

DAS Fleet Home Garage Approval and Account Request

Revised November 2021

****Email to the Fleet Director (stephen.mcgirr@ct.gov) with the Commissioner signature below for FINAL APPROVAL by Fleet****

Name: _____ Employee #: _____

Email Address: _____ Work Phone: _____

Job Class: _____ Job Class Code: _____

Home Garage-No Personal Utilization Home to Office (Fringe Benefits)

Agency: _____ Current Vehicle Plate Number: _____

Color: _____ Year: _____ Make: _____

Model: _____

Vehicle Start Date _____

(The date you started using your current vehicle)

Official Duty Station: _____ (Official duty station as identified at the time of hire. If the official duty station changed after hiring date, provide the new location as shared by your hiring manager or human resources representative.)

Garaging Street Address: _____

Garaging City: _____ Garaging State: _____ Zipcode: _____

Note: The Director of DAS Fleet Operations requires this information to identify the domiciled location of state-owned assets. Information will be protected in accordance with all applicable state and federal laws. Individuals covered under the Freedom of Information Act Sec. 1-217, should ensure they have the appropriate written request for nondisclosure on file within their agency.

Home Garaging Justification per General Letter 115 requirements:

- On Call 24 Hours and assigned a Specially Equipped Vehicle
- Required by Collective Bargaining Agreement (List job classification and CBA in comments below)
- Required to carry state-issued firearm
- State vehicles in which valuable equipment must be stored overnight (List items in explanation below)

Applicants must provide written explanation for above selected items or request will be denied:

Agency Head Printed Name

Agency Head Signature

For Fleet Use Only. Response as submitted is:

APPROVED DENIED

Director of Fleet Operations Signature

Per GL #115: This form is not valid without both Agency Head (Commissioner or equivalent) and Fleet Director's signature. Once approved, the employee can home garage the DAS Fleet vehicle and must enter the monthly mileage electronically into the Fleet account created for them.