



Police Department
Central Connecticut State University
1615 Stanley Street, New Britain, CT 06050
☎ (860) 832-2375 **FAX** (860) 832-2399



FOR ALL FACULTY AND STAFF

DAS Fleet Daily Rental State Vehicles

Rental fees and additional charges:

<https://portal.ct.gov/DAS/Fleet-Operations/DAS-Fleet-Daily-Rental-State-Vehicles/FAQ>

Pick-up/Drop-off Instructions:

All DAS Fleet State rental vans are to be picked up at 60 State Street Wethersfield. Location is behind the DMV. Go thru the gates and make a left. The building should be right in front of you.

Any questions please go into garage and tell them you are here to pick up a van.

Please be sure to have a copy of the Rental Authorization form with you along with CCSU id and driver's license.

Please make sure the van is returned with at least 3/4 tank of Gas.

The pumps at East Hall are no longer in use. Please see list of CT Fueling stations for fueling vehicles found on the CT.gov website. https://portal.ct.gov/dot/bureaus/finance-and-administration/operations-and-support/fuel-control?language=en_US

<https://portal.ct.gov/dot/-/media/dot/finance-and-administration/purchasing/fuel-station-listing-ctdot-fuel-stations.pdf?rev=b3b29f1cc53a495cb514486af70498ce&hash=32A7168CC4FCC914899A564875069413>

For Out of State Travel, you will need to use a department P-card or contact Travel for alternatives.

Drivers:

- Drivers: ALL staff/faculty and students designated on the form as a driver **MUST** be approved to drive a state vehicle **PRIOR** to rental being confirmed.

- Driver history forms are sent to the state for DMV history check and approval. Approvals valid for 1 year. Motor pool will respond back with driver approval/disapproval.
- Please allow a 1 week turn around on these.
- **Note: Those with an Out of State license will need to request a driving history on their own from their states DMV to submit with the consent form.

Driver Responsibilities:

Fleet Operations has just added a new section in the DAS Fleet Operations Webpages “[For Drivers of DAS State Owned Vehicles](#)”.

- Please review and be aware of the information on this site so you know what is expected of you while operating State Owned vehicles.
- Please pay particular attention to the content of the Drivers Responsibilities and DAS General Letter #115 sections. It is your responsibility to know the rules.

Motor Pool contact info: 2-2384, fax 860-832-2399, email t.perrotta@ccsu.edu