



## 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.

When DAS Fleet receives inquiries on the possibility of permitting someone other than a permanent state employee the use of a state-owned vehicle, we refer

## Who Can Drive a State Car?

them to General Letter 115 (GL 115) *DAS Policy for Motor Vehicles Used for State Business* which specifies the following:

**Use of Vehicles By Volunteers and Contract Employees:** State-owned vehicles and rental vehicles may not be driven by volunteer workers or individuals contractually employed by the state unless the Director of DAS Fleet Operations grants permission. Such drivers are subject to the same rules and require-

ments as state employees who drive state-owned vehicles.

So that we have information from which to make a decision, the driver's DMV history must be provided. To help expedite this process we have placed a copy of the consent form in the Driver Policy /Forms section on our web page

<http://www.das.state.ct.us/cr1.aspx?page=11>.

Please print off a copy and have the driver complete and sign it before forwarding it to the Fleet office so that we can submit the request to DMV. We will review the driver's history before making a decision.

## Where Are They?

We are beginning the process of updating our records pertaining to the office location (city or town) to which each vehicle is assigned. If your agency has vehicles assigned to multiple locations please provide us with a list, by location. Please forward it to [das.fleet@ct.gov](mailto:das.fleet@ct.gov). Going forward, we ask for your help to ensure that whenever changes in vehicle assignments occur, you notify Fleet so that we can make the proper correc-

tions to our database. Thank you for your assistance.

## Pond Lily Has Fuel!

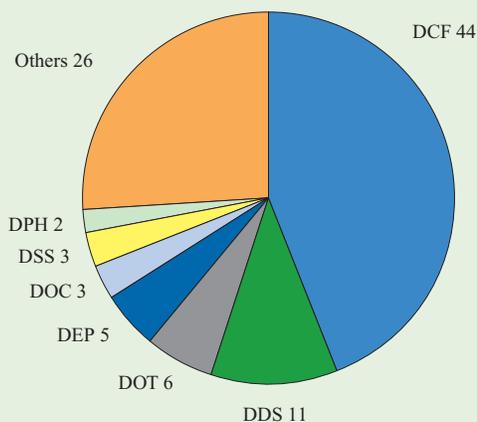
An extensive project to replace the in-ground fuel tanks at the Pond Lily location in New Haven (adjacent to our repair facility) has been completed and the pumps are once again up and running. Besides taking care of compliance issues, some outdated equipment was upgraded.

# Am I Driving Safely?

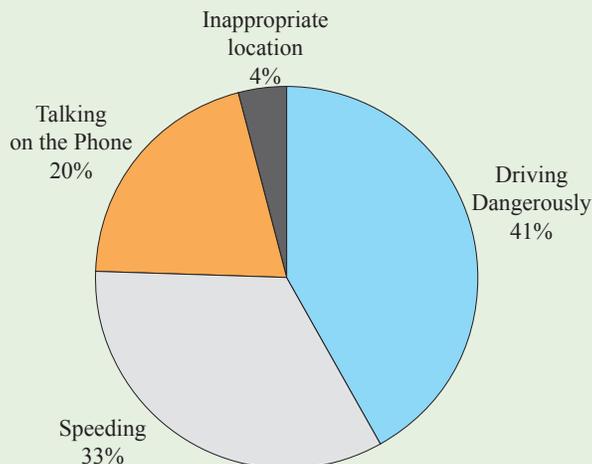
Over the past two and a half years the thousands of bumper stickers installed on DAS vehicles have had a significant amount of exposure. If each of the 3,300 DAS vehicles were seen by only 25 other cars or pedestrians during the course of the day, at the end of a year the entire fleet would have over 20,000,000 views! That's a whole lot of opportunity to leave an impression, either positive or negative.

People are not only seeing our vehicles, they are using the [Fleet.ct.gov](http://Fleet.ct.gov) address on the "Am I Driving Safely" bumper stickers to let us know how our drivers are doing. To date almost 2,800 reports on driving performance have come in, with complaints outnumbering compliments at a rate of about 9½ to 1. The pie charts below represent the calls received during just our last fiscal year – July 1, 2010 through June 30, 2011. During this period we received 891 driving reports at the [Fleet.ct.gov](http://Fleet.ct.gov) address.

Percentage of Complaints by Agency



Percentage of Complaints by Type



It is to be expected that the complaints received reflect the number of cars assigned to each agency. For example, DCF has at least twice as many vehicles as other agencies and they also have received the most complaints.

If your agency isn't listed individually it doesn't mean that complaints haven't been filed, just that the total for the past 12 months is 15 or less.

We ask that you continue to impress upon agency supervisors and drivers the importance of operating state-owned vehicles in a safe and law-abiding manner, as people are watching and they will report what they feel is inappropriate driving or use.

We do ask for your assistance in investigating and closing complaints in a timely fashion as Fleet has a responsibility to respond to the person who reports the incident. GL 115 requires that agencies complete their internal review and report back to Fleet within 30 days. When made aware of the potential length of time to receive a response, many complaint filers have a hard time accepting that the process could take so long. So you can imagine their frustration when they have not received feedback within our established timeframe.

Please do all you can to achieve this deadline! And above all, remind your drivers that when they are

driving a state vehicle, the public will always hold them to a higher standard for safe and economical driving. Every driver of a state vehicle represents all of us in state service whether they want to or not! ***Take that responsibility seriously!***