FOR ALL FACULTY AND STAFF

When you are in need of a vehicle for university business you may request a vehicle through State DAS Fleet Daily Rentals (12-passenger vans) or ENTERPRISE (small/mid cars) rentals.

When using a State DAS Fleet Daily Rentals van you must:
2. Motor Pool will fax the form to State DAS Fleet for availability.
3. Motor Pool will respond back with confirmation/denial of rental and pick up instructions.
4. All State DAS Fleet rental vans are to be picked up in Wethersfield.
5. Drivers: ALL staff/faculty and students designated on the form as a driver MUST be approved prior.
6. Send a completed DAS Driver Consent Form to Motor Pool along with the rental forms. These forms are sent to the state for DMV history check and approval. Motor Pool will respond back with approval/disapproval. Please allow a 2 week turn around on these. Note: Those with an Out of State license will need request a driving history on their own form their states DMV to submit with the consent form.

When using an ENTERPRISE vehicle you must:
1. Send a completed Enterprise request form and Motor Pool Request form to Motor Pool.
2. When approved by Motor Pool, you will call ENTERPRISE @ 665-1422 to make the reservation.

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

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