The Connecticut Transportation Institute’s Technology Transfer Center, established at the University of Connecticut’s School of Engineering in 1983, provides training, technical assistance and informational materials to Connecticut’s local governments on the planning, design, construction, maintenance, operation and management of roads, bridges and public transit.

The Technology Transfer Center is a cooperative effort of the Connecticut Department of Transportation, the Federal Highway Administration’s Local Technical Assistance Program (LTAP) and the University of Connecticut.
Course Description:
Now, more than ever, it is essential to keep your fleets running efficiently and safely for as long as possible. How your municipal organization approaches the management of its fleet of motor vehicles and equipment has a dramatic impact on its ability to provide service in a timely and cost effective manner. This program will provide you with valuable information that will identify opportunities for improvement in your fleet operation.

This program is designed to provide a better understanding of the critical elements necessary to develop an effective fleet management and safety program and to provide benchmarks that measure the level of competitiveness of your agency. Safety elements such as driver selection, driver training, garage maintenance and recordkeeping will be included in the discussion.

A small panel discussion will be held in the afternoon with local agencies sharing lessons learned from implementing fleet management information systems.

Instructors:
Roger Thompson of Weston & Sampson Engineering has served as a fleet management consultant for the past 24 years pioneering facilities programming and planning services from an operational standpoint. He has assisted a wide range of state and local government clients in programming and planning facilities and in evaluating and re-engineering fleet maintenance operations.

Dwight Ryniewicz has 10 years experience in municipal fleet management and is the Vehicle and Equipment Supervisor for the Town of Vernon. Dwight previously worked in the Public Utility Natural Gas Industry for 14 years with experience converting and working on natural gas vehicles and natural gas fill stations.

Who Should Attend:
This course is designed for those responsible for the management and safety of municipal fleets and for those responsible for overseeing policy and procedure in their departments.

Directors of Public Works, Town Managers, Fleet Managers, Highway Superintendents and Supervisors are encouraged to attend.

Course Learning Objectives
After completing this course, participants will be able to:

♦ Understand the importance of proper fleet management and benchmarking
♦ Outline the components of an effective fleet management program
♦ Implement critical policies and procedures that will ensure your fleet is operating safely
♦ Develop effective vehicle maintenance and inspection processes
♦ Understand fleet issues relating to the use of Compressed Natural Gas (CNG)

Registration Fees
The registration fee for State and Municipal participants is $75.00; the registration fee for private sector participants is $150.00. The registration fee includes refreshments, lunch and workshop handouts. Registration fees are due prior to the start of the workshop.

Participants from the Connecticut Department of Transportation must provide the ConnDOT workshop voucher number with the registration form and bring the original voucher to the workshop.

Refund Policy:
The registration fee is refundable if notice of cancellation is received 48 hours prior to the start of the program. Registrants who are unable to attend and do not cancel in advance are subject to the registration fee.

Substitutions may be made at any time. Please notify us of changes.

Registration:
Registration is closed one week prior to the day of the workshop. Mail your form, fax your form to (860) 486-5718 or register online at www.t2center.uconn.edu/registration.php.

Please Note: We will be emailing travel directions and parking information prior to the training date. Please be sure to provide an email address on your registration.

Enrollment is Limited:
Registrations will be accepted on a first-come first-served basis. Please register early for this workshop.