



# Environmental Policy and Energy Resources

EFFECTIVE DATE

August 31, 2009

NO.

E401



## Municipal Anti-Idling and Fuel Conservation Policy

ORG. AGENCY

Environmental Policy & Energy Resources

401.01

### STATEMENT OF POLICY

It shall be the policy of the City of Tallahassee to minimize unnecessary idling of City vehicles and equipment to reduce CO2 and other greenhouse gas emissions, conserve fuel, and reduce maintenance and fuel expenses associated with excessive idling. It is estimated that limiting vehicle and equipment idling could reduce the City's annual fuel budget by 15%. The 2009 and 2010 fuel budgets are \$5,245,000 and \$3,210,000 respectively.

The City of Tallahassee's fleet consists of approximately 2,000 vehicles and pieces of equipment, including but not limited to cars, light-duty trucks, heavy-duty trucks, street sweepers, buses, tractors, backhoes, and also numerous fossil fuel fired engines such as lawn mowers, pressure cleaners and welding machines. Fleet vehicles and associated equipment are the second greatest source of carbon dioxide (CO2) emissions for activities and facilities within the City's control, accounting for the equivalent of 16,800 tons of CO<sub>2</sub> emissions annually.

An idling engine releases twice as many emissions as a vehicle in motion. For every two minutes a car idles, it uses the same amount of fuel it takes to go about a mile. Less idling by vehicles and equipment directly translates to less wasted fuel, which saves the City money. In addition, less vehicle idling decreases the impact to air quality and lessens the carbon footprint of City operations. Two examples of potential savings are presented here:

- Based on a diesel fuel price of \$2.70/gallon, a six-cylinder diesel vehicle that idles for one hour a day wastes more than \$1,014 worth of fuel over the course of a year. The corresponding reduction in CO2 emissions if the vehicle is turned off is more than 5,800 pounds.
- A light vehicle with a six-cylinder gasoline engine that idles for one hour a day wastes approximately \$500 and emits 2,500 pounds of CO2 per year.

401.02

### AUTHORITY

City Manager

401.03

### OBJECTIVE

The purpose of this policy is to minimize idling time, reduce CO2 and other greenhouse gas emissions, conserve fuel, and reduce maintenance and fuel expenses resulting from excessive idling.

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## SCOPE AND APPLICABILITY

This policy applies to the operation of all City owned and/or leased vehicles and equipment. Contractors, subcontractors, and vendors doing business with the City shall be encouraged to comply with this policy.

401.05

## DEFINITIONS

- A. Air Operations Area – Any area of the Airport used or intended to be used for landing, taking off, or surface maneuvering of aircraft. It is intended for use by individuals for the operation of aircraft, ground support vehicles, and other authorized vehicles related to Airport operations.
- B. Carbon Dioxide (CO<sub>2</sub>) – Carbon dioxide or CO<sub>2</sub> is the predominant man-made greenhouse gas in the earth's atmosphere. It is generally the reference gas against which all other greenhouse gases are measured. CO<sub>2</sub> enters the atmosphere through the burning of fossil fuels (oil, natural gas and coal), solid waste, trees and wood products, and is also the result of other chemical reactions. CO<sub>2</sub> is removed from the atmosphere when plants absorb it as part of the biological carbon cycle.
- C. Idling – The practice of keeping a vehicle or equipment engine running, without moving the vehicle or not using the equipment.
- D. Over-Road – A vehicle that is capable of driving on paved surfaces.
- E. Power-Take-Off (PTO) – A device that transfers power from an engine (as in a tractor or other motor vehicle) to another piece of equipment (such as a mower or tiller).

401.06

## RESPONSIBILITIES

- 1. It is the responsibility of each department to manage and enforce this policy.
- 2. All employees authorized to operate motor vehicles and/or equipment owned or leased by the City of Tallahassee shall receive a copy of this policy from their supervisor and will have an opportunity to discuss it at the beginning of every calendar year as a part of the annual Critical Policy Review process. All new over-road vehicles (model year 2009 and newer) will track idle time as a percentage of use with the on-board computer. Older models may not be equipped with idling detection equipment.
- 3. Excessive idling of vehicles may be grounds for loss of City driving privileges and/or disciplinary action.



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4. The Environmental Policy & Energy Resources Department (EPER), in conjunction with the Fleet Department, shall develop and implement targets for fuel and corresponding CO2 reductions, projected costs savings, and effective measurement and verification of organizational progress. The EPER, Fleet, Utility Business and Customer Services, and Communications Departments shall develop and implement an effective education program to raise awareness among staff.

401.07

## PROCEDURE

All City employees shall take actions to reduce fuel consumption as follows:

1. When employees arrive at a job site, they are required to turn off their vehicles as soon as practical to eliminate idling time and reduce excess consumption of fuel.
2. Vehicles shall not be restarted until all passengers are ready to depart, or work is ready to resume.
3. Equipment shall be turned off when inactive or not in use.
4. No driver of a City owned vehicle shall cause or allow the vehicle to idle for a period of more than five (5) minutes.
5. Vehicles shall not be idled for purposes of "warming up" the engine, except where manufacturer's operating instructions require or recommend it, or where it is necessary to defrost windows and make the vehicle safe for driving and occupancy. Modern engines do not need more than a few seconds of idling time before they can be driven safely. Moreover, the best way to warm up a vehicle is to drive it, since that warms up the catalytic converter and other mechanical parts of the car, in addition to the engine.
6. All employees who drive service delivery vehicles are required to turn off their engines while making deliveries to a facility.
7. City facilities with fleet vehicles or heavy equipment shall post "No-Idling" signs to remind employees of the anti-idling policy.
8. Vehicles are to be turned off when parked, unless it is necessary for them to run because of operational or emergency needs.

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## EXCEPTIONS

Exceptions to this policy include conditions that would compromise employee/passenger safety, or conditions necessitated by work

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requirements. Each Department Director shall develop and document exceptions necessitated by work conditions and emergency situations that are specific to the department's functions and not addressed by this policy. All exceptions shall be submitted to EPER for review and EPER shall maintain a record of these exceptions. Examples of exception could include:

1. Emergency vehicles parked in traffic while responding to an emergency.
2. Vehicles are permitted to idle in order to maintain the climate control system during adverse weather conditions that could affect the health and safety of employees or passengers; or the integrity of City equipment.
3. Vehicles are permitted to idle in traffic.
4. Vehicles are permitted to idle if the job requires the vehicles to operate a PTO device.
5. The City encourages employees to disclose any health/safety concerns with the department supervisor. Department supervisors may develop exceptions to this policy for an individual employee based on health and safety concerns.
6. Vehicles are permitted to idle in order to operate vehicle-dependent equipment such as: buckets, digger derricks, winches, pumps, emergency lights and radios, and GPS/wireless network connection for computers.
7. Vehicles that operate over the municipal airport airfield or within the Air Operations Area are permitted to idle in accordance with Federal Aviation Administration safety standards.
8. Solid Waste Department vehicles are permitted to idle while waiting in line at the landfill or transfer station.
9. WCOT vehicles are permitted to idle and operate the climate control system in order to keep the on-camera talent comfortable between camera shots.
10. Procurement and EPER may approve exceptions to this policy for contractors, subcontractors, and vendors doing business with the City and agreeing to comply with the intent and purpose of this policy.

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## **SUNSET REVIEW**

The policy will undergo periodic assessments and modifications. The policy is scheduled for review annually from the effective date. If no action is taken, the policy will automatically extend for another year.