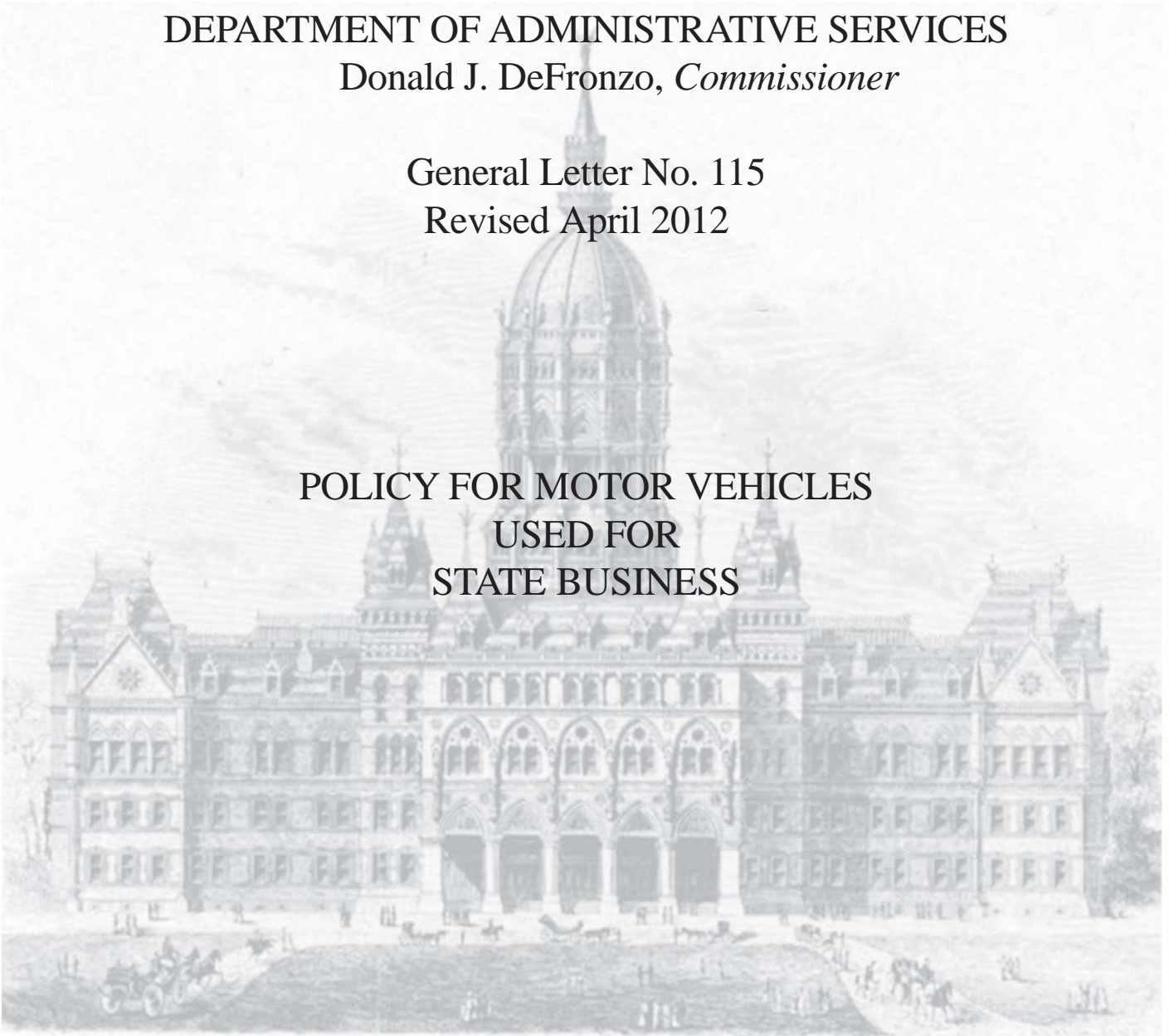




DEPARTMENT OF ADMINISTRATIVE SERVICES  
Donald J. DeFronzo, *Commissioner*

General Letter No. 115  
Revised April 2012

POLICY FOR MOTOR VEHICLES  
USED FOR  
STATE BUSINESS



# ***DAS General Letter No. 115 - Policy for Motor Vehicles Used for State Business***

## ***Overview***

**Purpose** This policy was developed to administer the use of state-owned motor vehicles, as well as motor vehicles rented or owned by state employees that are used for official state business.

