



Connecticut®

# Executive Branch Requirements of the State-Owned, Light-Duty Vehicle Fleet

DAS Fleet Operations  
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# Connecticut General Statutes

Sec. 4a-4. (Formerly Sec. 4-23j). Control of state property and equipment.

Except as provided in subsections (b) and (c) of this section, **the Commissioner of Administrative Services shall consider and devise ways and means of establishing and maintaining proper control of state property and equipment, including vehicles and office equipment**; shall require the establishment of proper permanent inventory records and the taking of physical inventories of both stores and equipment; shall discover unused and improperly used or neglected equipment and shall authorize the transfer, use or disposal of such equipment.

(b) The Office of the Chief Court Administrator shall consider and devise ways and means of establishing and maintaining proper control of Judicial Department property and equipment, including vehicles and office equipment...

(c) The chief executive officer of each constituent unit of the state system of higher education may consider and devise ways and means of and The University of Connecticut shall be responsible for establishing and maintaining proper control of equipment, including all vehicles and office equipment ...

# Connecticut General Statutes

Sec. 4a-5. (Formerly Sec. 4-23*l*). State motor pool.

There shall be a state interagency motor pool within the Department of Administrative Services. Said motor pool shall provide motor vehicles to state agencies on a rental basis. Proceeds from rentals of such motor vehicles by said motor pool shall be deposited in the purchasing revolving fund maintained by said department and all direct expenses incurred by said motor pool shall be charged against said fund on order of the State Comptroller. The Commissioner of Administrative Services shall adopt rules regarding the rental and use of motor vehicles provided by the motor pool.

# Connecticut General Statutes

Sec. 4a-5a. State agency use of services provided by the Department of Administrative Services.

Notwithstanding any provision of the general statutes, **each state agency, except (1) the agencies within the Legislative Department, (2) the Judicial Department, and (3) the constituent units of the state system of higher education, shall use the services of the Department of Administrative Services** if the Department of Administrative Services can: (A) Provide the particular goods or services requested by such state agency, (B) comply with the delivery schedule set forth by such state agency, and (C) provide such goods or services at a cost which is not more than three per cent greater than the price quoted to such state agency by any private vendor.

# Connecticut General Statutes

Sec. 4a-56. (Formerly Sec. 4-123).

Purchasing standards and specifications. The Commissioner of Administrative Services or his designee **may classify the requirements of the state government for supplies, materials and equipment which may be purchased by the state and may adopt as standards the minimum number of qualities, sizes and varieties of such supplies, materials and equipment consistent with the successful operation of the state government.** If the commissioner adopts any such standards, the commissioner shall prepare, adopt and promulgate written specifications describing such standards, provided specifications shall not be required for any supplies, materials or equipment for which the commissioner determines that the cost of preparing specifications would outweigh the benefits. In the preparation and revision of any such standard specification, the commissioner or his designee may seek the advice, assistance and cooperation of the state agencies concerned in order to ascertain their precise requirements. Each specification adopted for any commodity shall satisfy the requirements of the state departments, agencies and institutions which are to make use of the same, unless the commissioner approves a waiver of the specification and states the reason for the waiver in writing. **In developing specifications for the purchase of motor vehicles, the commissioner or his designee shall consider motor vehicles using alternative fuels.** The commissioner may adopt energy performance standards established pursuant to subsection (j) of section 16a-38.

# Connecticut General Statutes

Sec. 4a-67d. Purchase of cars and light duty trucks. Gasoline mileage ratings. Alternative-fueled, hybrid electric or plug-in electric vehicles. Requirements. Exemptions. Definitions.

