

Executive Branch Requirements of the State-Owned, Light-Duty Vehicle Fleet

Connecticut[®]

DAS Fleet Operations
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Connecticut General Statutes

Sec. 4a-4. (Formerly Sec. 4-23j). Control of state property and equipment.

Except as provided in subsections (b) and (c) of this section, **the Commissioner of Administrative Services shall consider and devise ways and means of establishing and maintaining proper control of state property and equipment, including vehicles and office equipment;** shall require the establishment of proper permanent inventory records and the taking of physical inventories of both stores and equipment; shall discover unused and improperly used or neglected equipment and shall authorize the transfer, use or disposal of such equipment.

(b) The Office of the Chief Court Administrator shall consider and devise ways and means of establishing and maintaining proper control of Judicial Department property and equipment, including vehicles and office equipment...

(c) The chief executive officer of each constituent unit of the state system of higher education may consider and devise ways and means of and The University of Connecticut shall be responsible for establishing and maintaining proper control of equipment, including all vehicles and office equipment ...

Connecticut General Statutes

Sec. 4a-5. (Formerly Sec. 4-231). State motor pool.

There shall be a state interagency motor pool within the Department of Administrative Services. Said motor pool shall provide motor vehicles to state agencies on a rental basis. Proceeds from rentals of such motor vehicles by said motor pool shall be deposited in the purchasing revolving fund maintained by said department and all direct expenses incurred by said motor pool shall be charged against said fund on order of the State Comptroller. The Commissioner of Administrative Services shall adopt rules regarding the rental and use of motor vehicles provided by the motor pool.

Connecticut General Statutes

Sec. 4a-5a. State agency use of services provided by the Department of Administrative Services.

Notwithstanding any provision of the general statutes, **each state agency, except (1) the agencies within the Legislative Department, (2) the Judicial Department, and (3) the constituent units of the state system of higher education, shall use the services of the Department of Administrative Services** if the Department of Administrative Services can: (A) Provide the particular goods or services requested by such state agency, (B) comply with the delivery schedule set forth by such state agency, and (C) provide such goods or services at a cost which is not more than three per cent greater than the price quoted to such state agency by any private vendor.

Connecticut General Statutes

Sec. 4a-56. (Formerly Sec. 4-123).

Purchasing standards and specifications. The Commissioner of Administrative Services or his designee **may classify the requirements of the state government for supplies, materials and equipment which may be purchased by the state and may adopt as standards the minimum number of qualities, sizes and varieties of such supplies, materials and equipment consistent with the successful operation of the state government.** If the commissioner adopts any such standards, the commissioner shall prepare, adopt and promulgate written specifications describing such standards, provided specifications shall not be required for any supplies, materials or equipment for which the commissioner determines that the cost of preparing specifications would outweigh the benefits. In the preparation and revision of any such standard specification, the commissioner or his designee may seek the advice, assistance and cooperation of the state agencies concerned in order to ascertain their precise requirements. Each specification adopted for any commodity shall satisfy the requirements of the state departments, agencies and institutions which are to make use of the same, unless the commissioner approves a waiver of the specification and states the reason for the waiver in writing. **In developing specifications for the purchase of motor vehicles, the commissioner or his designee shall consider motor vehicles using alternative fuels.** The commissioner may adopt energy performance standards established pursuant to subsection (j) of section 16a-38.

Connecticut General Statutes

Sec. 4a-67d. Purchase of cars and light duty trucks. Gasoline mileage ratings. Alternative-fueled, hybrid electric or plug-in electric vehicles. Requirements. Exemptions. Definitions.

(Abbreviated) The fleet average for cars or light duty trucks purchased by the state shall: (1) have the best-in-class United States Environmental Protection Agency estimated highway gasoline mileage rating, (2) comply with the requirements set forth in 10 CFR 490 concerning the percentage of alternative-fueled vehicles required in the state motor vehicle fleet....

