

**DAS FLEET OPERATIONS**  
**INTER-AGENCY MOTOR POOLS**

DAS Fleet Operations has established an inter-agency motor pool for the rental of vehicles at the following locations:

**DAS Buckingham Street Gas Station**

309 Buckingham Street

Hartford, 06106

Phone: 860-566-7118

Hours of Operation: Monday – Friday 7:30am – 4:30pm

**DAS Wethersfield Repair Facility**

60 State Street (rear)

Wethersfield, 06109

Phone: 860-529-0500

Hours of Operation: Monday - Friday 7:30am – 3:30pm

**DAS Norwich Repair Facility**

171 Salem Turnpike

Norwich, 06360

Phone: 860-885-2153

Hours of Operation: Monday – Friday 7:30am – 3:30pm

**DAS New Haven Repair Facility**

140 Pond Lily Avenue

New Haven, 06515

Phone: 203-397-4590

Hours of Operation: Monday – Friday 7:30am – 3:30pm

**PROCEDURES**

- Arrangements for rental of inter-agency pool vehicles shall be made by contacting DAS Fleet Operations (860-713-5160 or email to DAS Fleet Administration). Vehicles will be assigned on a first come, first serve basis unless advance reservations have been made. Advance reservations are encouraged.
- Each driver must obtain authorization from his or her supervisor before making arrangements for the rental of an inter-agency pool vehicle. The driver will be required to present the completed Vehicle Request & Authorization form, signed by both the driver and his or her supervisor, at the time of vehicle pick-up before a vehicle will be furnished.

- At the time of reservation and based upon customer needs, DAS Fleet Operations will notify the driver where and when to pick up the vehicle keys. The driver will be notified where to pick up and return the vehicle at the time of the key pickup.
- Should the driver's plans change and it becomes necessary to cancel a reservation, DAS Fleet Operations requires 24 hours notice, otherwise a cancellation fee will be charged to the driver's agency.
- If, after picking up a vehicle, a driver would like to extend the rental period, he or she must contact DAS Fleet Operations as soon as possible to determine if the requested change in the rental period can be accommodated.
- We are counting on the timely return of vehicles so that we can plan for and honor additional rentals. Your cooperation is greatly appreciated as it will allow us to keep our commitments and avoid implementing a late fee schedule.

### **DRIVER RESPONSIBILITIES**

**All state employees utilizing inter-agency pool vehicles will be required to:**

- Be familiar with and comply with all provisions of General Letter 115.
- Obey all motor vehicle laws, including posted speed limits, and laws requiring seat belts and forbidding driver use of cell phones. Parking fines or other violations charges are the personal responsibility of the driver and must be paid promptly.
- Present a current, valid driver's license and a State of Connecticut departmental ID in order to receive the keys for a vehicle.
- Make a visual inspection of the vehicle before leaving the area and report any damage to the motor pool operator immediately.
- Return the vehicle, keys and garage card (if any) at the scheduled time and in the designated location. The keys and garage card may be put in the drop box if the vehicle is being returned after hours.
- Upon returning, remove all personal belongings, including trash, from the vehicle, roll up all windows and lock the vehicle.
- Complete the starting and ending mileage on the Vehicle Dispatch slip and immediately upon returning the vehicle, give the completed Vehicle Dispatch slip to the motor pool operator. The dispatch slip may be put in the drop box if the vehicle is being returned after hours.

## RATES

Vehicle type	Hourly	Daily
Compact	\$ 6.00	\$ 29.00
Intermediate	\$ 7.00	\$ 33.00
Mini-van	\$ 7.00	\$ 32.00
Hybrid	\$ 7.00	\$ 34.00
12 Passenger van	\$ 7.00	\$ 34.00
Box truck	\$ 11.00	\$ 52.00

- The hourly rate will convert to the daily rate once the rental period goes beyond four full hours.

## ADDITIONAL CHARGES

BILLING REFERENCE	DESCRIPTION	RATE
No-show	Charge for failure to pick up a reserved vehicle	\$ 15
Cancellation	Charge for failure to provide 24 hour notice of cancellation of a reservation	\$ 10
Cleaning charge	Costs incurred if it is necessary to clean a vehicle before it can be dispatched again	Actual costs of cleaning
Repair charge	Costs incurred to repair any vehicle damage	Actual costs of repair
Failure to return equipment	Charge for failing to return the vehicle and gas keys and/or garage pass (if any) when the vehicle is returned	\$10 per item
Lost equipment	Charge for replacing lost vehicle and gas keys and/or lost garage pass. DAS Fleet Operations defines an item as lost if it is not returned within 24 hours of the return of the vehicle.	Actual cost of obtaining replacement item