(a) As used in this section, (1) “emergency vehicle” means a vehicle used by the Department of Motor Vehicles, Department of Emergency Services and Public Protection, Department of Energy and Environmental Protection, Department of Correction, Office of State Capitol Police, Department of Mental Health and Addiction Services, Department of Developmental Services, Department of Social Services, Department of Children and Families, Department of Transportation, Judicial Department, Board of Pardons and Paroles, Board of Regents of Higher Education, The University of Connecticut, or the University of Connecticut Health Center for law enforcement or emergency response purposes, (2) “hybrid” means a passenger car that draws acceleration energy from two on-board sources of stored energy that consists of either an internal combustion or heat engine which uses combustible fuel and a rechargeable energy storage system and, for any passenger car or light duty truck with a model year of 2004 or newer, that is certified to meet or exceed the California Air Resources Board’s LEV (Low Emission Vehicle) II LEV Standard, (3) “zero-emission bus” means any urban bus certified by the executive officer of the California Air Resources Board to produce zero emissions of any criteria pollutant under all operational modes and conditions, (4) “battery electric vehicle” and “fuel cell electric vehicle” have the same meanings as provided in section 16-19eee, and (5) “camp trailer” has the same meaning as provided in section 14-1.

# Connecticut General Statutes

Sec. 4a-67d. Purchase of cars and light duty trucks. Gasoline mileage ratings. Alternative-fueled, hybrid electric or plug-in electric vehicles. Requirements. Exemptions. Definitions.

(c) Notwithstanding any other provisions of this section, (1) on and after January 1, 2008: (A) At least fifty per cent of all cars and light duty trucks purchased or leased by the state shall be alternative-fueled, hybrid electric or plug-in electric vehicles, (B) all alternative-fueled vehicles purchased or leased by the state shall be certified to the California Air Resources Board's Low Emission Vehicle II Ultra Low Emission Vehicle Standard, and (C) all gasoline-powered light duty and hybrid vehicles purchased or leased by the state shall, at a minimum, be certified to the California Air Resource Board's Low Emission Vehicle II Ultra Low Emission Vehicle Standard, (2) on and after January 1, 2012, one hundred per cent of such cars and light duty trucks shall be alternative-fueled, hybrid electric or plug-in electric vehicles, and (3) **on and after January 1, 2026, at least fifty per cent of such cars and light duty trucks shall be battery electric vehicles**, (4) **on and after January 1, 2028, at least seventy-five per cent of such cars and light duty trucks shall be battery electric vehicles**, and (5) **on and after January 1, 2030, one-hundred per cent of such cars and light duty trucks shall be battery electric vehicles**.

(e) The provisions of subsections (b) to (d), inclusive of this section **shall not apply to any (1) emergency vehicle, (2) sport utility vehicle, (3) bus or van that transports individuals in wheelchairs, (4) specialty upfitted motor vehicle, or (5) camp trailer**.

# Connecticut General Statutes

Sec. 4a-67d. Purchase of cars and light duty trucks. Gasoline mileage ratings. Alternative-fueled, hybrid electric or plug-in electric vehicles. Requirements. Exemptions. Definitions.

(i) Not later than January 1, 2026, and annually thereafter, if the fleet average for cars or light duty trucks purchased by the state does not meet the requirements of subsection (c) of this section, the commissioner shall submit, in accordance with the provisions of section 11-4a, a report to the joint standing committees of the General Assembly having cognizance of matters relating to government administration, transportation and the environment. Such report shall (1) explain why such requirements were not met, and (2) propose an alternative schedule to meet such requirements after considering available appropriations and the market conditions for battery electric vehicles and the associated charging infrastructure for battery electric vehicles.

Sec. 11-4a. Submission of reports to the General Assembly and State Librarian.

Each commission, task force or committee appointed by the Governor or the General Assembly, or both, and required to report its findings and recommendations, and each state agency which submits a report to the General Assembly or any committee of the General Assembly, shall submit its report electronically to the clerks of the Senate and the House of Representatives and the Office of Legislative Research, and shall file one copy with the State Librarian.

# Federal Energy Policy Act (EPAct)

The State and Alternative Fuel Provider Fleet Program requires covered fleets to meet their Energy Policy Act (EPAct) requirements and reduce their petroleum consumption. Managed by the U.S. Department of Energy (DOE) Vehicle Technologies Office, the program is one of several EPAct transportation regulatory activities that aim to reduce U.S. petroleum consumption by building a core market for alternative fuel vehicles.

