



# inroads

January 2014

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**Wethersfield Repair Facility**  
60 State Street (rear)  
Wethersfield, CT 06109  
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**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 infor-  
mation on fueling locations, acci-  
dent forms and mileage reports.

## Growing Your Fleet?

As you develop agency initiatives for 2014 and beyond, don't forget to consider the impact future changes will have on your fleet, especially if you will need extra vehicles.

Although we are committed to serving your automotive needs, we do not order and stock extra vehicles on speculation. Therefore, when we receive a request for additional vehicles we most often rely on re-deploying a previously turned in vehicle until a new model can be purchased. This method works as a good substitute for the basic four-door sedan, however, we are far less successful when a van,

pick-up or other specialty vehicle is required.

In order to minimize negative impact on your agency let us know as early as possible what vehicles will be needed and when. Having this knowledge will allow us to do our job budgeting for, and purchasing the vehicles that you need to complete your mission. This gives you the best chance of having what you need when you need it, avoiding the hassle and frustration of having to wait three to four months for your vehicle.

## Glove Box Info

We wanted to remind all ATAs that a yellow envelope titled *Motor Vehicle Accident Procedure* should be in the glove box of each DAS vehicle. It is designed to serve a couple of purposes. First, it will be an easy-to-identify holder for any vehicle documents including carwash coupons. Second,

printed on the face of the envelope is some basic information on what to do in case of an accident, including insurance contact information, emergency numbers for Fleet Operations, and the statute number that exempts us from carrying insurance cards in our vehicles.

By showing this envelope to a police officer you should not be expected to produce an insurance card. You are encouraged to share this information with all employees who operate a DAS owned vehicle.



All DAS garages are wired to allow employees with state-issued laptops to access the State's internet server. This feature will enable employees to make use of down time while waiting for a car to be serviced or repaired.

We encourage you to inform any staff members who drive DAS vehicles and are assigned laptops of this convenience.