



Department Vehicle and Equipment Idle Reduction Guidance Plan

_____ Department

Purpose

This document provides guidance to reduce vehicle and equipment idle time within _____ Department operations, thereby enhancing fuel efficiency, reducing carbon emissions, enhancing engine life and improving health and safety.

Plan

The following are directives for all employees that drive vehicles as part of their regular job duties. _____ Department employees shall adhere to these directives to help the County meet the fuel reduction goals set forth by Fleet Services. It is estimated that fuel consumption can be reduced by 12% with effective idle reduction plans.

Directives

- 1) Vehicle idle time for gasoline-powered vehicles shall be limited to no more than 3 minutes during warm-up, and at times when the vehicle is being restarted after a prolonged period of shut-down because that result is a similar condition to initial shift warm-up.
 - a. These guidelines do not apply under severe weather conditions, but should be limited to less than 10 minutes; conditions such as:
 - Vehicle windows appear foggy or icy and require warm air for longer than 5 minutes to provide a clear and safe view
 - Outside temperature is lower than 40 degrees F (for heating)
 - Outside temperature is higher than 90 degrees F (for air conditioning)
- 2) Vehicle idle time for vehicles stopped shall be kept to a minimum; not to exceed 3 minutes for vehicles making frequent and multiple stops unless previously approved. Do not unnecessarily idle gasoline vehicles more than 1 minute when vehicle is stopped for a foreseeable period of time.
- 3) Vehicles and equipment shall not be kept on or running during employee breaks or lunch periods.

- 4) Employees shall consider proper trip planning and maximizing shared trips in order to reduce the number of vehicle miles traveled, conserve fuel, and reduce emissions. The most efficient vehicle for the travel situation should be selected.
- 5) Department leadership should monitor overall vehicle utilization and review fuel usage at the vehicle, program, and/or department level. Downsizing fleets and vehicle sizes can help conserve resources and reduce costs.
- 6) Employee training shall be conducted when a new employee is hired that requires use of county vehicles as part of their regular job duties. Training will include a review and understanding of this plan. Employees with non-regular use of county vehicles as part of job duties will review this plan prior to use.

It is up to each employee and supervisor to ensure that all staff understand and agree to the content of the Department Vehicle and Equipment Idle Reduction Guidance Plan.

Plan Approved:

Department Director Signature

Date