

DEPARTMENT OF ADMINISTRATIVE SERVICES FLEET OPERATIONS

Home Garage Request Overview

Per General Letter 115, state vehicles are to be parked at the principal duty station of the driver, however there are circumstances where a driver may require continuous overnight parking of a state vehicle.

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. The Director of Fleet Operations will consider the merits of each request on a case-by-case basis. In general, permission is likely to be limited to the situations listed below:

- 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

Completing the Home Garage Request Form

• All requests are subject to approval by the Director of DAS Fleet Operations.

•The Home Garage Request form MUST be completed by the agency and signed by the agency head. Any forms that are completed and submitted to fleet by drivers will not be accepted and returned to follow the appropriate channels.

•Written justification must be provided elaborating the need/eligibility of the driver on behalf of the agency (see acceptable situations listed above).

Renewal of Home Garaging Requests

• Home Garage requests shall be reviewed and renewed on a yearly basis to ensure continued applicability.

• Personal Use/Fringe Benefit Reporting – Telematics devices will be used to ensure full compliance with fringe benefit reporting in compliance with State and Federal statutes, collective bargaining, and agency policy. Any use deemed outside of Official State Business is required to be submitted as a fringe benefit per Comptroller MEMORANDUM NO. 2015-17.

• 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.]

DAS Fleet Operations Home Garage Request Revised September 2023

Name:	Employee #:		
Email Address:	Work Phone:		
Job Class:	Job Class Code:	Job Class Code:	
Home Garage-No Personal Utilization	□ Home to Office (Fringe Benefit	s)	
Agency:	Current Vehicle Plate Number:		
Color: Year:	Make:		
Model:			
Vehicle Start Date (The date you started using your current vehicle)			
Official Duty Station:			
Garaging Street Address:			
Garaging City:	Garaging State:	Zipcode:	
	leral laws. <u>Individuals covered under the Freedom of Info</u> te written request for nondisclosure on file within their ag tter 115 requirements:		
On Call 24 Hours and assigned a Specially Education	quipped Vehicle		
Required by Collective Bargaining Agreement	nt (List job classification and CBA in co	mments below)	
Required to carry state-issued firearm			
State vehicles in which valuable equipment	must be stored overnight (List items ir	n explanation below)	
Agency Head Printed Name	Agency Head Signature		
For Fleet Use Only. Response as submitted is:			
APPROVED DENIED	Director of Fleet Operations Si	gnature	
r GL #115: This form is not valid without both Agenc			