



**Police Department**  
**Central Connecticut State University**  
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## ***FOR ALL FACULTY AND STAFF***

### **On-Campus 12-passenger Van Motor Pool Rental**

When you are in need of using the on-campus 12-passenger van for university business please follow the request, pickup and return instructions below. Note: There is one van available for use. If for some reason the van is taken out of service and becomes unavailable during your reserved time you will need to make alternate arrangements (renting from Wethersfield garage is an option)

#### **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.

#### **Pickup:**

- Van must be picked up at the CCSU PD during the following working hours:  
Mon.-Fri. 8am-3pm.
- The driver must bring a copy of the On-Campus Van Motor Pool Request Form, their CCSU id and drivers license.

- The driver and motor pool coordinator will fill out a Vehicle Inspection form and review accident/breakdown instructions prior to taking the van.
- The key has a gas fob attached.
- 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/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>
- The van will be Full when picked up and must be returned Full as well.
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**Return:**

- Van must be returned to the CCSU PD during the following working hours:  
Mon.-Fri. 8am-3pm.
- Van must be returned with a Full tank of gas. Please be sure all garbage and personal items are removed.
- The driver and motor pool coordinator will fill out the Vehicle Inspection form during return of the van.
- \*\*If the van needs to be returned on the weekend you may park the van in the PD lot, keep the keys and return Mon. am to officially return the van to the motor pool coordinator and complete return inspection.

**Motor Pool contact info:** 860-832-2384, fax 860-832-2399, email [t.perrotta@ccsu.edu](mailto:t.perrotta@ccsu.edu)