



# inroads

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**Norwich Repair Facility**  
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**New Haven Repair Facility**  
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**After Hours Emergencies**  
Call **1-877-454-4204** (toll-free)  
Your call will be answered through  
the Department of Energy and  
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.

## New Report

We have added another tool to the Biznet system - a new report titled **Vehicle Information**. It includes the plate number, year, make, and model of the vehicle along with the VIN and most recent mileage update. This report has been designed to be downloaded as an Excel file in order to maximize agency ability to search, store and manage their fleet information. For agencies that populate and maintain their own databases the new **Vehicle Information** report should be a real timesaver and prove to be a viable alternative. Going forward, all you will need to do is either download

the information, or copy and paste the data from this report to your files.

To check it out just log in and go to the **Select a Report** box and scroll down - it's at the bottom.



Need to contact a shop regarding vehicle service? Don't remember the number? Too busy to call? Not sure who to ask for? You are always welcome to use the phone, but if you prefer you can simply email us.

## Need To Reach the Shop?

We wrote this story about a year ago to announce that [Norwich.Fleet@ct.gov](mailto:Norwich.Fleet@ct.gov) had been launched to offer customers another way to reach us for appointments and service-related issues. A year has passed and our Norwich facility reports that customers are finding this email address very beneficial. With positive experience behind us, we have decided to offer the same convenience for our other service locations. Effective immediately the following addresses are available:

- [NewHaven.Fleet@ct.gov](mailto:NewHaven.Fleet@ct.gov)
- [Wethersfield.Fleet@ct.gov](mailto:Wethersfield.Fleet@ct.gov)

But if you prefer, our phones are still connected - whichever is easier.

# Running Reports in the Fleet Utilization System

We initially ran a version of this story back in 2009 and thought that with the advent of the new *Vehicle Information Report* it would be a good time to share this again.

As part of our ongoing effort to inform agencies so they may make decisions about their fleet, DAS Fleet Operations has added reporting capabilities to the Biznet – Fleet application. If you have the necessary rights 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). Select 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 come up with an alternative vehicle plan to 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 your 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 seven months reported, there is room for improvement in the reporting compliance area.

When the *Average Utilization* report is run for larger agencies who have lots of cars, it can be difficult to view the big picture of what's going on. All the rows of data can blur the bigger picture. This is where the *Histogram Reports* come in.

The two *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 utilization.

The *Overdue for Maintenance* 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 perform regular inspections and maintenance. We urge you to make service appointments for all vehicles that appear on this report.

Take some time to run these reports and go over them with your agency's management team. The information they provide can be very helpful in effectively managing your fleet, and may help to reduce your transportation costs.