**Scope of Policy** This policy applies to all executive branch agencies of State Government, including the constituent units of higher education, except State Police.

This policy replaces previously published policies.

This policy does not supersede any language or benefits provided under an applicable collective bargaining contract.

**Definitions** “Motor vehicle” means automobiles, trucks, buses, and emergency vehicles.

“Official duty station” means the state-owned or leased building or other locations at which an employee reports for duty.

“Personally-owned vehicle” means a motor vehicle owned by a state employee and authorized for use on state business.

“Pool vehicle” means a state-owned motor vehicle assigned to an agency for use by two or more employees.

“Rental vehicle” means a motor vehicle that has been rented from a commercial rental agency (either in Connecticut or out-of-state) by a state employee or state agency for use on state business.

“State-owned vehicle” means a motor vehicle that is owned by the State of Connecticut.

## ***ALLOCATION OF RESPONSIBILITIES***

### **Responsibilities of Agency Heads**

Agency heads are responsible for:

- Enforcing this policy at their agencies;
- Ensuring the efficient and cost-effective use of state-owned and rental vehicles consistent with their agencies' missions;
- Determining the agency's vehicle needs and submitting [requests](#) for state-owned vehicles to the Director of DAS Fleet Operations;
- Deciding whether an employee has a justifiable need to park a state-owned or rental vehicle at his or her home on a continuous basis in accordance with the criteria set forth in this policy and any applicable collective bargaining agreements, and, if so, [requesting permission](#) from the Director of DAS Fleet Operations;
- Taking appropriate disciplinary action in the case of a violation of this policy, or for the unsafe operating practices of a motor vehicle; and
- Serving as or designating the Agency Transportation Administrator for their agencies.

### **Responsibilities of the Agency Transportation Administrator**

The Agency Transportation Administrator shall be a high-level manager or executive with fiscal and policy-making authority who reports directly to the agency head.

The Agency Transportation Administrator is responsible for:

- Authorizing agency employees to obtain rental vehicles and authorizing any deviations from standard rental requirements;
- Deciding whether to allow an employee to park a stated-owned or rental vehicle at his or her home on an occasional basis, in accordance with the criteria set forth in this policy and any applicable collective bargaining agreements;
- Deciding whether a contract employee or volunteer has a justifiable need to drive a state vehicle, and, if so, requesting permission from the Director of Fleet Operations;
- Authorizing reimbursements to agency employees for the use of personally-owned vehicles on state business;

- Ensuring that an up-to-date statement of insurance with minimum liability is on file with the agency for each employee authorized to use a personally owned vehicle on official state business;
- Maintaining records regarding the agency's usage of state-owned and rental vehicles, including but not limited to daily mileage logs, and submitting any required reports to the Director of DAS Fleet Operations;
- Maintaining records regarding the agency's reimbursements to employees for use of personally-owned vehicles and submitting any required reports to the Director of DAS Fleet Operations;
- Promptly investigating complaints concerning state vehicles, drivers and passengers and notifying the Director of DAS Fleet Operations of the outcome of the investigation;
  - Absent extenuating circumstances, the ATA shall notify the Director of DAS Fleet Operations of the outcome of the investigation within 30 days of receiving the complaint.
- Obtaining any necessary permits or permission for any equipment added to a state vehicle, in writing, from the Director of DAS Fleet Operations; and
- Ensuring that each agency employee who operates a motor vehicle on state business is aware of this policy and has the ability, knowledge, skill, experience and appropriate license to operate the type of vehicle assigned.