(b) Notwithstanding any other provisions of this section, (1) on and after January 1, 2008: (A) At least fifty per cent of all cars and light duty trucks purchased or leased by the state shall be alternative-fueled, hybrid electric or plug-in electric vehicles, (B) all alternative-fueled vehicles purchased or leased by the state shall be certified to the California Air Resources Board's Low Emission Vehicle II Ultra Low Emission Vehicle Standard, and (C) all gasoline-powered light duty and hybrid vehicles purchased or leased by the state shall, at a minimum, be certified to the California Air Resource Board's Low Emission Vehicle II Ultra Low Emission Vehicle Standard, (2) on and after January 1, 2012, one hundred per cent of such cars and light duty trucks shall be alternative-fueled, hybrid electric or plug-in electric vehicles, and (3) **on and after January 1, 2030, at least fifty per cent of such cars and light duty trucks shall be zero-emission vehicles.**

Executive Order No. 21-3 released December 16th, 2021, requires by 2030, all newly leased light duty state vehicles shall be zero emission vehicles.

Federal Energy Policy Act (EPAAct)

The State and Alternative Fuel Provider Fleet Program requires covered fleets to meet their Energy Policy Act (EPAAct) requirements and reduce their petroleum consumption. Managed by the U.S. Department of Energy (DOE) Vehicle Technologies Office, the program is one of several EPAAct transportation regulatory activities that aim to reduce U.S. petroleum consumption by building a core market for alternative fuel vehicles.

- The DAS Executive Branch Light-Duty Fleet has been a required participant since 1994 because it controls a fleet of 50 or more non-excluded light-duty vehicles.
- DAS Fleet meets the EPAAct requirements each year through Standard Compliance by acquiring [alternative fuel vehicles](#) (AFVs) as a percentage of light-duty, non-excluded vehicle acquisitions.
- Requirement for state fleets – 75% of light-duty, non-excluded vehicles acquired annually must be alternative fuel vehicles.
- Failure to meet compliance for vehicle purchases requires submitting an exemption, borrowing credits from other entity, or paying a fine of \$8,916 per credit short. One vehicle is one credit.

DAS General Letter 115

Revised November 2019

The Department of Administrative Services (“DAS”) is responsible for:

- **Purchasing, leasing and maintaining all passenger cars and light-duty trucks owned by the State of Connecticut**, except for those that 1) the Department of Transportation and 2) the Department of Emergency Services and Public Protection may own and maintain which are necessary to the performance of their statutory functions duties;
- 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 to ensure the efficient, cost-effective and orderly use of motor vehicles used for state business.

DAS General Letter 115

Revised November 2019

Purchase and/or Lease of State-Owned 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 the acquisition is the result of a gift, purchase, lease or transfer. The Director of DAS Fleet Operations may reassign, recall or transfer motor vehicles as necessary to ensure the most efficient and cost-effective use of motor vehicles throughout the state.

Potential Questions Regarding CGS/GL 115

- Does the agency own, maintain and operate any light-duty vehicles outside of the scope of DAS Fleet Operations?
 - If yes, provide written approval from Director of Fleet Operations.
- If yes – What agency personnel has oversight of these vehicles?
 - Any resources allocated to the oversight of the vehicles increases the cost of each vehicle and duplicates efforts already performed at Fleet Operations.
 - Preventative Maintenance
 - Professionally Trained Repair Staff
 - Dedicated Accident Resolution Staff
 - Compliance and Utilization Guidance
 - “Am I Driving Safely?” Program
 - Any buildings, equipment, and utilities dedicated to the maintenance and repair of the vehicles increases the cost of each vehicle and duplicates the efforts already established at Fleet Operations.

Centralization is key in reducing state-owned vehicle administrative duplication, standardizing utilization guidance and compliance, and increasing the quality of services delivered with dedicated professionals.

