

Agency Transportation Administrator (ATA) Playbook



Introduction



This playbook is designed to equip State of Connecticut Agency Transportation Administrators (ATAs) with the essential information and guidelines needed to effectively manage employees operating state-owned vehicles. It offers a clear, structured approach to ensuring compliance with General Letter 115, helping to regulate the use of state vehicles and ensuring that any violations are handled consistently and fairly.

Implementing each aspect of this playbook is crucial to safety across the state.

Role & Responsibilities

Agency Transportation Administrator (ATA):

- Managing Geotab GO device telematics data requests.
- Authorizing rental vehicles and occasional home parking.
- Approving vehicle use by contract employees and volunteers.
- Authorizing and ensuring insurance for personal vehicle use.
- Generating agency usage reports.
- Maintaining records for reimbursement and vehicle use.
- Investigating information related to complaints or concerns.
- Obtaining permits for vehicle equipment.
- Ensuring driver competency.
- Support driver accident and complaint handling within 48 hours (see Fact Sheet at end of this playbook).

Agency Heads:

- Enforcing General Letter 115 guidelines.
- Ensuring efficient and cost-effective vehicle use.
- Determining agency vehicle needs.
- Approving home garaging requests.
- Disciplining General Letter 115 violations.
- Serving as or designating the ATA.
- Reviewing concerns shared by ATA.
- Managing telematics data access and reviewing utilization.



Role & Responsibilities of the ATA



01

Investigation:

- **Action:** Review complaints concerning state vehicles, drivers, and passengers.
- **Timeline:** Notify the Director of DAS Fleet Operations of the investigation outcome within 30 days.
- **Collaboration:** Cooperate with DAS Fleet Operations on investigations.

02

Data Management:

- **Action:** Receive and review data generated by Geotab GO device.
- **Role:** Serve as the gatekeeper for all telematics data.
- **Referral:** Refer allegations or complaints to Agency Labor Relations after the initial review.



03

Driving Privileges

- **Action:** Suspend driving privileges if necessary.
- **Collaboration:** Work with Agency Labor Relations to arrange alternate assignments.
- **Consideration:** Determine if driving is an essential job function.

Progressive Discipline Process

The following are the steps in the progressive discipline process. The first three are non-disciplinary:



1. Coaching
2. Counseling
3. Letter of Direction/Expectation
4. Letter of Warning or Reprimand
5. Suspension
6. Demotion
7. Dismissal

*Any employee who has been the subject of two or more valid complaints or violations may forfeit their privilege to utilize a state-owned vehicle.

Right to Representation:

*Inform the employee of their right to union representation during investigatory interviews.

Handling Speeding Violations

- Reckless Driving (85 mph or above):
 - Action: Suspend driving privileges immediately and conduct an investigation.
 - Responsibility: ATA and Agency Labor Relations.
- Unsafe Driving (20 mph or more above posted limit):
 - Action: Subject the employee to investigation for possible discipline.
 - Responsibility: ATA and Agency Labor Relations.
- Speeding on Limited Access Highways (15 mph or more above the limit):
 - Action: Provide coaching/counseling and consider remedial measures.
 - Responsibility: ATA and Supervisor.
- Speeding on Other Roads (10 mph or more above the limit):
 - Action: Provide coaching/counseling and consider remedial measures.
 - Responsibility: ATA and Supervisor.



Ensuring Consistency in Discipline

Basic Principle

Apply a consistent approach to addressing violations of General Letter 115.

This playbook provides a structured approach to managing compliance with General Letter 115, ensuring that the use of state vehicles is properly regulated and that any violations are addressed consistently and fairly.

Links for Additional Resources:

[State of CT ATA Overview](#)

[State of CT Agency Head Overview](#)

[DAS Basic Fleet Information and Services](#)



FACT SHEET

Where do I find General Letter 115?

[GL 115 policy.](#)

How do I check a driver's license history?

The proposed driver needs to complete the [Driver Consent Form.](#)

Where can drivers park their state-owned vehicle?

The three parking classifications are official duty stations, [alternate parking](#), and [home garages](#). *Approval for alternative and home garaging must be submitted annually.

What is Form CCP-40?

Form CCP-40 used to be a manual, paper form that captured vehicle monthly usage. Now, all vehicles are equipped with a Geotab GO device that automatically collects the required usage.

How does a driver report an accident?

The driver must report the accident with the [DAS Vehicle Incident/Accident form.](#)

How can someone report a complaint about a driver/vehicle?

Individuals can complete the [Connecticut State Vehicle Feedback Form.](#) *Drivers cannot obscure vehicles from being identified as state-owned.

What do I need to know if I'm driving out of state?

Please refer to the [Emergency Services Memo](#) for state owned vehicle break downs that occur while out of the state.