**Responsibility of the Department of Administrative Services**

The Department of Administrative Services is responsible for:

- Purchasing, leasing and maintaining all passenger cars and light-duty trucks owned by the State of Connecticut, provided that the Department of Transportation may own and maintain vehicles necessary to the performance of its statutory functions and the Department of Public Safety may maintain vehicles necessary to the performance of its statutory functions;
- Establishing procedures and standards regarding the acquisition, use, maintenance and garaging of passenger cars and light-duty trucks;
- Establishing policies and procedures regarding interagency car

pools; and

Ensuring the efficient, cost-effective and orderly use of motor vehicles used for state business.

**Responsibilities of the Director of DAS Fleet Operations**

The Director of DAS Fleet Operations is responsible for:

- Reviewing the use of motor vehicles for state business to ensure full compliance with this policy;
- Allocating safe and well maintained state-owned vehicles to agencies;
- Directing that complaints concerning state vehicles, drivers and passengers are investigated and appropriate action is taken;
- Establishing standards of safe practice in the operation of motor vehicles;
- Requiring drivers to participate in designated driver education programs when appropriate;
- Reviewing on-line requests from agency heads seeking permission to allow an employee to park a state-owned or rental vehicle at an employee's home on a continuous basis;
- Reviewing requests from agencies seeking permission to allow volunteer workers and individuals contractually employed by the state to drive state-owned or rental vehicles; and
- Collaborating with the DAS Commissioner to suspend temporarily all or part of these policies in the event of a riot, natural disaster, patient emergency, employee strike or job action, or other emergency situations.

**Responsibilities of Drivers**

Each driver is responsible for:

- Being knowledgeable of, and compliant with, all of the rules and procedures outlined in this policy and any applicable collective bargaining agreement;
- Driving courteously and obeying all motor vehicle laws;
- Ensuring that state-owned vehicles are serviced at proper intervals and that DAS Fleet Operations is notified of needed repairs;

- Ensuring that fluid levels (engine oil, transmission fluid, radiator coolant and window washer fluid) of state-owned vehicles are checked and replaced when low;
- Ensuring that state-owned vehicles are brought in for emissions tests before the expiration date;
- Ensuring that state-owned vehicles' interiors are kept clean;
- Complying with all state accident procedures issued by the State Comptroller or the Director of DAS Fleet Operations, including but not limited to completing the [DAS Vehicle Incident/Accident Report](#) accident report and emailing the report to [fleet.accidents@ct.gov](mailto:fleet.accidents@ct.gov) and his or her supervisor within 48 hours of the incident;
- Promptly paying parking fines and other liability charges incurred while operating any motor vehicle on state business. **Such fines are the personal liability of the driver;**
- Notifying his or her Agency Transportation Administrator and the Director of DAS Fleet Operations within 72 hours if he or she has been convicted of or has made payment for any motor vehicle violation (not including parking tickets) while driving a state-owned vehicle;
- Possessing the ability, knowledge, skill, experience and appropriate license to operate the type of vehicle assigned;
- Completing and submitting all required reports within established timelines;
- Ensuring that his or her motor vehicle licenses and any required motor vehicle insurance is kept active, unrestricted and up-to-date; and
- Notifying his or her Agency Transportation Administrator within 24 hours if his or her motor vehicle license is suspended, revoked or expired.

### *State-Owned Vehicles*

#### **Purchase or Lease of Motor Vehicles**

DAS Fleet Operations is responsible for the purchase of motor vehicles for use by state executive agencies. No state agency may

acquire a motor vehicle from any other source unless approved in writing by the Director of DAS Fleet Operations. This applies whether or not the acquisition is the result of a gift, purchase, lease or transfer.

