



## 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.

In January, Fleet transitioned from paper bills to sending them electronically. As part of this new process we send two notices to all agencies every month.

## Monthly Bills

- The initial notice goes out on the first of each month and is a reminder that your vehicle leasing bill is available for review.
- The second communication is the final bill – and is sent after the close of business on the fourth day of each month.

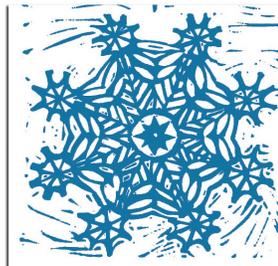
The period between the first and fourth provides agencies the opportunity to review all charges and to verify that no billing errors have occurred. In the event that there is a charge that needs further explanation please contact our office so that it can be discussed and resolved.

## Is Your Plow Truck Ready to Go?

We all want to achieve the same end result – a trouble-free winter for all plow-related equipment. With that thought in mind, it's not too early to think about the cold and snow that winter will surely bring. For agencies that rely on a DAS-owned plow truck to clear snow, now is the perfect time to schedule an appointment for a pre-season check up - just call your closest garage today to set a time.

Besides 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.

Make an appointment today to avoid the frustration that comes with winter snow with no way to remove it. Unlike passenger cars and vans we do not have plow trucks available as spares/loaners.



# Running Reports in Fleet Utilization System

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.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. 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 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.

Please 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!**

## Did You Know?

Newsletters are posted on our website – Could other employees in your agency benefit from reading Inroads each month? If so, you have two options providing it to them: directly forward the newsletter via email, or go to our webpage, <http://das.ct.gov/cr1.aspx?page=11>. Just make your staff aware that they can go to the DAS home page and click on the Fleet Operations link. You will find that each issue is posted and available for all to read.