounter all kinds of situations, so Fleet wants you to know you are covered.

Interior Cleaning

Should you need interior detailing services performed to rid a car of lice, vomit, bedbugs or other situations, we encourage agencies to coordinate this special cleaning directly with the service provider and bypass Fleet as the middle man. This is the fastest way to get your car restored to A-1 cleanliness and back into full service. You can use a P-card, or whatever method that your agency prefers, to pay the vendor directly.

You can also leave the car at a Fleet Operations location (with no loaner), until we can arrange a time for the vendor to get the vehicle picked up, serviced and returned. Fleet then pays the vendor and transfer invoices the agency for reimbursement. At the end of the day the cost of the service is the same, but this unfortunately leaves the agency without a vehicle for a longer period or time.

By working directly with the vendor the agency will minimize vehicle downtime and allow for a streamlined process to quickly shuttle cars and process billing.

Carwash locations are listed on the Fleet Operations homepage. If you would like information on which vendor may provide the fastest service, or to find out who we might have used to rectify a similar situation in the past, feel free to call one of our maintenance locations. We will be glad to assist.