



STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

55 FARMINGTON AVENUE – HARTFORD, CONNECTICUT 06105-5033

TO: All DSS Employees

FROM: William Lovejoy, Facilities Operations
Agency Transportation Administrator (ATA)

DATE: September 25, 2023

SUBJECT: DSS Motor Vehicle Usage – Procedures for Vehicle Transportation Options in the Performance of Approved State Business

The purpose of this transmittal is to outline the Department's travel options that are available to employees that are required to travel to conduct official state business and the policies and procedures that must be followed for each of the options.

General Letter 115 (Revised September 2023)

The following link is the [Department of Administrative Services \(DAS\) General Letter 115 – Revised September 2023](#) - the Policy for Motor Vehicles Used for State Business. This policy applies to all executive branch agencies of the State and compliance is required.

The policy mandates the designation of an Agency Transportation Administrator (ATA) to manage and oversee the use of motor vehicles by employees in the course of their official duties and to ensure compliance with all policies and procedures.

DSS - Agency Transportation Administrator

The following individuals are designated as ATA Agency Transportation Administrators for the management of the use of State-Owned Vehicles and Rental Vehicles as well as the use of Personally Owned Vehicles on State Business.

William Lovejoy (William.Lovejoy@ct.gov) (860) 424-5771 is the Agency Transportation Administrator

Paul Mitchell (Paul.Mitchell@ct.gov) (860) 424-5311 is the Deputy Agency Transportation Administrator for State-Owned Vehicles and Rental Vehicles

Anila Ceka (Anila.Ceka@ct.gov) is the Deputy Agency Transportation Administrator for Employee use of Personally-Owned Vehicles.

The role of the ATA is to ensure the Department's compliance with the rules of [General Letter 115 \(Revised September 2023\)](#). The following procedures will ensure the proper management of and compliance.

Transportation Options

The transportation options available to conduct official state business are:

- A. Employees may utilize their personally owned vehicle and thereafter request mileage reimbursement.
- B. Employees assigned to Social Work, Child Support and Fraud Investigation program divisions must, when available, utilize a state-owned vehicle assigned to their program unit.
- C. Central Office employees may request approval to rent a vehicle through Facilities Operations utilizing DAS Fleet Operations.

Each transportation option has required procedures that must be followed.

A. Procedures for the Use of Personally Owned Vehicles on State Business and Requesting Mileage Reimbursement

1. An employee may choose to utilize his or her own personal vehicle for approved state business however [GL 115 \(Rev. 2023\)](#) requires that the Department authorize the use of a personally owned vehicle for approved state business.
2. To be authorized to use their personally owned vehicle for approved state business a copy of the employee's current and valid drivers' license and a copy of the employee's current and valid automobile insurance declarations page must be on file. In Central Office the Unit Manager, Division Director or their designee will maintain the file. In the Resource Center, the Office Manager, Program Unit Supervisor, or their designee will maintain the file.
3. To be valid the employee's automobile insurance declarations page must demonstrate a minimum insurance coverage level of \$25,000/\$50,000 for third-party liability and \$25,000 for property damage liability.
4. If the employee will be requesting mileage reimbursement for the authorized use of their personally owned vehicle for approved state business, the employee must obtain a written authorization from their Manager or Division Director, in advance of the travel.
5. The linked Authorization for Use of Personally Owned Motor Vehicles ([Form W-111 REV 1/23](#)) must be used to obtain advance approval of an employee's use of their personally owned vehicle on approved state business.
6. The original completed form [W-111 \(Rev 1/23\)](#) should be kept on file by the Travel Coordinator, Manager, Unit Supervisor or Division Director.

7. A copy of the Form [W-111 \(Rev 1/23\)](#), with any necessary attachments, must be attached to a completed [CO-17XP-PR](#) "Employee Payroll Reimbursements – for Expenses Incurred in the Service of the State of Connecticut" when requesting mileage reimbursement.
8. The Department's Travel Coordinator is located in the Purchasing Division in Central Office and is responsible for the processing of mileage reimbursement requests. Employee's requesting mileage reimbursement must comply with the requirements under Mileage Reimbursement.

a. **Mileage Reimbursement Procedures**

- i. Requests for Mileage Reimbursement for the Authorized Use of a Personally-Owned Vehicle should continue to be submitted on a completed [CO-17XP-PR](#) "Employee Payroll Reimbursements – for Expenses Incurred in the Service of the State of Connecticut" with a copy of a completed [W-111 \(Rev 1/23\)](#) "Authorization for Use of Personally-Owned Motor Vehicle"
- ii. Completed forms must be submitted to the Department's DFS Purchasing Unit email box DSS.Travel-Reimbursement@ct.gov for processing.
- iii. Reimbursement for use of an employee's personally owned vehicle will be made in accordance with State Standard Travel Regulations (5-141c-1 to 5-141c-11) and/or the applicable collective bargaining agreements.
- iv. Reimbursement shall be made at the established mileage rate for travel on official state business less the normal round-trip commute from home to their official duty station, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement so long as the use of the personally-owned vehicle by the employee has been authorized, in advance, through a completed Form [W-111\(Rev 1/23\)](#) by the Unit Manager, Division Director in Central Office and in the Resource Centers, the Office Manager, Program Unit Supervisor.
- v. Reimbursement for the use of personally owned vehicles is NOT permitted when:
 1. The travel is from home to official duty station or field assignment, unless provided under the applicable collective bargaining agreement.
 2. The activity is something other than official and approved state business.
 3. Participation in the activity includes an honorarium, stipend, monetary fee, or gift of any value given to the employee involved; or
 4. Form [W-111 \(Rev 1/23\)](#) has not been completed in advance of the travel.

