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Wethersfield Repair Facility

60 State Street (rear)
Wethersfield, CT 06109
860-566-7826

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 Environmental Protection Dispatch Office, which will assist you.

Online

Go to www.das.state.ct.us and click on **FLEET OPERATIONS** for additional information on fueling locations, accident forms and mileage reports.

Although it should only be used when there is no other appropriate solution, home garaging is sometimes necessary for any staff assigned to DAS vehicles. Those agencies with employees currently utilizing home garaging, or who may have a need to at some future point, should be aware of revisions made to our home garaging application and

Home Garaging

review process. Until now, a driver requesting permission for home garaging would complete a form and forward it to their agency head for review. Assuming that it was approved at the agency level, the authorized form would be sent to the Director of Fleet Operations for a review and, if approved, the final sign-off.

Now, drivers seeking home garaging permission will go to the DAS Fleet website at www.das.state.ct.us/Fleet/fleet_blue.asp. Click on the home garaging link in the **Policy** section and follow the instructions to complete the home garaging request. Hitting the submit button will send a request to the agency ATA. Once the ATA has reviewed this request and any questions or concerns have been satisfactorily resolved, he/she will forward the request to the agency head for approval. Assuming permission is granted, the request will be forwarded to the Fleet Director's office for final approval.

Got Snowplows?



If your agency relies on a DAS-owned 4x4 truck with a plow to remove snow, then we urge you to make an appointment to get the truck and plow into one of our garages for a pre-season inspection. Why wait until the snow is piling up to find out that an electrical connection is corroded or that a hydraulic hose has failed? Also, keep in mind that unlike most passenger cars or vans, we do not have spare plow trucks available. Therefore, when your vehicle is down you will most likely be out of luck until it can be repaired. So let's spare everyone the frustration

that comes when a desperately-needed vehicle goes out of service and get your plow trucks into one of our shops **this month** so that we can do some preventative maintenance now and avoid a potential problem later.

Running Reports in the Fleet Utilization Reporting System

Mileage Data Entry

September, 2008 | 8000 DEPT OF CORRECTIONS | Select a Report: | GO>>

Show Unreported Only | Show Single

Select a Report:
Average Utilization
Days Used Histogram
Miles Driven Histogram
Overdue for Maintenance

As part of our ongoing effort to give agencies the information they need to make informed decisions about their vehicle utilization and maintenance, DAS Fleet Operations has added some very powerful reporting output capabilities to the online Fleet Utilization Reporting application. If you have the ATA role in that system, you can log on and run reports at [https://www.biznet.](https://www.biznet.ct.gov/Fleet_Apps)

[ct.gov/Fleet_Apps](https://www.biznet.ct.gov/Fleet_Apps). Choose a month and an agency and then choose a report by clicking on a report name in the dropdown list that appears on the right side of the screen.

The GO>> link will turn green. Click GO>> and your report will appear in Adobe PDF format. At this point, you can print the report or save a copy to your desktop.

The Average Utilization report shows a 12-month average of days used and miles driven for each vehicle assigned to your agency. This will allow you to identify any under-utilized vehicles and perhaps come up with an alternative that will save your agency some money. Turning in under-utilized vehicles and renting from DAS Fleet Operations on a day-by-day basis is one of the best ways to reduce your transportation costs.

The Average Utilization report also shows *Months Reportable* and *Months Reported* for each vehicle. This can give you a very good idea of the driver's reporting compliance. For example, if a vehicle has *12 Months Reportable* and *12 Months Reported*, the reporting compliance is as good as it can be. If, however, a vehicle has *12 Months Reportable* and only *7 Months Reported*, there is definitely room for improvement in the reporting compliance area.

Furlough Day Reminder!!

No Gas from DAS on Furlough days – Just a reminder that the Buckingham Street fuel station will be closed the day after Thanksgiving and on Christmas Eve in accordance with the furlough days. Should your agency have staff members working on those days fuel will be available at DOT stations. For a complete listing of DOT fueling locations go to our website and click on the Other State Fueling Sites link.

When the Average Utilization report is run for large agencies with lots of cars, it can be difficult to get the big picture view of what's going on. With all the rows and rows of data who can tell what it means to the agency overall? This is where the *Histogram Reports* come in. The *Histogram Reports* count vehicles that fall within predetermined utilization ranges and display the results in a bar graph. If the bar for 800 to 1,000 miles driven is the biggest bar, you know that most of your drivers fall within that monthly average. These graphs will quickly give you an idea of how your vehicles are being utilized and will help identify vehicles that are on the low end of the utilization spectrum.

The last report we offer is the Overdue for Maintenance report. This report shows agency vehicles that are overdue for maintenance as of the report run date. One of our highest priorities is to provide your agency with safe, reliable vehicles. We cannot do that if we don't have the opportunity to perform regular inspections and maintenance. We urge you to make service appointments for all vehicles that appear on this report.

So that about sums up the system's reporting capabilities. Make some time to run these reports and go over them with your agency's managers and/or commissioner. You can reduce your transportation costs and end up with safer, more reliable vehicles. **That's a win-win situation for everybody involved!**