**Agency Vehicle Assignments**

Assignments of state-owned vehicles are made to agencies only in the following circumstances:

- For use by certain elected officials;
- The Commissioner of Administrative Services determines that it will be less costly to use a state vehicle than it would be to reimburse the state official or employee for mileage traveled in his or her personal vehicle; or
- If the agency can demonstrate that specialized circumstances (such as particular equipment needs or risk management concerns) dictate the acquisition of a state vehicle.

Requests for vehicle assignment must be made in writing on the [form](#) established by DAS, and submitted to the Director of DAS Fleet Operations. A detailed justification for the need for a state-owned vehicle, including intended usage, estimated mileage, and garaging location must be included in the request.

The Director of DAS Fleet Operations may reassign, recall or transfer motor vehicles as necessary to ensure the efficient, cost-effective and orderly use of motor vehicles throughout the state.

**Pool Vehicles**

Intra-agency motor pools of state-owned vehicles may be operated by an agency under the guidance of the Director of DAS Fleet Operations. Using motor pools instead of assigning vehicles to individuals is encouraged wherever possible.

Pool vehicles shall not be assigned for the exclusive use of an individual employee. If an individual employee requires the exclusive use of a motor vehicle in order to perform his or her job duties, the agency shall submit a request for a vehicle assignment.

**Assignment of a vehicle to an individual employee or official on a long-term basis**

Agencies are responsible for ensuring that the state-owned vehicles allocated to them are used in the most cost-effective and efficient manner possible. In some situations, an agency may achieve this goal by requesting that a vehicle be assigned to an individual employee or official on a long-term basis.

In determining whether to grant approval of the assignment of a vehicle to an individual on a long-term basis, the Director of DAS Fleet Operations will assess each situation on its own merits; however, the following general rules shall apply:

Approval to assign a vehicle to an individual on a long-term basis shall not be granted if the vehicle will be driven less than an average of seven hundred miles per month, except with the explicit approval of the Director of DAS Fleet Operations.

The Director of DAS Fleet Operations will consider the merits of each request on a case-by-case basis; however, in general, permission is likely to be limited to the following situation:

- The individual is employed by the Department of Children and Families, the Department of Social Services, the Department of Mental Health and Addiction Services or the Department of Developmental Services; and
- The vehicle is to be used for casework visits within one region.

Approval to assign a vehicle to an individual on a long-term basis may not be granted if the driver assigned to the vehicle:

- Has been the subject of two or more valid complaints involving the use of a state-owned vehicle within a six-month period; or
- Has been convicted of or has made payment for two or more motor vehicle violations while driving a state-owned vehicle in a six-month period.

**Excess Vehicles**

All motor vehicles determined by the Director of DAS Fleet Operations and/or the agency to be in excess of the agency's requirements shall be returned to DAS Fleet Operations.

**Seasonal Vehicles**

State-owned vehicles shall be assigned to agencies on a seasonal basis when it is functionally required and economical to do so.

The agency shall conduct an assessment of its need for a seasonal vehicle before each season. Seasonal vehicles are to be returned to DAS Fleet Operations after seasonal activities are concluded.

**Lease Rates for**

Agencies leasing state-owned vehicles from DAS Fleet



**State-Owned  
Vehicles**

Operations are billed monthly at established rates. Authorized expenses for routine servicing, maintenance and the replacement of motor vehicles are included in the lease rates. Agencies are billed separately for the following:

- Accident or vandalism damage to a vehicle which is not collectible from another party;
- Repairs necessary due to negligence, abuse or misuse of a vehicle, including failure to maintain proper fluid levels;
- Fuel and replacement oil between servicing; and
- Costs associated with installation, removal and purchase of specialized equipment.

Depending on the circumstances, DAS Fleet Operations may provide agencies with loaner vehicles when a vehicle assigned to the agency is brought into DAS Fleet Operations for service. The agency shall not be charged for the use of the loaner vehicle unless the agency fails to return the loaner vehicle within two business days of being notified that the vehicle assigned to the agency has been serviced and is ready to be picked up.

