



## CONTACT US:

### Administration

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### 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.

From time to time one of our shops will report that a vehicle arrived for service with smoke-stained windows and ashes all over the floor - in other words, a sure indication that a driver has been smoking in the car. To be clear, in case there was any doubt that a policy on smoking in state-owned vehicles exists, one does exist and all drivers should be aware of it. General Letter 115 addresses the subject directly. Here is the exact language as stated on page 13:

No  
Smoking



### No Smoking

*As articulated in the September 1, 2000 Fleet Operations directive, smoking is prohibited in state-owned vehicles.*

Here are a couple of sentences from the Penalty section of GL 115 (page 15):

### Penalties

*Any violation of this policy may result in disciplinary action up to and including dismissal. Violation of any policy, rule or regulation governing the use of a state-owned vehicle or any*

*state motor vehicle law or regulation may result in the immediate recall of the vehicle by the DAS Director of Fleet Operations.*

We will continue to forward evidence of violations of the no smoking policy to agency ATAs and suggest that they work with their supervisory staff and Human Resources department to address issues in a timely manner consistent with GL 115, contractual, and all other applicable agency and/or state guidelines.

To be proactive in educating staff, we urge each agency to maintain a training program for all employees who drive state-owned vehicles. This includes supplying a copy of GL 115 so that drivers are fully aware of their vehicle-related responsibilities. We appreciate your support on this matter.

## Auction

DAS Surplus will be holding a vehicle auction on Saturday, June 16 at the Fleet maintenance facility located at the rear of 60 State Street, Wethersfield, right behind Department of Motor Vehicles.

Check the DAS website <http://das.ct.gov/cr1.aspx?page=37> for additional information. We expect that this will be the last vehicle auction until September or October.

With our current fiscal year quickly coming to a close, orders for new cars have temporarily ceased. Fortunately, we were able to utilize all of the funds committed to new vehicle replacement in the 2011 – 2012 budget year, which has allowed us to reduce the number of high-mileage vehicles that support agency missions.

## New Cars

Many of the new vehicles have arrived, and 200 more will be here in late June to September. As new vehicles are made ready for service our staff is communicating this information to agency contacts and swap dates are being arranged.

At this time we will resume vehicle replacement activities once the 2013 capitol budget funding is approved. Typically this occurs sometime in late July or August.

Last month we told you about revisions to the Accident Report that eliminated the need to collect driver's license information. However, over the past few weeks we have noticed that many of the reports we've received still include driver's license numbers. It appears that this occurs when the Accident Report form used has been previously downloaded and saved to a computer.

## Accident Report

Please ask all staff members within your agency who prepare Accident Reports to delete any downloaded versions of the form, as it is now outdated, and refer to the new form available online.

As good practice, we encourage users to visit the Fleet section of the DAS web page for easy access to all updated Fleet-related documents and forms – versus downloading and storing.

If your agency has one or more of the vehicles mentioned below please note we are working to address the issued recalls. With that in mind here's an update on our story from last month regarding the two vehicles that we have recently received recall notices for:

## Recalls

- **2008 Dodge Caravans.** The recall to replace Occupant Restraint modules is moving along with roughly half of the 50 vehicles impacted now repaired. With earlier concerns about parts availability resolved, dealers are completing three to five vehicles per week, as we supply them. We anticipate all recalls for these vehicles to be complete in July.
- **2008 Wheelchair buses, stop latch on wheelchair lift.** We are completing these recalls in-house to bring the quickest closure. The manufacturer has indicated that they will send ten kits per week until we receive a total of 50. As of right now 30 kits have come in. Our shops will contact users of affected vehicles directly to coordinate repairs. We anticipate this project will be completed in late June or July.

In the meantime if you have any questions about what to look for, especially regarding the defective stop latch mechanism, we encourage you to stop by the closest DAS maintenance facility for assistance.