- The DAS Executive Branch Light-Duty Fleet has been a required participant since 1994 because it controls a fleet of 50 or more non-excluded light-duty vehicles.
- DAS Fleet meets the EPAct requirements each year through Standard Compliance by acquiring [alternative fuel vehicles](#) (AFVs) as a percentage of light-duty, non-excluded vehicle acquisitions.
- Requirement for state fleets – 75% of light-duty, non-excluded vehicles acquired annually must be alternative fuel vehicles.
- Failure to meet compliance for vehicle purchases requires submitting an exemption, borrowing credits from other entity, or paying a fine of \$8,916 per credit short. One vehicle is one credit.

# DAS General Letter 115

Revised September 2023

The Department of Administrative Services (“DAS”) is responsible for:

- **Purchasing, leasing and maintaining all passenger cars and light-duty trucks owned by the State of Connecticut, except for those that 1) the Department of Transportation and 2) the Department of Emergency Services and Public Protection may own and maintain which are necessary to the performance of their statutory function's duties;**
- Establishing procedures and standards regarding the acquisition, use, maintenance and garaging of passenger cars and light-duty trucks;
- Establishing policies and procedures regarding interagency car pools to ensure the efficient, cost-effective and orderly use of motor vehicles used for state business.

# DAS General Letter 115

Revised September 2023

## **Purchase and/or Lease of State-Owned Motor Vehicles:**

DAS Fleet Operations is responsible for the purchase of motor vehicles for use by state executive agencies. **No state agency may acquire a motor vehicle from any other source unless approved in writing by the Director of DAS Fleet Operations.** This applies whether the acquisition is the result of a gift, purchase, lease or transfer. The Director of DAS Fleet Operations may reassign, recall or transfer motor vehicles as necessary to ensure the most efficient and cost-effective use of motor vehicles throughout the state.

# Potential Questions Regarding CGS/GL 115

- Does the agency own, maintain and operate any light-duty vehicles outside of the scope of DAS Fleet Operations?
  - If yes, provide written approval from Director of Fleet Operations.
- If yes – What agency personnel has oversight of these vehicles?
  - Any resources allocated to the oversight of the vehicles increases the cost of each vehicle and duplicates efforts already performed at Fleet Operations.
    - Preventative Maintenance
    - Professionally Trained Repair Staff
    - Dedicated Accident Resolution Staff
    - Compliance and Utilization Guidance
    - “Am I Driving Safely?” Program
  - Any buildings, equipment, and utilities dedicated to the maintenance and repair of the vehicles increases the cost of each vehicle and duplicates the efforts already established at Fleet Operations.

**Centralization is key in reducing state-owned vehicle administrative duplication, standardizing utilization guidance and compliance, and increasing the quality of services delivered with dedicated professionals.**

# Agency Head

## General Letter 115

The Agency Head is responsible for:

- Enforcing General Letter 115 guidelines at their agencies
- Ensuring the efficient and cost-effective use of state-owned and rental vehicles
- Determining the agency's vehicle needs
- Making determinations of continuous home garaging requests
- Takes appropriate disciplinary action for violations of General Letter 115
- Serving as, or designating, the Agency Transportation Administrator (ATA)
- Having primary administrative access to agency vehicle telematics data and granting viewing authority to agency personnel as required
- Performing monthly reviews of telematics data to ensure vehicle utilization is compliant with operational guidelines and the entirety of this policy, including Home Garaging, Alternate Parking, and Fringe Benefit Reporting.

# Agency Transportation Administrator (ATA)

General Letter 115

An ATA, is a high-level manager or executive with fiscal and policy-making authority, who either is, or reports directly to, the agency head. The role held as the ATA, is critical in ensuring the correct use of State-Owned vehicles by agency drivers.

