



**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**FLEET OPERATIONS**

**P gy 'Xgj kerg'T gs wguv**

Rev. May 2024

Per General Letter 115, cuuki po gpw'qh'uvcw/qy pgf 'xgj kergu'ctg'o cf g'vq'ci gpekgu'qpn' 'kp'vj g'hqmty kpi " ektewo ucpegu<

- For use by elected officials;
- The Commissioner of Administrative Services (or his/her designee) determines that it will be less costly to use a state vehicle than it would be to reimburse the state official or employee for mileage traveled in his or her personal vehicle (typically at least 700 miles a month); or
- If the agency can demonstrate that specialized circumstances (such as particular equipment needs or risk management concerns) dictate the acquisition of a state vehicle;
- Requests for vehicle assignment must be made in writing on the form established by DAS, and submitted to the Director of DAS Fleet Operations. A detailed justification for the need for a state-owned vehicle, including intended usage, estimated mileage, and garaging location must be included in the request;
- The Director of DAS Fleet Operations may reassign, recall or transfer motor vehicles as necessary to ensure the most efficient and cost-effective use of motor vehicles throughout the state.

CGS Sec. 4a-67d. Purchase of cars and light duty trucks. Requirements Exemptions Definitions. ABBR: On and after January 1, 2026, at least fifty per cent of such cars and light duty trucks shall be battery electric vehicles, (4) on and after January 1, 2028, at least seventy-five per cent of such cars and light duty trucks shall be battery electric vehicles, and (5) on and after January 1, 2030, one hundred per cent of such cars and light duty trucks shall be battery electric vehicles.

Agency: \_\_\_\_\_

Describe the vehicle requested (vehicle class - sedan, SUV, Cargo van, pick-up, etc.<sup>1</sup>)

\_\_\_\_\_

DAS retains final authority to make decision regarding make and model of vehicle

Describe how the agency will use the vehicle:

\_\_\_\_\_

Indicate the approximate vehicle travel each month: DAYS \_\_\_\_\_ MILES \_\_\_\_\_

Will the vehicle need special equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe the specific equipment needed:

Will the vehicle need special license plates? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the necessary justification - subject to approval of the Fleet Director.

Will the vehicle be used to transport clients/inmates? Yes \_\_\_\_ No \_\_\_\_

If yes, indicate the approximate number of clients/inmates per trip: \_\_\_\_\_

Will this vehicle be used for purposes other than transportation of persons (i.e.: grounds maintenance, transportation of equipment, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe the purpose. If this vehicle is to be used for the transportation of equipment, list the specific equipment to be transported, specifying its weight and surface area:

Will this vehicle be used to tow? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list what will be towed, the frequency and the weight of the cargo:

Is a four-wheel drive vehicle needed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the specific conditions that dictate this requirement:

Will the vehicle be used as a pool vehicle \_\_\_\_ or assigned to an individual employee\_\_\_\_?

Provide the names, titles and duty stations of the prospective operators:

General Letter 115 states the ATA must be "Ensuring that each agency employee who operates a motor vehicle on state business is aware of this policy and has the ability, knowledge, skill, experience and appropriate license to operate the type of vehicle assigned. Driver Approval Request Form

Is this vehicle part of an approved facility evacuation plan? Yes \_\_\_\_\_ No \_\_\_\_\_

Has the agency explored acquiring the additional asset as an Electric Vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

Where will the vehicle be garaged overnight? \*

\* Before any vehicle can be garaged at a location other than the principal duty station on a continuous basis, the agency must obtain explicit approval from DAS Fleet Operations.

Alternate Parking Request

Home Garage Request

**CERTIFICATION**

- I certify the vehicle requested is essential to the conduct of agency business and is the most cost-effective and efficient method of providing transportation to agency employees.
- I certify that:
  - it would be less costly to use a state vehicle than it would be to reimburse employees for mileage travelled in their personal vehicles; or
  - specialized circumstances, such as particular equipment needs or risk management concerns, dictate the use of a state vehicle.
- I certify that the information provided above is accurate and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency Head