



inroads

December 2012

CONTACT US:

Administration

Frank Sanzo, *Director*
(860) 713-5155
Jim Palmer, *Asst. Director*
(860) 713-5153
Mike Gosselin (860) 670-4744
Pam Bowe (860) 713-5157
Yanira Segarra (860) 713-5158

Wethersfield Repair Facility

60 State Street (rear)
Wethersfield, CT 06109
860-529-0500

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:
<http://das.ct.gov> and click on **FLEET OPERATIONS** for additional information on fueling locations, accident forms and mileage reports.

Mileage Data

We are happy to announce that there is a new tool in the fleet management toolbox! The mileage data that you enter each month is now available for utilization analysis. The impetus behind developing this new feature came from user agencies, as we recently received two requests for access to the mileage data that agencies enter on a monthly basis. In keeping with our commitment to customer service, we approached our IT staff and asked if they could develop a solution that provides this information to all agencies. As it turns out, we are already doing this in the billing application and implementing this

feature in the mileage data entry application was an easy task.

Our MIS group developed a new report called *Mileage Table Data Dump* that offers a file download in the form of an MS Excel spreadsheet. The spreadsheet contains the mileage data entered for the selected month and agency. You (or your IT staff) can use this spreadsheet for record-keeping, analysis, or import into other databases. The report is very easy to run. Here's how it's done:

1. Open your Internet browser and navigate to the mileage data entry page
2. Choose a month and agency
3. Select "*Mileage Table Data Dump*" in the report list.
4. Click the "GO>>" button when it turns green.
5. Open or save the file download when it is offered.

And there you have it - access to your mileage data in 5 easy steps.



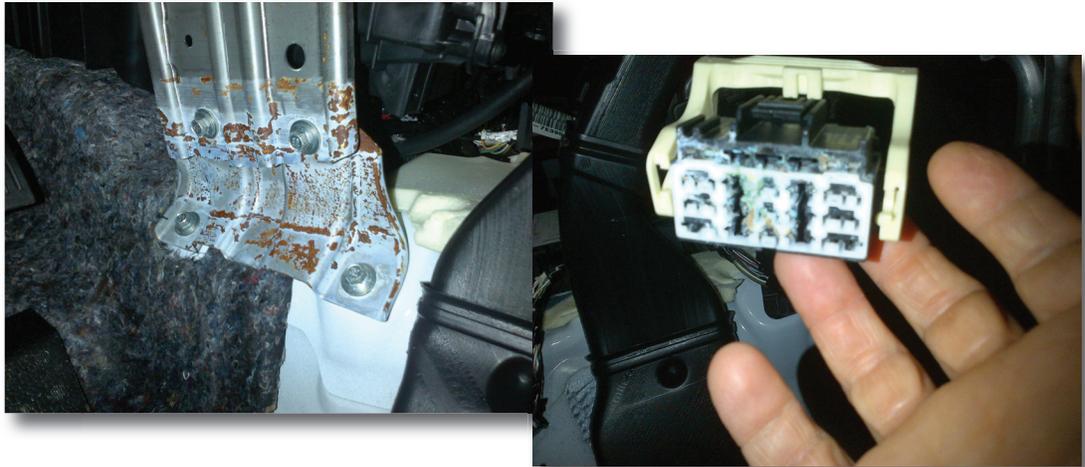
The new carwash contract is in place and printed tickets are being distributed to all ATAs during the week of December 3. To ensure that any vehicle in need of a wash can get one, each of the Fleet maintenance locations will also have wash coupons on hand.

Carwash Coupons

Unfortunately, in the transition from old contract to new we lost many wash locations. DAS Procurement is aware of the need for more locations and continues to work to add providers in areas without vendors. With that in mind, if your agency has a convenient location that is interested in additional business, it's possible that they could be added. All they need to do is contact DAS Procurement staff.

Hurricane Sandy

We've all seen the reports on the devastation caused by Hurricane Sandy. Unfortunately, DAS Fleet was not exempted from impact, as we had 16 cars that were flooded, 14 of which were deemed to be non-repairable. The pictures below are of an already rusted bracket mounted between the floor and the dashboard (yes, the dashboard) of a Ford Focus, and the corroded plug of a wiring harness which looked like new before being exposed to water.



Experience can be a painful teacher; thankfully FEMA will reimburse the state for 75% of this loss. When it comes to the subject of where to park cars during a storm – an elevated location, with no trees in the immediate area, is almost always the best option.

All agencies are encouraged to review their emergency action plans as they pertain to fleet while memories of this storm are fresh. Identifying what worked well, along with areas where improvements could be made, is a great way to help ensure that you will have an effective action plan for the next event. And based upon our experience over the last year and a half, it may not be that far off.

Plow Trucks

It's that time of the year again, *winter preparation!* DAS maintenance shops and all users of plow vehicles have a common goal – trouble-free winter for all plow-related equipment.

To help achieve this goal a pre-season check-up and service is essential. And now is the perfect time to schedule an appointment - just call your closest garage today to set a time.

Preventative maintenance goes a long way to avoid the frustration that comes with having a pile of snow and no way to remove it. Unlike passenger cars and vans, we do not have plow trucks available as spares or loaners.

In addition to looking for any potential mechanical issues on the truck, a thorough inspection of the plow, related hoses and electrical components will be performed. Any items needing repair will be addressed.