Agency Head

General Letter 115

The Agency Head is responsible for:

- Enforcing General Letter 115 guidelines at their agencies
- Ensuring the efficient and cost-effective use of state-owned and rental vehicles
- Determining the agency's vehicle needs
- Making determinations of continuous home garaging requests
- Takes appropriate disciplinary action for violations of General Letter 115
- Serving as, or designating, the Agency Transportation Administrator (ATA)

Potential questions:

Is the Agency Head cognizant of all matters relating to the safe, and economical utilization of state-owned vehicles to successfully achieve the agencies mission goals?

Agency Transportation Administrator (ATA)

General Letter 115

An ATA, is a high-level manager or executive with fiscal and policy-making authority, who either is, or reports directly to, the agency head. The role held as the ATA, is critical in ensuring the correct use of State-Owned vehicles by agency drivers.

The ATA is responsible for:

- Rental vehicle authorization
- Occasional Home Parking needs
- Use of State-Owned vehicle by contract employees or volunteers
- Authorizing reimbursements for personally-owned vehicle use
- Ensuring up-to-date insurance for personally-owned vehicle use on State Business
- Agency usage reports of State-Owned and rental vehicles
- Agency records for personally-owned vehicle reimbursements
- Investigating complaints concerning agency state vehicle use
- Obtaining permission and permits for State-Owned vehicle equipment additions
- Ensuring agency drivers have the appropriate unrestricted license to operate a State-Owned vehicle

Sustainability Officers and Fleet Targets

Executive Order 21-3 - 3. Strengthening interim targets for GreenerGov CT "Lead By Example". The state shall commit to implementing the following interim targets in order to meet the state government 45% GHG emissions reduction by 2030 goal under EO:

- A. By 2024, all executive branch agency facilities, to the extent practicable, shall implement an organics and food waste diversion program.
- B. By 2030, all electricity purchased and generated by the Executive Branch will be 100% zero carbon.
- C. By 2030, all newly leased light duty state vehicles shall be zero emission vehicles.**
- D. By 2023, DEEP and DAS shall develop a plan to retrofit existing fossil fuel-based heating and cooling systems at state buildings to systems capable of being operated without carbon emitting fuels.
- E. By 2023, DEEP and DAS shall develop a plan. and a budget to achieve zero-GHG emissions for all new construction and major renovations funded by the state or in facilities owned/operated by the Executive Branch, targeting construction beginning in fiscal year 2024 and after.
- F. By 2024, the state shall divest 1 % of all Executive Branch building square footage, and an additional 2% by 2028.
- G. The state shall deploy an average of 10,000 kWDC of new solar capacity annually for the next 10 years, primarily sited new projects sited on state buildings or property. H. The state shall commit to reducing executive branch building GHG emissions by at least 1 % annually.

Service and Repair of State Vehicles

General Letter 115

DAS Fleet Operations shall conduct the service, maintenance and repair of all state-owned vehicles unless it authorizes another agency to perform some or all of these duties. Current agency approved garages are within DOC (Department of Corrections), CVH (Connecticut Valley Hospital), and STS (Southbury Training School).

Driver Responsibilities include, but are not limited to:

- 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 motor vehicle accident reporting procedures
- Ensuring that state-owned vehicles' interiors are kept clean
- Never operate the vehicle while distracted.
- NO cell phone or PDA use while driving.
- NO smoking, vaping or smokeless tobacco.

Vehicle Usage Policy for State-Owned and Rental Vehicles

General Letter 115

Appropriate Use: 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 purpose**, whether on duty or off, including as a commute vehicle, is not permitted. Transportation of passengers, including state employees, is not permitted, unless this transportation is necessary to perform official state business.

Implications – Unauthorized personal use nullifies the automobile insurance liability and worker's compensation insurance policies, making the employee personally responsible for any losses that are incurred.

Home Garaging for State-Owned Vehicles

General Letter 115

Agencies must obtain approval from the Director of DAS Fleet Operations to garage a state-owned or rental vehicle at the home of an employee on a continuous basis 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 CBA, if applicable, requires garaging of a vehicle at home;
- Employees who are subject to 24-hour calls and need a specially equipped vehicle;
- Field personnel who carry state-owned firearms in a vehicle that cannot be practicably garaged in a secure area at their agency or a gated and fenced in DOT lot. 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.
- Field personnel whose vehicles in which valuable equipment must be stored overnight that cannot be practicably garaged in a secure area at their agency or a gated and fenced in DOT lot. 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.

