

Rental Authorization Form - Fleet Garages

Rev. 04-09-2025

As a supervisor/manager within _____, I am authorizing the rental of a vehicle from DAS for the purpose of conducting agency business.

Our agency accepts the terms and conditions as noted in the motor-pool procedures and rates document, and recognize that we are subject to the penalties as identified, in addition to liability for damage that occurs to the vehicle while in our agencies possession.

Authorization for the rental begins on _____ at approximately _____.
(START DATE) (PICK UP TIME)

Our business need should be completed and the vehicle returned by _____ at _____.
(END DATE) (DROP OFF TIME)

Rental Location:

To confirm this reservation please send an approved copy to the location of your choice a minimum of **24 hours before** the desired pick-up time. Vehicles are limited so reservations are confirmed on a first come first served basis. Please note the garages' hours of operation are 7:30am to 3:30pm.

☐ Wethersfield Garage
60 State St. (Rear)
Wethersfield, CT 06109
Wethersfield.Fleet@ct.gov
Fax: 860-529-0516

☐ New Haven Garage
140 Pond Lily Rd.
New Haven, CT 06515
NewHaven.Fleet@ct.gov
Fax: 203-397-4119

☐ Norwich Garage
171 Salem Turnpike
Norwich, CT 06360
Norwich.Fleet@ct.gov
Fax: 860-885-2156

Preferred Rental Option: ***Based Upon Availability***

- | | | |
|---|--|--|
| ☐ Electric (\$7/hr;\$32/day) | ☐ Hybrid (\$6/hr;\$27/day) | ☐ Minivan (\$8/hr;\$35/day) |
| ☐ Compact Sedan (\$6/hr;\$26/day) | ☐ Mid-size Sedan (\$6/hr;\$29/day) | ☐ Full-size Sedan (\$8/hr;\$34/day) |
| ☐ Small SUV (\$8/hr;\$35/day) | ☐ Mid-size SUV (\$8/hr;\$37/day) | ☐ Full-size SUV (\$9/hr;\$42/day) |
| ☐ Cargo Minivan (\$7/hr;\$33/day) | ☐ Full-size Cargo (\$9/hr;\$41/day) | ☐ Full-size Pass. Van (\$9/hr;\$42/day) |
| ☐ Light Duty Truck (\$8/hr;\$37/day) | ☐ Heavy Duty Truck (\$11/hr;\$48/day) | ☐ Box Truck (\$12/hr;\$53/day) |
| ☐ Wheelchair Van (\$14/hr;\$61/day) | | |

The driver of the vehicle will be _____ (Driver Name). In addition to bringing this authorization form, the driver will present his/her state ID and driver's license upon arrival to pick up the vehicle.

The driver has been confirmed to have completed the required General Letter 115 Fleet Driver Training

Print name (Supervisor)

Signature (Supervisor)

Date

Supervisor's phone number

Supervisor's email