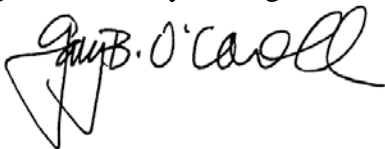


**CITY OF CHARLOTTESVILLE
STANDARD OPERATING PROCEDURE**



Type of Policy: (i.e. FISCAL)	Policy Number: 100-12
Subject: Idling Reduction Policy for Motor Vehicles & Equipment	
Circulated for Comment/Approval of Lead Team? Yes	Date: 7/31/07
Authorization: Gary O'Connell, City Manager	
Signature of City Manager: 	Effective Date: 9/17/2007

I. PURPOSE OF POLICY

This regulation contains The City of Charlottesville's Policy relating to the idling of any and all city fleet vehicles. Idling refers to the operating of a motor vehicle or equipment, regardless of fuel type, while that vehicle is stationary.

Effective immediately, it is the policy of the City of Charlottesville that City fleet vehicles will not be stationary with the engine operating for more than 5 minutes unless it is essential for performance of work or otherwise specified below. When engines must be left operating, for any reason, the operator will remain with the unit.

This Anti-Idling Policy applies to all City owned or leased motor vehicles and equipment. It also extends to City contractors, subcontractors, and vendors doing business with the City.

The unnecessary idling of gasoline and diesel vehicles and equipment wastes fuel, contributes to air pollution and greenhouse gas emissions, and causes premature engine wear. It is every City employee's responsibility to minimize fleet operating costs while reducing harmful effects to the environment. Violators are subject to disciplinary action.

The purposes of this Policy are to:

- Reduce fuel consumption
- Reduce engine wear

- Protect the health of employees and citizens through reduction of harmful vehicle emissions
- Reduce the volume of greenhouse gases attributed to vehicle emission as part of the City's commitment to climate protection (reference US Mayors Climate Protection Agreement, signed in 2006)

II. ENABLING ORDINANCES/LEGISLATION

N/A

III. DEPARTMENTS/DIVISIONS AFFECTED

All City Departments and City contractors, subcontractors and vendors doing business with the City.

IV. REGULATIONS AND PROCEDURES

A. SPECIFIC PROVISIONS

1. Heavy Duty Diesel Powered Motor Vehicles

The following provisions shall apply to the operation and start-up of heavy-duty diesel powered motor vehicles. For the purposes of this section, the term "heavy-duty" shall apply to any motor vehicle with a gross vehicle weight of more than 8,500 pounds or with a passenger carrying capacity of more than 12 persons (i.e., passenger transport vehicles)

- a. No operator shall permit, cause or allow the engine of a heavy-duty diesel powered motor vehicle to idle prior to or at the conclusion of, any trip or route for any period of time beyond that which is reasonably required to attain, or to secure from, normal operating conditions. The maximum allowable period of idling shall not exceed two (2) consecutive minutes or zero (0) for layovers, except under the following initial start-up conditions:
 - (i). The engine may be idled for the purpose of start-up for a period of up to five (5) consecutive minutes when the ambient temperature is **more than 32°F (0°C)**, and/or until the air pressure on the vehicle has reached the proper operating PSI, and/or until the destination signs on a Charlottesville Transit Service (CTS) vehicle are in proper working order.
 - (ii). The engine may be idled for the purpose of start-up for a period of up to fifteen (15) consecutive minutes when the ambient temperature is **less than 32°F (0°C)**, and/or until the air pressure on the vehicle has reached the proper operating PSI, and/or until the destination signs on a CTS vehicle are in proper working order.
 - (iii). Any CTS vehicle dwelling at a scheduled transfer point, such as the Downtown Transit Station, Barracks Road Shopping Center, or Fashion Square Mall may idle from the time of arrival until scheduled departure and the driver may step away from the vehicle for a short period subject to receiving approval from the CTS dispatcher.

- b. No operator shall permit, cause or allow the engine of a heavy-duty diesel powered motor vehicle to be accelerated while idling at any time.

2. Pupil Transportation Vehicles (School Buses)

In addition to the provisions outlined in Subsection A, the following shall specifically apply to the operation of school buses.

- a. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as extreme weather conditions, idling in traffic, and when there is concern about restarting the vehicle in a timely manner. When a school bus driver believes it is necessary to idle a bus in a pick up area, the driver should contact the Pupil Transportation dispatcher for approval.
- b. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
- c. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.

3. Service Delivery Vehicles

All service delivery vehicles shall turn off the engines while making deliveries or pickups.

4. Refueling

Refueling operations shall be conducted with vehicle engines and external equipment shut off. This includes times when portable fuel cans or on-board equipment, such as a generator, is being fueled. Responsibility for shutting down the vehicle lies with the driver/operator.

B. EXCEPTIONS

Due to the diverse nature of the City's vehicle fleet, in terms of vehicle type, function and operating characteristics, a series of operational exemptions to this policy are listed below:

1. Emergency vehicles and equipment while engaged in operational activities, responding to emergency situations, or performing an activity directly related to a public safety function.
2. Vehicles that are required to idle in order to operate auxiliary equipment (including but not limited hydraulic equipment, welding equipment, pumps, compressors, or lights).
3. Vehicles equipped with temperature sensitive equipment.

4. Vehicles that must be kept at an appropriate temperature for the health and safety of occupants being transported (persons or animals).
5. Vehicles and equipment that are being serviced; times when actual mechanical work is being performed on a vehicle that necessitates the engine needs to idle for a longer period.

V. CONSEQUENCES OF VIOLATION OF POLICY

Violators of this policy will be subject to disciplinary action.

VI. RELATED FORMS AND SCHEDULES