



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.
There are pumps at East Hall that you may use.

If gas card is needed for Out of State Travel, you may come down to the Police Department and I will issue you one that will be billed to your Department.

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 860-832-2349, email

t.perrotta@ccsu.edu

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