



OFFICE OF LOGISTICS MANAGEMENT (OLM)

Vehicle Request Authorization Form – LM-11

<b>Submit Form:</b>		Please bring the completed form with you to the OLM Help Desk.					
<b>Agency &amp; Department Information:</b>							
Requester's Name:				Title:			
Email Address:				Telephone #:			
Address: (Street/City/State/Zip)							
Department:				Room #:			
<b>Driver Information:</b>							
Employee Name:				Title:			
Work Phone Number:			Cellular:		Home:		
Driver's License # (last 4):			Exp Month:		Exp Year:		
Email Address:							
<b>Type of Vehicle Needed:</b>						<b>Office Use Only</b>	
<input type="checkbox"/> Compact (4 Passenger) <input type="checkbox"/> Full Size (5 Passenger) <input type="checkbox"/> Handicap Equipped Car <input type="checkbox"/> Passenger Van (7-9 Passenger) <input type="checkbox"/> Cargo Van <input type="checkbox"/> Special Event Bus: Number of Passengers _____ <input type="checkbox"/> Other (Specify): _____						<input type="checkbox"/> State <input type="checkbox"/> Commercial	
<b>Itinerary:</b> (Attach substantiating documentation)						<b>TA #</b> (Out-of-State)	
Date Vehicle Needed	Pick-Up Time	Destination - If multiple destinations, please list City/State			Return Date	Est. Time of Return	
<b>Itinerary for Special Event Bus:</b> (Attach substantiating documentation)							
Pick-Up Date	Time	Destination			Miscellaneous Information		
<b>Business Purpose of Travel:</b> (Attach substantiating documentation)							
<b>Financial Coding:</b> (Agency number required for other than UCHC. Must also include authorized State Financial Coding)							
FY	Fund	Org	Program	Account	Date		
Authorized Signature:				Written Name:			
<b>Authorized Signatures:</b>							
_____				_____			
Department Head's Signature				Date		Department Head Name	

## VEHICLE DISPATCH INFORMATION

Driver's Name:		Starting Mileage:		Time Out:	
Vehicle Plate #:		Ending Mileage:		Date Out:	
Vehicle Stops: (List all in Order)				Time In:	
				Date In:	

## VEHICLE RETURN SIGNATURES

Driver's Signature	Date	Dispatcher's Signature
--------------------	------	------------------------

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

#### Each driver is responsible for:

- Being knowledgeable of, and compliant with, all the rules and procedures outlined in GL115 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 windshield 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 a DAS Vehicle Incident/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 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 time-lines;
- Ensuring that their motor vehicle licenses and any required motor vehicle insurance is kept active, unrestricted and up to date and notifying their Agency Transportation Administrator within 24 hours if their motor vehicle license becomes 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 a Vehicle at an Employee's Home on an Occasional Basis.

State-owned or rental vehicles must be parked at a state facility overnight unless the employee has an approved LM-11a or the specific written authorization of the Agency Transportation Administrator. 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 6:30p.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 General Letter 115 rev. April, 2012 - "Policy for Motor Vehicles Used for State Business."

**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 Accident Report (Form MVCU-I). Subsequent accidents or damages must be reported immediately by assigned driver. In case of an emergency, please contact the Central Motor Pool at 860-679-1958 or 1960.