The ATA is responsible for:

- Rental vehicle authorization
- Occasional Home Parking needs
- Use of State-Owned vehicle by contract employees or volunteers
- Authorizing reimbursements for personally-owned vehicle use
- Ensuring up-to-date insurance for personally-owned vehicle use on State Business
- Maintaining agency usage reports of State-Owned and rental vehicles
- Maintaining agency records for personally-owned vehicle reimbursements
- Investigating complaints concerning agency state vehicle use
- Obtaining permission and permits for State-Owned vehicle equipment additions
- Ensuring agency drivers have the appropriate unrestricted license to operate a State-Owned vehicle
- Reviewing requests for internal agency review of telematics data

# Agency Transportation Administrator (ATA)

## General Letter 115

The State of Connecticut, Office of Labor Relations, and the State Employees Bargaining Coalition, through impact negotiations on the implementation of the Department of Administrative Services General Letter 115, policy for vehicles used in State business, have agreed to the following:

Agency assigned Transportation Administrators will have access to the telematics auto usage data. With respect to data usage for disciplinary purposes, the following language from the General Letter applies:

Data in the telematics records will not be available for purposes of investigations unconnected to the speeding and related data reported to agencies unless:

- The agency official seeking the information has submitted a formal written request to the Agency Transportation Administrator for review of such data; and
- Such request includes specific information of alleged misconduct or performance deficiencies by a specific employee or employees which could be supported or disputed through the use of such data

# Service and Repair of State Vehicles

General Letter 115

DAS Fleet Operations shall conduct the service, maintenance and repair of all state-owned vehicles unless it authorizes another agency to perform some or all of these duties. Current agency approved garages are within DOC (Department of Corrections), CVH (Connecticut Valley Hospital), and STS (Southbury Training School).

Driver Responsibilities include, but are not limited to:

- Driving courteously and obeying all motor vehicle laws.
- Ensuring that state-owned vehicles are serviced at proper intervals and that DAS Fleet Operations is notified of needed repairs;
- Ensuring that fluid levels (engine oil, transmission fluid, radiator coolant and window washer fluid) of state-owned vehicles are checked and replaced when low;
- Ensuring that state-owned vehicles are brought in for emissions tests before the expiration date;
- Ensuring that state-owned vehicles' interiors are kept clean;
- Complying with all state motor vehicle accident reporting procedures
- Ensuring that state-owned vehicles' interiors are kept clean
- Never operate the vehicle while distracted.
- NO cell phone or PDA use while driving.
- NO smoking, vaping or smokeless tobacco.



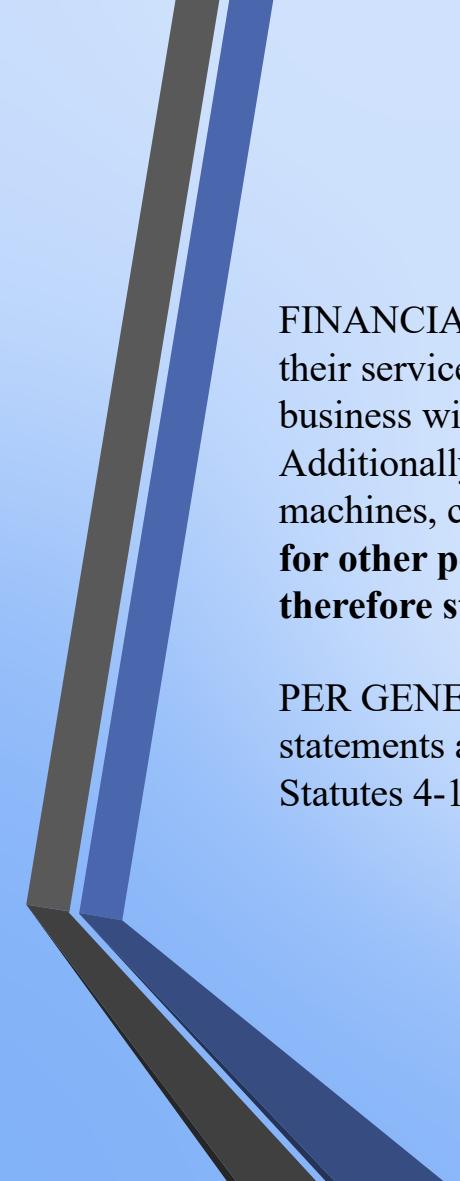
# Vehicle Usage Policy for State-Owned and Rental Vehicles

General Letter 115

**Appropriate Use:** Drivers are permitted to use state-owned and rental vehicles **only to conduct official state business.** Personal use of a state-owned or rental vehicle for social, recreational, religious, educational, **as a commute vehicle, or any other purpose**, whether on duty or off, is not permitted. (Please consult with the respective collective bargaining agreements for specifics regarding an individual employee.)