B. Procedures for the Use of State-Owned Vehicles on State Business from DSS Office Vehicle Pools – Available to Child Support, Social Work and Fraud Investigation employees.

1. Social Work, Child Support and Fraud Investigation employees share use of state car(s) in each office and are responsible for compliance with the following:
 - a.
 1. Timely filing (no later than 5 days after month's end) of [monthly usage forms](#) with the Central Office Facilities Operations Division – 2nd Floor Central Office; *Facilities Operations will verify and sign off on all monthly usage forms.*
 2. Managing vehicle “wash” tickets.
 3. Ensuring that cars are kept clean.
 4. Coordinating vehicle maintenance with DAS Fleet or the Central Office Facilities Operations Division.
 5. Coordinating notice of needed repairs with Central Office Facilities Operations Division and DAS Fleet Operations.
 6. Transporting vehicles to Fleet garage for maintenance routine or other.
 7. Always keeping vehicle's gas tank at least ½ full.
 8. Removing snow and ice from on and around the vehicle.
 9. Moving the vehicle as necessary to provide access for clearing of snow.
 10. Notify Facilities Operations of any issues with the vehicle.
 11. Promptly completing within 48 hours the DAS Vehicle Incident / Accident Report form. [Report State Owned Vehicle Accidents--How To \(ct.gov\)](#)
 - b. One person or group from each Resource Center that is designated by Unit Directors and Facilities Operations are responsible for the above items.
 - c. Maintain file folders for each car. The file folders contain important information, keys, report forms, etc. In each of these folders will be a copy of “Responsibilities of Drivers” as specified in [General Letter 115 \(Rev 9/2023\)](#);
 - d. Maintain a valid driver's license on file for the driver use of the state car;
 - e. All Social Work, Child Support and Fraud Investigations assigned vehicles may be shared between the three units when necessary and not in use by the unit's staff.

In addition, the employee's Manager, Unit Supervisor, or designee shall also coordinate the paperwork associated with the use of Personally Owned Motor Vehicles on approved state business. This includes the filing of copies of current valid drivers' licenses and current insurance declaration pages for those employees who use their personally owned vehicle on approved state business.

C. Procedures for Central Office employees to Request and Utilize a Rental Vehicle through Facilities Operations utilizing DAS Fleet Operations

1. To request a rental vehicle for approved state business a copy of the employee's current and valid drivers' license and a completed [Rental Care Request and Reservation Form](#) must be submitted to the Central Office Facilities Operations Division – 2nd Floor Central Office NO LATER THAN 3:00 pm

on the business day before the business day that the vehicle is needed. Failure to supply a copy of a current and valid drivers' license and/or to submit a completed requests by the 3:00 pm cut-off will not be accommodated.

Central Office Facilities Operations – Vehicle Rental Contacts:

Paul Mitchell (860) 424-5311

Nelson Martinez (860) 424-5285

Responsibilities of Drivers

Regardless of the transportation option that is utilized to conduct official state business, each driver while conducting official state business is responsible for the following:

1. Being knowledgeable of, and compliant with, all of the rules and procedures outlined in this policy and any applicable collective bargaining agreement;
2. Driving courteously and obeying all motor vehicle laws;
3. Ensuring that state-owned vehicles are serviced at proper intervals and that DAS Fleet Operations is notified of needed repairs. Drivers are prohibited from having non-authorized repair facilities perform maintenance and repairs on DAS owned vehicles without the consent or knowledge of such repairs;
4. Ensuring that fluid levels (engine oil, transmission fluid, radiator coolant and window washer fluid) of state-owned vehicles are checked and replaced when low;
5. Ensuring that state-owned vehicles are brought in for emissions tests before the expiration date;
6. Ensuring that state-owned vehicles' interiors are kept clean;
7. Complying with all state motor vehicle accident reporting procedures issued by the State Comptroller or the Director of DAS Fleet Operations, which includes reporting all incidents of vehicle damage regardless of the manner in which it occurs, completing the DAS Vehicle Incident/Accident Report, and emailing the report to fleet.accidents@ct.gov and his or her supervisor within 48 hours of the motor vehicle accident or incident. Vehicles must be brought to a Fleet Operations repair facility within 72 hours of damage incidents for a safety evaluation. Drivers are prohibited from having private repair facilities perform repairs due to accidents on DAS owned vehicles;
8. Promptly paying parking fines and other liability charges incurred while operating any motor vehicle on state business (**Such fines are the personal liability of the driver**);
9. Notifying his or her Agency Transportation Administrator and the Director of DAS Fleet Operations within 72 hours if he or she has been convicted of or has made payment for any motor vehicle violation (not including parking tickets) while driving a state-owned vehicle.

10. Possessing the ability, knowledge, skill, experience and appropriate license to operate the type of vehicle assigned;
11. Completing and submitting all required reports within established timelines.
12. Ensuring that your motor vehicle license and, if required motor vehicle insurance, is kept active and up to date;
13. Notifying his or her Agency Transportation Administrator within 24 hours if his or her motor vehicle license is suspended, revoked or expired.
14. No smoking, tobacco use, or vaping in state-owned vehicles

This memorandum and accompanying documentation will be posted to the DSS intranet for your convenience and use. Please do not hesitate to contact the Facilities Operations and/or Purchasing Division if you have any questions.

C: Andrea Barton-Reeves, Commissioner
Shantelle Varrs, Deputy Commissioner
Easha Canada, Deputy Commissioner
Peter Hadler, Deputy Commissioner
Astread Ferron-Poole, Chief of Staff
Anila Ceka
Lorelei Durrell
Paul Mitchell
Nelson Martinez