



# inroads

October 2016

## CONTACT US:

**Administration**  
**State Office Building**  
165 Capitol Ave, Rm. 409  
Hartford, CT 06106

Frank Sanzo, *Director*  
(860) 713-5155  
Jim Palmer, *Asst. Director*  
(860) 713-5153  
Mike Gosselin (860) 670-4744  
Pam Bowe (860) 713-5157  
Yanira Segarra (860) 713-5158  
Amanda Nattinger (860) 713-5152

**Wethersfield Repair Facility**  
60 State Street (rear)  
Wethersfield, CT 06109  
**860-529-0500**

**Norwich Repair Facility**  
171 Salem Turnpike  
Norwich, CT 06360  
**860-885-2153**

**New Haven Repair Facility**  
140 Pond Lily Avenue  
New Haven, CT 06515  
**203-397-4590**

**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 information on fueling locations, accident forms and mileage reports.

## Software Update

Our new software launch for Fleet Operations is being finalized! We expect it to go live October 20. It's been a long process but we can finally see the finish line. We will soon have more information on how ATAs, people with rights to home garage their vehicle, and other agency users can begin using Chevin Fleet Wave.

We are working to make the transition as easy as possible for all users. As we go live, we will be setting up accounts and emailing everyone with instructions on how to log in and new system features based on role(s) (i.e. ATA, Home Garage, Agency Mileage Entry, or/and Agency Billing). These instructions will be posted on our website as soon as possible for reference. You will begin receiving notification emails mid to late October. To do this Fleet Operations needs your help to update our records in order to be as efficient as possible. We are asking all ATA's to email Amanda Nattinger ([amanda.nattinger@ct.gov](mailto:amanda.nattinger@ct.gov)) with the current list of who at their agency has/needs the mileage data entry role, agency billing role, or both.

Once we go live we are optimistic that the recent frustrations with the current system will come to an end and ATAs will no longer receive erroneous *overdue for service* or *unreported mileage* notices. Thanks again for your patience throughout this transition. Fleet looks forward to the future and having access to the tools that Chevin Fleet Wave offers.

## DOT Fuel Stations

The stations listed below are still out of service based on recent updates from DOT. Please communicate this information to your drivers that operate in these areas. DOT has stated that they expect all of these stations to be back on line by November 1. Fleet Operations will provide updates as soon as we get them.

- East Haven
- East Windsor (2)
- Farmington
- Mansfield
- Milford
- Orange
- Pomfret
- Union
- Waterbury

# Vehicle Replacement

The vehicle replacement budget that Fleet Operations developed for this fiscal year has been approved. In most years once the budget is in place we are good to order. This year is a bit different as the vehicle contract under which Fleet makes its purchases was due to expire this summer. In September, it was decided to extend the current contract rather than create a new one. This means that Fleet can continue to purchase all of the makes and models that have been on our contract for the past few years and we will not be subject to a down period while awaiting a new contract.

With regards to the replacement of vehicles, Fleet Operations expects that the 2017 fiscal year will present financial challenges to many agencies. In fact, over the past 12 months several agencies have had to reduce their fleet size based upon operational changes driven by fiscal concerns. Fleet Operations understands that these situations can occur and that sometimes you will need to cut the number of vehicles. However, we request that, if a reduction is necessary in the coming months, please notify Fleet as early as possible. While the Fleet Operations policy allows the turn-in of vehicles, without penalty, when they are no longer needed, early communication will help us better plan for the timely redeployment of assets and may impact anticipated future orders. So, if your agency is looking to reduce the size of your fleet over this year please share this information with Fleet as soon as you can.

Our vehicle replacement policy is to replace vehicles after six years of use. At six years, mileage typically is in the 70,000-100,000 mile range, but there are exceptions - both higher and lower. Fleet does take mileage and condition into consideration when ordering replacements. For example, there are approximately 300 2008 models (and a few 2007's) still on the road. This is due to a replacement backlog that was created by a more than two-year moratorium on purchases. Because we need to replace many vehicles and have limited resources, Fleet has decided to cycle out our highest mileage vehicles first and extend the life of many lower mileage vehicles. Many of these vehicles are targeted to go out of service this fiscal year.

As a matter of practice, before replacing any vehicles, Fleet Operations will contact the agency to confirm their future business needs. We feel that this approach will not only eliminate surprises, but make sure everyone's needs are met. Agencies can reach out to Fleet at any time with questions related to vehicle replacement. We will be glad to review any specific requests or concerns that you may have.