**Vehicle  
Markings**

All state-owned motor vehicles shall be identified in a manner prescribed by the Director of DAS Fleet Operations. No equipment, decoration or advertisement shall be affixed to a state-owned vehicle without prior approval from DAS Fleet Operations.

Removal of any prescribed markings, including license plates and state-issued bumper stickers, and any other attempt to obscure that the vehicle is owned by the state is prohibited.

**Vehicle  
Registration**

DAS Fleet Operations is responsible for registration of state-owned vehicles. No agency is authorized to apply directly to the Department of Motor Vehicles for registration plates.

***Rental Vehicles***

**Authorization to  
Rent a Vehicle**

The Agency Transportation Administrator shall ensure that the rental of the vehicle is essential to the conduct of agency business and is the most cost-effective and efficient method of providing transportation to employees on state business.

Prior to utilizing a commercial rental agency, the Agency Transportation Administrator should determine whether the agency's vehicle needs can be addressed by the [DAS Inter-Agency Motor Pools](#).

**Classes of Vehicles that may be Rented**

Except in special circumstances, only vehicles in the following classes shall be rented: Economy, Compact, Intermediate, Standard, Full Size and Mini-Van.

The rental of any other class of vehicle (Premium, Luxury, Small Sport Utility, Large Sport Utility and Cargo Van/Pick-up Truck) is not permitted unless the Agency Transportation Administrator provides written approval to the rental agency. No blanket authorizations will be allowed.

**Rental Procedures**

State employees who are renting a vehicle for use on state business, whether in state or out-of-state, must in all circumstances use the existing state contract for rental vehicles.

- State employees who are traveling out-of-state on state business employees may book the rental vehicle through the State travel agency; however, they are not required to do so.
- If the employee works in a state agency that participates in the state purchasing card (P-card) program, the employee must use the P-card to rent the motor vehicle.

Third party liability and property damage liability insurance are included in the rental rates. The state will not pay for or reimburse the employee for any additional insurance.

Employees are responsible for complying with the rental agreement requirement to return the rental vehicle with a full tank of fuel. Employees are not permitted to choose the fuel service option, whereby a renter pays an extra fee instead of re-fueling the car. The state will not pay for or reimburse the employee for the cost of the fuel service option or for any penalties assessed to the employee for his or her failure to re-fuel the vehicle.

In-state rentals of vehicles shall only be for business days. No weekend rentals (Saturday, Sunday and State Holidays) are allowed unless the Agency Transportation Administrator provides written consent in advance to the rental agency. No open-ended or blanket authorizations will be allowed.

## *Usage of State-Owned and Rental Vehicles*

**Appropriate Use of State-Owned and Rental Vehicles** Drivers are permitted to use state-owned and rental vehicles only to conduct official state business.

Personal use of a state-owned or rental vehicle for social, recreational, religious, educational or any other such purpose, whether on duty or off, is not permitted.

Transportation of passengers, including state employees, is not permitted, unless this transportation is necessary to perform official state business. For appointed officials, see the Connecticut Handbook for Appointed Officials

**Overnight Parking of State-Owned Vehicles**

In general, all state-owned and rental vehicles must be parked overnight at state-owned or leased facilities.

In most situations, vehicles shall be parked within a five-mile radius of the official duty station of the principal drivers. However, field personnel whose assigned geographic area is regional or statewide shall park their assigned vehicles at a facility determined by their agency's Agency Transportation Administrator with approval from the Director of DAS Fleet Operations.

State-owned and rental vehicles shall not be parked overnight on any street or highway or in commuter lots, except under emergency conditions.

