



May 2007 Newsletter

Fleet Management Service

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May 31, 2007

NO PLAN TO INCREASE RATES

At this point in time, Fleet Management Services does not plan to increase lease vehicle rates or motor pool rates in response to the escalating fuel prices..

REMINDER: MOTOR POOL — NATIONAL LIFE & SELECTING A PICKUP SITE

Fleet Management Services (FMS) has expanded the motor pool offering to include a site at National Life (NL). There are 8 cars located at that dispatch site.

National Life Hours of Operation: 6:30 AM to 5:00 PM (a VTrans employee will be there to help with dispatch and returns)

Reservations: Make a reservation the same as you have always made a reservation.

When selecting a pick-up site, we ask that:

1. **Employees located in Downtown Montpelier** -- are asked to select the "Montpelier" (134 State Street) site or Waterbury (103 South Main Street) as your pick up location as both of these locations have after hour drop key drop off boxes. Persons not working at National Life may not have proper security access to the building after hours.
2. **Employees located at National Life** -- select the "National Life" site as your first choice. If all 8 cars a booked, your pickup could be scheduled for the 134 State Street location or the Waterbury location.

Your confirmation form will designate your pick-up location. Please be sure to read it carefully to expedite your travel.

MOTOR POOL — RECEIPTS & FILLING FUEL TANKS

Full Fuel Tank: It is expected that all motor pool cars will be returned with a full tank of fuel. This courtesy will ensure that the fuel tank is full when you pick up a car.

Paying For Fuel: You need to use the fuel card assigned to the vehicle to pay for fuel purchased for that vehicle only. You should always receive a receipt for any purchase made with the fuel card.

Receipts: Be sure to return any receipt — in the envelope with the key and fuel card — when you return the car.

CLEANING LEASE VEHICLES

If your lease vehicle needs to be cleaned (both interior and exterior), contact FMS to schedule a time. FMS has staff in Waterbury and Montpelier; we can accommodate the extra work.

For details contact, call 241-4500

Or email fleet.services@state.vt.us

If you cannot easily get your vehicle to Montpelier or Waterbury, contact your Service Technician for the location of vendors who provide this cleaning service closer to your work station.

Old Carpenter Shop
103 South Main Street
Waterbury, VT 05676-0802
Phone: 241-4500
Fax: 241-4505

Fleet Management Services contacts:

Helessa Green 241-4525
Fleet Manager
Helessa.green@state.vt.us

Penny Touchette 241-4509
Asset Manager
Penny.touchette@state.vt.us

Angela Willcocks 241-4506
Office Manager
Angela.willcocks@state.vt.us

Cassandra Johnson 241-4500
Reservations Specialist
Cassandra.johnson@state.vt.us

Service Technicians

Andy Cruickshank 241-4504
Andy.cruickshank@state.vt.us

Keith Dean 241-4503
Keith.dean@state.vt.us

Chuck Pilette 241-4507
Chuck.pilette@state.vt.us

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R. Tasha Wallis, Commissioner
Department of Buildings &
General Services

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Vermont Information Centers & Fleet Management Division

Ed vonTurkovich, Director
828-3648
Ed.vonturkovich@state.vt.us

Deborah Ferrell, Assistant Director
241-4508
Deb.Ferrell@state.vt.us

Do you have questions you would like Fleet Management to answer in the next newsletter? If so, send your questions to the following email address and indicate that it is a Newsletter question:

fleet.services@state.vt.us

UPDATED — SERVICE TECHNICIAN ASSIGNMENT

Each Department has a Service Technician assigned to assist in regularly maintaining your vehicles. If you have questions about your Fleet vehicles, contact your assigned Technician as listed below. (Updates in red.)

Aging & Independent Living	Andy Cruickshank	Forest, Parks & Recreation	Chuck Pilette
AHS — Secretary	Chuck Pilette	Health	Andy Cruickshank
Agriculture	Andy Cruickshank	Information & Innovation	Chuck Pilette
ANR — Enforcement	Chuck Pilette	Judiciary	Keith Dean
ANR — Secretary	Chuck Pilette	Libraries	Andy Cruickshank
Attorney General	Andy Cruickshank	Liquor Control	Andy Cruickshank
Buildings & General Svcs	Keith Dean	Lottery	Keith Dean
Children & Families	Andy Cruickshank	Mental Health	Chuck Pilette
Commerce & Community Development	Andy Cruickshank	Motor Vehicle	Andy Cruickshank
Corrections	Chuck Pilette	Pubic Service Department	Andy Cruickshank
Criminal Justice	Andy Cruickshank	Secretary of State	Keith Dean
Defender General	Andy Cruickshank	Tax	Andy Cruickshank
Economic Opportunity	Chuck Pilette	Transportation	Keith Dean
Environmental Conservation	Andy Cruickshank	Woodside	Andy Cruickshank

Andy Cruickshank	241-4504	andy.cruickshank@state.vt.us
Keith Dean	241-4503	keith.dean@state.vt.us
Chuck Pilette	241-4507	chuck.pilette@state.vt.us

QUESTIONS/COMPLIMENTS/COMPLAINTS — WE DO WANT YOUR FEEDBACK

Please email us with any questions or concerns at

fleet.services@state.vt.us.

You can file any complaint regarding Fleet services on our website at

<http://www.bgs.state.vt.us/fleet/forms/complaint.php>

LIST OF STATE VEHICLES OFFERED FOR SALE

Check out the Surplus Property website (at the link below) to see the vehicles they are currently advertising for sale. The list is updated as vehicles are added.

<http://www.bgs.state.vt.us/gsc/surplus/auto%20sale/index.html>

_For any information about this program please contact
Bill Beard at Surplus Property (828-3394).