Alternate Parking for State-Owned Vehicles

General Letter 115

Field personnel whose assigned geographic area is regional may park their assigned vehicles at a state-owned or leased facility that is **central to that region** only if approved. This exception is only available if the agency's Agency Transportation Administrator has requested and received approval from the Director of DAS Fleet Operations.

Alternate Parking examines:

- CBA's that have Alternate Parking Language.
- Official Duty Station.
- Clearly defined Travel Region of the vehicle.
- State-Owned property parking options (typically DOT facilities) – host sites are under no obligation to accommodate alternate parking requests, and a location approval must be in writing from an authorized representative at that location.
- May consider residence only if the new location extends the employees normal duty station commute. Allowing closer access to a vehicle is NOT a factor in determining Alternate Parking locations.
- Refer to applicable CBA, for when the employee's day begins. No personal use, no commute. Workman's comp, Auto Insurance – do not cover personal use.

Personally-Owned Vehicle Use

General Letter 115

The Agency Transportation Administrator must authorize the use of a personally owned motor vehicle by an employee for state business and must ensure that an up-to-date statement of insurance with minimum liability (**Minimum Third-Party Liability: \$25,000/\$50,000; Minimum Property Liability: \$25,000**) is on file with the agency for each employee authorized to use a personally owned vehicle on official state business.

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. 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.

Personally-Owned Vehicle Use

General Letter 115

Potential questions.

- Are all statements of insurance up-to-date, with the minimum liability, and on file?
- How often are these reviewed?
- The agency ATA must authorize all personal vehicle usage; has a cost-benefit analysis been performed to determine the personally owned vehicle use would be more cost effective than a pool vehicle?
- What is the total cost reimbursed per month by the agency for personally owned vehicle usage?
- Is this amount more than the cost per month to lease a state-owned vehicle?
 - If yes, what program re-organizations can be made to utilize state-owned vehicles to reduce this amount?

Damage Sustained to State-Owned Vehicles

General Letter 115

Accident Report Procedure: Every accident involving a state-owned vehicle shall be reported to the Comptroller's office and DAS Fleet Services. The operator of the vehicle must complete the DAS Vehicle Incident/Accident Report and email the report to 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 the vehicle to the closest Fleet Operations garage for inspection/repair.

If the operator or any other state employee is injured in the incident, he or she should consult the State's Workers' Compensation Claim reporting procedures.

“Am I Driving Safely?” Program

General Letter 115

The “Am I Driving Safely?” program provides the public with a method to readily identify State Vehicles and have a means to report what they perceive to be an incident of unsafe driving, or the perceived misuse of a State Vehicle.

Promptly investigating complaints concerning state vehicles, drivers and passengers and notifying the Director of DAS Fleet Operations of the outcome of the investigation; cooperating with any investigation conducted by DAS Fleet Operations; AND, 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;

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.

DAS Fleet Operations Contact Information

All DAS Fleet Operations staff are ready to assist with any questions that may arise. Feel free to contact any or all the below during your reviews.

Director of State Fleet Operations – Stephen McGirr Stephen.McGirr@ct.gov (all fleet aspects)

Assistant Director of State Fleet Operations – Ed Guelfi Ed.Guelfi@ct.gov (specializing in Vehicle Acquisitions, Chevin Fleetwave, Geotab Telematics)

Fleet Repair Supervisor – Ronald Johnson Ronald.Johnson@CT.Gov (specializing in vehicle maintenance and repair operations)

Fleet Planning Analyst – Jane Tkach Jane.Tkach@ct.gov (specializing in total cost of operations, fleet compliance, Allocations-Home Garaging-Alternate Parking review)

Fleet Safety Coordinator – Audrey Piubeni Audrey.Piubeni@ct.gov (specializing in Driver Safety, Accidents, Public Complaints)