**Overnight Parking of a Vehicle at an Employee's Home on an Occasional Basis.**

The Agency Transportation Administrator may approve the garaging of a state-owned or rental vehicle at the home of an employee for a specific night only in the following situations:

- \* The employee is required to attend a late-night meeting away from his or her official duty station;
- \* The employee is required to begin work prior to 7:00 a.m. or end work after 6:30 p.m. away from his or her official duty station;
- \* The employee is required to store specimens or samples in a refrigerator at his or her home; or
- \* Other similar circumstances when the Agency Transportation Administrator determines that allowing

the employee to park the state-owned or rental vehicle at his or her home for the night is essential to the conduct of agency business and is the most cost-effective and efficient method of providing transportation to employees on state business.

The agency must maintain records justifying the decision to allow the employee to park the vehicle at home for each night that the vehicle is parked at the employee's home. The Agency Transportation Administrator shall not issue open-ended or blanket authorizations for at-home garaging.

**Overnight Parking of a Vehicle at an Employee's Home on a Continuous Basis.**

Agencies seeking permission to allow employees to garage a state-owned or rental vehicle at the home of an employee **on a continuous basis** must obtain approval from the Director of DAS Fleet Operations using the [on-line application](#) on the DAS website. The Director of DAS Fleet Operations will consider the merits of each request on a case-by-case basis; however, in general, permission is likely to be limited to the following situations:

- Employees whose collective bargaining contract requires garaging of a vehicle at home;
- Employees who are subject to 24-hour calls and need a specially equipped vehicle in order to respond to emergencies such as riots, natural disasters, patient emergencies.
- Employees involved in dangerous investigative or undercover work who might be subject to bodily harm or discovery of their identity by parking vehicles on state-owned property;
- Field personnel who carry state-owned weapons, traps, etc. in a vehicle that cannot be practicably garaged in a secure area. The agency head must certify that:
  - \* There is a reasonable basis to assume that the employee's home will provide a more secure parking; and
  - \* There is no other practicable alternative.
- Vehicles in which valuable equipment must be stored overnight. The agency head must certify that:
  - \* The equipment is highly visible or is highly likely to be attractive as an object of theft;
  - \* There is a reasonable basis to assume that the employee's home will provide a more secure parking

and;

- \* There is no other practicable alternative.

**General Rules  
about Overnight  
Parking**

An employee who lives outside the borders of Connecticut and plans to park a state-owned or rental vehicle at his or her home overnight must also obtain authorization for out-of-state travel.

Per Federal Public law 99-44, effective 1-1-86, overnight parking of a state-owned vehicle at an employee's home for more than one night per month may be classified as fringe benefit taxable income and reported to the Internal Revenue Service as such. Agencies should contact the Office of the State Comptroller for further information and reporting requirements.

Authorization to park at home may be removed at any time, subject to collective bargaining requirements, if it is determined to be in the best interest of the State.

**Transfer of Motor  
Vehicles**

State-owned or rental vehicles may not be lent, leased or rented to any person, organization, business, or other governmental jurisdiction except when approved by the Commissioner of Administrative Services.

**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 and until the Director of DAS Fleet Operations grants permission. Such drivers are subject to the same rules and requirements as state employees who drive state-owned vehicles.

**Fuel Purchases**

Except in the limited circumstances described below, drivers of state-owned and rental vehicles shall obtain fuel and replacement oil at state-owned stations located throughout the State.

A state employee may purchase gasoline and/or oil from a commercial station only when he or she is operating the state-owned or rental vehicle outside of normal work hours, out of state, or in an emergency.

- \* As stated above, employees are not permitted to choose the fuel service option when renting vehicles.

Agencies will be required to submit any reports requested by the Director of DAS Fleet Operations concerning gasoline and oil purchases.

**Service and Repair**

DAS Fleet Operations shall conduct the service, maintenance and

**of State-Owned Vehicles**

repair of all state-owned vehicles unless it authorizes another agency to perform some or all of these duties.

