



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

****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)

Note: **Agency** must provide written explanation for each justification item selected as it relates to the job class of the driver listed.

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.