State auto liability insurance and workers compensation coverage do not apply when a vehicle is used inappropriately or operated for purposes other than official business and/or any other unauthorized use.

For appointed officials, see the *Handbook for Appointed Officials*.



# DEPARTMENT OF ADMINISTRATIVE SERVICES ETHICS POLICY

**FINANCIAL BENEFIT.** Employees may not use their official position or confidential information gained in their service for personal financial benefit, the financial benefit of a family member, or the financial benefit a business with which they, or a family member, are associated.

Additionally, **using** state time, personnel or materials – including telephones, computers, e-mail systems, fax machines, copy machines, **state vehicles** and any other state systems or supplies – **for a personal business or for other personal, non-state related purpose is considered a financial benefit to the employee, and is therefore strictly prohibited.**

**PER GENERAL LETTER 115** – The willful neglect or misuse of any state-owned or rental vehicle or false statements about the use of said vehicles may subject the employee to civil action. [See Connecticut General Statutes 4-165 regarding immunity of state officers and employees from personal liability.]

# Home Garaging for State-Owned Vehicles

General Letter 115

Agencies must obtain approval from the Director of DAS Fleet Operations to garage a state-owned or rental vehicle at the home of an employee on a continuous basis using the on-line application on the DAS website. The Director of DAS Fleet Operations will consider the merits of each request on a case-by-case basis; however, in general, permission is likely to be limited to the following situations, **which shall be renewed on a yearly basis** to ensure continued applicability:

- Employees whose CBA, if applicable, requires garaging of a vehicle at home;
- Employees who are subject to 24-hour calls and need a specially equipped vehicle;
- Field personnel who carry state-owned firearms in a vehicle that cannot be practicably garaged in a secure area at their agency or a gated and fenced in DOT lot. The agency head must certify that:
  - There is a reasonable basis to assume that the employee's home will provide a more secure parking; and
  - There is no other practicable alternative.
- Field personnel whose vehicles in which valuable equipment must be stored overnight that cannot be practicably garaged in a secure area at their agency or a gated and fenced in DOT lot. The agency head must certify that:
  - The equipment is highly visible or is highly likely to be attractive as an object of theft;
  - There is a reasonable basis to assume that the employee's home will provide a more secure parking; AND
  - There is no other practicable alternative.

# Alternate Parking for State-Owned Vehicles

## General Letter 115

In accordance with General Letter 115, state vehicles must be parked at the driver's primary duty station. The goal of an alternative parking plan is to lower the number of vehicle miles traveled for field employees who are going to assignments in the region for official state business, instead of beginning their journey at the primary duty station. This plan increases the employee's efficiency while on the job. Personal transit time and preventing travel redundancy from their personal commute are not taken into account when deciding where to park the vehicle. \*The only time commuting would be relevant in the decision is if the new parking spot lengthens the employee's commute past their primary duty station, or if there is related language in a collective bargaining agreement. Arrangements **shall be renewed on a yearly basis** to ensure continued applicability.

### Completing the Alternate Parking Request Form

- All requests are subject to approval by the Director of DAS Fleet Operations.
- The Alternate Parking Request form MUST be completed by the agency. Any forms that are completed by the driver will not be accepted and returned to be completed correctly.
- Written justification must be provided by the agency for the driver 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)

# Personally-Owned Vehicle Use

## General Letter 115

The Agency Transportation Administrator must authorize the use of a personally owned motor vehicle by an employee for state business and must ensure that an up-to-date statement of insurance with minimum liability (**Minimum Third-Party Liability: \$25,000/\$50,000; Minimum Property Liability: \$25,000**) is on file with the agency for each employee authorized to use a personally owned vehicle on official state business.

