

# Policy and Administrative Regulations

## CHAPTER 9: ENERGY EFFICIENCY POLICIES

TITLE: Idling Policy for City Vehicles & Equipment (9.2)

Page: 1 of 3



**City of**  
**Norfolk**

EFFECTIVE DATE: SEPTEMBER 30, 2009  
POLICY ORIGINATION: FLEET MANAGEMENT

APPROVAL: \_\_\_\_\_

### 1. PURPOSE

- A. This policy establishes regulation to limit the idling of City Equipment. Since each department is responsible for City Equipment, employees should check with their respective department for any additional requirements.
- B. The purpose of this policy is:
  - 1. To reduce unnecessary fuel consumption by reducing idling; and
  - 2. To promote practices that ensure proper vehicle and equipment operation, minimize operating costs, and reduce emissions and environmental impacts.

### 2. TERMS

- A. City Equipment: Any vehicle or equipment that is owned, leased, loaned, donated, maintained, fueled, and/ or titled to the City of Norfolk.
- B. City Limits: The legal boundaries of the City of Norfolk.
- C. Idling/ Idle: Refers to the operating of a City Equipment, regardless of fuel type, while it is stationary.
- D. Driver/ Operator: Any person who drives, operates, or is in physical control of City Equipment.
- E. Owners Manual: The manual provided by the vehicle or equipment manufacturer that provides basic operating instructions for a specific make and model of vehicle or equipment.
- F. Service Manual: A repair or service manual offered by the original manufacturer for a specific make and model of vehicle or equipment.

### 3. POLICY

- A. City Equipment will not be stationary with the engine operating for more than five (5) consecutive minutes, in a 60-minute period, unless it is essential for performance of work or otherwise specified below.
- B. Departments, led by Fleet Management, will continually seek technical innovations and alternative or lower fuel-use auxiliary equipment and/or attachments to existing equipment to avoid idling.

- 4. CRITERIA: Unless the Owner or Service Manual states otherwise the following criteria shall apply:

# Policy and Administrative Regulations

## CHAPTER 9: ENERGY EFFICIENCY POLICIES

TITLE: Idling Policy for City Vehicles & Equipment (9.2)

Page: 2 of 3



- A. During start-up, the engine may be idled for a period of up to five (5) minutes, and/ or until the air pressure and oil pressure has reached the proper operating PSI.
  1. To ensure proper air pressure and oil pressure has been attained before taking off.
- B. During shutdown, City Equipment with a turbo-charger requires a three (3) minutes idle time to cool.
  1. City Equipment with a turbo-charger must have a warning plaque displayed in the driver's area of the vehicle.
    - i. In the event that the warning plaque is lost or damaged, the department must notify Fleet Management and obtain a replacement plaque.
  2. City Equipment without a turbo charger can be shut down immediately.
- C. Fueling shall be conducted with vehicle engine and external equipment shut off. This includes times when portable fuel cans or on-board equipment such as a generator, are being fueled. Responsibility for shutting down the vehicle and external equipment lies with the Driver/ Operator.

### 5. APPLICABILITY

- A. This policy applies to all City Equipment.

### 6. EXCEPTIONS

Due to the diverse nature of the City vehicle & equipment fleet, in terms of vehicle type, function and operating characteristics, a series of operational exemptions to the policy are listed below: In all cases the operational activity should be the driving force requiring the City Equipment to idle. Exemptions include:

- a. Emergency vehicles and equipment while engaged in operational activities, responding to emergencies, or performing an activity directly related to a public safety function, in which not idling would be detrimental to the safety and health of citizens and employees.
- b. City Equipment while engaged in operational activities that require the vehicle to idle in order to operate auxiliary equipment, including but not limited to:
  - i. Cranes, compressors, pumps, hydraulic equipment, welding equipment, lights, and signs.
- c. Vehicles engaged in operational activities, including but not limited to:
  - i. Backhoes at a job site waiting to dig or lift while other work is going on in the excavation.
  - ii. Vactors and water jet trucks while engaged in operational activities, running the jet hose, suction line, and cleaning pipes.
  - iii. Dump trucks being loaded with materials.

# Policy and Administrative Regulations

CHAPTER 9: ENERGY EFFICIENCY POLICIES

TITLE: Idling Policy for City Vehicles & Equipment (9.2)

Page: 3 of 3



- d. Vehicles that must be kept at an appropriate temperature for the health and safety of occupants, persons or animals being transported.
- e. Vehicles equipped with temperature sensitive equipment and cargo.
  - i. Vactors and water jet trucks during freezing conditions.
- f. City Equipment that is being serviced, when diagnosis or repairs being performed necessitate that the engine idle for a longer period.
- g. Idling in traffic.

## VIII. RESPONSIBILITY

### A. Department Directors (or designee):

1. Department directors or agency heads are responsible for ensuring the policy is strictly adhered to in all respects.
2. Department directors shall regularly review idling and other available data related to vehicle & equipment use, when available.

### B. Employees:

1. Employees are responsible to observe all state and local laws that pertain to vehicles and their operation in the state and jurisdiction they are driven.
2. Employees are responsible to observe all Policies, Regulations, and Administrative Directives.
3. Employees may be subject to disciplinary action, including suspension or termination by not complying with any provision(s) of this regulation.

## IX. HISTORY

- A. No past formal Idling Policy has been identified.
- B. On October 20, 2008 the Director of Public approved SOP #60, Vehicle and Equipment Idling Policy, specific to Public Works, which serves as the basis for this Policy.

## X. COMPLIANCE/REPORT REQUIREMENT: None

xi. AUTHORITY: City Manager's Office