



Vehicle Request Authorization Form – LM-11

Reference # M:

Submit Form:		Please bring the completed form with you to the MLM Help Desk. The Form must be completed On-Line.				
Agency & Department Information:						
Requester's Name:		Title:				
Agency Name:		Telephone #:				
Address: (Street/City/State/Zip)						
Department:		Room #:				
Employee For Whom Authorization is Requested:						
Employee Name:		Title:				
<i>Employee Number:</i>		Phone Numbers:	(W)	(H)		
Room Number:		Mail Code:				
Email Address:						
Type of Vehicle Needed:					Office Use Only	
<input type="checkbox"/> Compact (4 Passenger) <input type="checkbox"/> Passenger Van (9 Passenger) <input type="checkbox"/> Cargo Van <input type="checkbox"/> Sub-Compact (4 Passenger) <input type="checkbox"/> Full Size (6 Passenger) <input type="checkbox"/> Handicap Equipped Car <input type="checkbox"/> Special Event Bus: Number of People Traveling _____ <input type="checkbox"/> Other (Specify): _____					<input type="checkbox"/> State <input type="checkbox"/> Commercial	
Itinerary: (Attach substantiating documentation)				TA # (Out-of-State)		
Date Vehicle Needed	Pick-Up Time	Destination - If multiple destinations, please list City/State		Return Date	Est. Time of Return	
Itinerary for Special Event Bus: (Attach substantiating documentation)						
Pick-Up Date	Time	Destination		Miscellaneous Information		
Business Purpose of Travel: (Attach substantiating documentation)						
Financial Coding: (Agency number required for other than UCHC. Must also include authorized State Financial Coding)						
Agency #	FY	Committed Amount	Fund	Org	Program	Account
Authorized Signature:				Date:		
Written Name:						
Driver Taking Vehicle: BEFORE MOVING VEHICLE FROM PARKING PLACE, check for any visible damage. If you find any, report it to the Motor Pool Dispatcher. Otherwise, as last driver, you are required to file an Accedent Report (Form MVCU-I). Subsequent accidents or damages must be reported immediately by assigned driver.						
Read Next Page Before Signing... Your Signature also acknowledges Statement of Operator.						
Authorized Signatures:			Date	Vehicle Information		
				Mileage	Date	Time
1. Driver's Signature						

VEHICLE AUTHORIZATION FORM

Driver's Name:		Date:	
Telephone Number(s):	(W)	(H)	(C)
Billing Statement Reference:		Vehicle Assigned:	

"Regulations Governing the Use of State-Owned Motor Vehicles"

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 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' 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 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.
- Ensuring that smoking is prohibited in state-owned 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

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. Any violation of this policy may result in disciplinary action up to and including dismissal. (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.

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 7:00a.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.

STATEMENT OF OPERATOR

I certify that I have a valid drivers license, that the information contained herein is true, and that the travel described is authorized, necessary, and in conformance with State Regulations. I have read and understand the "Regulations Governing the Use of State-Owned Motor Vehicles and Personally Owned Vehicles Used On State Business.....

(Your Signature On the Front of this Form Acknowledges this Statement)