Reimbursement for use of an employee's personally owned vehicle will be made in accordance with State Standard Travel Regulations (5-141c-1 to 5-141c-11) and/or the applicable collective bargaining agreements. The employee shall be reimbursed at an established mileage rate for travel on official state business less their normal round-trip commute from home to their official duty station, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement.

### **No payment for use of personally-owned vehicles is permitted for the following:**

- Travel from home to official duty station or field assignment, unless provided under the applicable collective bargaining agreement;
- Any activity except official state business; OR
- Participation in any activity in which an honorarium, stipend, monetary fee or gift of any value is given to the employee involved.

# Personally-Owned Vehicle Use

General Letter 115

Potential questions.

- Are all statements of insurance up-to-date, with the minimum liability, and on file?
- How often are these reviewed?
- The agency ATA must authorize all personal vehicle usage; has a cost-benefit analysis been performed to determine the personally owned vehicle use would be more cost effective than a pool vehicle?
- What is the total cost reimbursed per month by the agency for personally owned vehicle usage?
- Is this amount more than the cost per month to lease a state-owned vehicle?
  - If yes, what program re-organizations can be made to utilize state-owned vehicles to reduce this amount?

# Damage Sustained to State-Owned Vehicles

General Letter 115

Accident Report Procedure: Every accident involving a state-owned vehicle shall be reported to the Comptroller's office and DAS Fleet Services. The operator of the vehicle must complete the DAS Vehicle Incident/Accident Report and email the report to [fleet.accidents@ct.gov](mailto:fleet.accidents@ct.gov) and his or her supervisor within 48 hours of the incident. If a DAS vehicle must be towed from the scene, the operator must inform DAS Fleet Operations of its location by calling (860) 713-5160.

Within three days of the incident, the operator must bring the vehicle to the closest Fleet Operations garage for inspection/repair.

If the operator or any other state employee is injured in the incident, he or she should consult the State's Workers' Compensation Claim reporting procedures.

# “Am I Driving Safely?” Program

General Letter 115

The “Am I Driving Safely?” program provides the public with a method to readily identify State Vehicles and have a means to report what they perceive to be an incident of unsafe driving, or the perceived misuse of a State Vehicle.

Agencies must investigate complaints about state vehicles promptly and inform the Director of DAS Fleet Operations of the results. They must cooperate with any investigation conducted by DAS Fleet Operations and, in the absence of extenuating circumstances, must notify the Director of DAS Fleet Operations of the outcome of the investigation within 30 days of receipt of the complaint.

**Vehicle Markings:** All state-owned motor vehicles must be clearly identified as such, in accordance with the guidelines provided by the Director of DAS Fleet Operations. Any equipment, decorations, or advertisements affixed to a state-owned vehicle must be approved in advance by DAS Fleet Operations. Obscuring the fact that the vehicle is owned by the state is strictly prohibited, including the removal of any prescribed markings, such as license plates and state-issued bumper stickers.

# DAS Fleet Operations Contact Information

All DAS Fleet Operations staff are ready to assist with any questions that may arise. Please use our administrative email box at [DAS.Fleet@ct.gov](mailto:DAS.Fleet@ct.gov) and directed to the necessary party listed below.

- Director of State Fleet Operations – For general assistance in all fleet aspects
- Assistant Director of State Fleet Operations – For assistance specializing in Vehicle Acquisitions, Chevin Fleetwave, Geotab Telematics.
- Fleet Repair Supervisor – For assistance specializing in vehicle maintenance and repair operations.
- Fleet Planning Analyst – For assistance specializing in total cost of vehicle operations, fleet compliance, Allocations-Home Garaging-Alternate Parking review
- Fleet Safety Coordinator – For assistance specializing in Accidents, Public Complaints, and Driver Safety.
- Fiscal/Administrative Assistant – For assistance in vehicle replacements and billing.