



inroads

May 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.

We fixed it! You spoke and we listened. Earlier this year changes were made to our Mileage Reporting program that affected agencies' ability to input monthly mileage

Monthly Mileage

for their drivers. Specifically, it became impossible for mileage to be entered on the first through the fourth of the current reporting month. In addition, the ending mileage for the previous month was not displayed as the starting mileage for the month being entered.

We charged our IT people with correcting these two issues and they have come through with flying colors. Mileage can now be entered any day of the month, and ending mileage for the previous month is now displayed as starting mileage for the month you are beginning. We apologize to staff for any inconvenience this may have caused.

Many thanks to our IT people for their prompt attention and for the successful resolution of this problem.

As most of you are aware, General Letter 115 is the policy document for motor vehicles used for state business. Its purpose is to administer the use of state-owned motor vehicles, as well as motor vehicles rented or owned by state employees that are used for state business. This policy document has recently been revised. You can find the newest version on the [Fleet Operations page](#) of the DAS website. We believe that you will find it to be more informative and easier to use than ever before.

GL 115 Revised

Drivers License Information

All drivers of state-owned vehicles should be aware that they are required to report any vehicle damage to the Comptroller's office. This requirement is now easier to do by using the automated Accident Report which we have developed in conjunction with the Comptroller's office. Recently we were notified that the Accident Report may not be consistent with section 36a-701b of the General Statutes, as it collects the employee's name and driver's license information in the same document. To remedy this the Accident Report has been modified. The boxes for **Drivers**

License information have been deleted.

Everything else is the same, and as always, can be found on the Fleet page of the DAS web site.

As we indicated last month, we are aware that multiple car wash vendors have at times refused to accept our wash coupons. To resolve this we have involved DAS contract manager, Mark Carroza.

Car Wash Updates

Although nothing has been finalized, DAS has decided to work directly with the vendors providing car wash services. This will improve communication so that service will not be impacted.

While the next steps are still being discussed, we encourage you to share feedback from your drivers regarding car washes – good or bad. One idea on the table is to make car wash coupons available at each maintenance garage; staff could disperse the coupons to drivers one at a time. Coupons received from the garage would be in addition to coupons provided to ATAs upon request. Your thoughts on the pros and cons of this possibility are welcome. Remember, no matter how we distribute wash coupons, rest assured the cost of a car wash will continue to be included in the monthly lease rate for each vehicle.

We thank you for your input and patience while we continue to work to resolve this.

Because of our recent efforts to replace fully depreciated and high mileage vehicles, we now have an abundance going to auction. In addition to the March auction, DAS/Surplus held a vehicle auction on Saturday, April 23 and has scheduled two more in the near future. Upcoming vehicle auctions will be held on May 19 and June 16. Check the DAS website <http://das.ct.gov/cr1.aspx?page=37> for additional information. Remember that all auctions are held in the rear of 60 State Street, Wethersfield, right behind DMV, at the DAS Fleet maintenance facility.

Auctions

We have recently received recall notices on two vehicles;

- **2008 Dodge Caravan**, Occupant Restraint module and
- **2008 Wheelchair bus**, stop latch on wheelchair lift.

Recalls

If your agency has either vehicle on the road take note that we are working quickly to comply with this recall. The timely repair of both vehicles has been slowed due to availability of parts from Braun Lifts and Dodge. And to make completion more difficult all the Caravan recalls have to go to the dealer. Because of delays (especially with the Caravan recall) we are seeking assistance from the manufacturer to expedite parts availability. We will post an update next month on our progress.

In the meantime if you have any questions regarding this recall, please stop by your closest DAS maintenance facility for assistance.