In the event of an emergency breakdown of a state-owned vehicle outside of DAS Fleet Operations' normal work hours or on weekends, the driver should call 1-877-454-4204 (toll free). The call will be answered through the Department of Environmental Protection Dispatch Office, which will provide assistance.

**Accident Reporting Procedure**

Every accident involving a state-owned vehicle shall be reported to the Comptroller's office: the operator of the vehicle must complete the [DAS Vehicle Incident/Accident Report](#) accident report and email the report to [fleet.accidents@ct.gov](mailto:fleet.accidents@ct.gov) and his or her supervisor within 48 hours of the incident. If a DAS vehicle must be towed from the scene, the operator must inform DAS Fleet Operations of its location by calling (860) 713-5160.

Within three days of the incident, the operator must bring vehicle to closest Fleet Operations garage for inspection/repair.

If the operator or any other state employee is injured in the incident, comply with the [State's Workers' Compensation Claim reporting procedures](#).

**Usage Reports**

Agencies shall keep daily mileage logs (Form CCP-40) for each state-owned vehicle assigned to them. The operator(s) shall certify these logs as true and correct.

On a monthly basis, each agency shall submit a usage report to DAS Fleet Operations in the format specified by DAS Fleet Operations. By submitting these reports, the agency head shall be certifying that the travel documented within the report was essential to that agency's official state business.

Repeated failure to provide DAS Fleet Operations with usage reports may result in the recall of the state-owned vehicle by the DAS Director of Fleet Operations.

**No Smoking**

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

**Unrestricted License Required**

An individual whose motor vehicle operator's license has been suspended shall not be allowed to operate a state-owned or rental vehicle, even if the individual has been issued a Special Operator's Permit for work under Conn. General Statute Sec. 14-37a.

## ***Personally Owned Motor Vehicles on State Business***

### **Appropriate Use of Personally Owned Vehicles for State Business Proof of Insurance**

The Agency Transportation Administrator must authorize the use of a personally owned motor vehicle by an employee for state business.

All state employees who are authorized by their Agency Transportation Administrator to use their own motor vehicles in the performance of their duties, must carry at least the minimum insurance coverage of:

- Third party liability: \$50,000/\$100,000
- Property damage liability: \$5,000

\* If the applicable collective bargaining agreement provides for different levels of minimum insurance coverage, the collective bargaining agreement controls.

### **Reimbursement for Use of Personally Owned Vehicles**

Reimbursement for use of an employee's personally owned vehicle will be made in accordance with State Standard Travel Regulations (5-141c-1 to 5-141c-11) and/or the applicable collective bargaining agreements.

If the use of a personally-owned motor vehicle by an employee is authorized by the Agency Transportation Administrator for official state business, the employee shall be reimbursed at an established mileage rate for travel on official state business less their normal round-trip commute from home to their official duty station, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement.

No payment for use of personally-owned vehicles is permitted for the following:

- Travel from home to official duty station or field assignment, unless provided under the applicable collective bargaining agreement;
- Any activity except official state business; or
- Participation in any activity in which an honorarium, stipend, monetary fee or gift of any value is given to the employee involved.

## *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.

Any state official or employee to whom a state-owned vehicle has been assigned on a long-term basis who has been the subject of two or more valid complaints involving the use of a state vehicle in a six-month period or who has been convicted of or has made payment for two or more motor vehicle violations while driving a state-owned vehicle in a six-month period may forfeit the privilege of using a state-owned vehicle for one year.

The willful neglect or misuse of any state-owned or rental vehicle is cause for disciplinary action under the provisions of state statutes or applicable collective bargaining contracts, and such misuse or false statements about the use of said vehicles may subject the employee to civil action. (See Connecticut General Statutes 4-165 and Regulations of Connecticut State Agencies 5-240-1a (c)(7))

If an employee or driver is involved in an accident as a result of his/her own willful or wanton misconduct while in the operation of a state-owned or rental motor vehicle, the agency head may assess the responsible party for property damage to state property.