

<b>Title: Green Fleet Policy</b>		<b>Index Number: 00005-08</b>
<b>Date of Adoption: 09/30/2008</b>	<b>Date of Revision:</b>	<b>Page 1 of 3</b>

**Purpose**

This Green Fleet policy is established to promote environmentally friendly vehicle purchases and vehicle operating practices.

**Directive**

**Applicability**

1. This policy shall require a review of every new vehicle purchase request to ensure that the requested vehicle is appropriately sized for the duty requirements with an emphasis placed on purchasing smaller more energy efficient vehicle as is appropriate.
2. This policy shall require, to the maximum extent practicable, the purchase of Green Vehicles (low-emitting, fuel efficient, hybrid, electric, or that use an alternative fuel) for all new vehicle purchases, as appropriate to the duty requirements of each vehicle.
3. This policy shall adopt an Anti-Idling policy prohibiting Town of Blacksburg employees from idling Town owned or operated vehicles for an excessive period of time. This provision shall not apply to fire apparatus during a fire suppression operation, other emergency vehicles at an emergency scene or police vehicles conducting traffic stops or other emergency police operations. This Anti-Idling policy shall require the following:
  - a. No Town owned or operated vehicle or piece of equipment shall be idled in a non-emergency situation.
  - b. For diesel powered engines, vehicles may be idled for the purpose of start-up for a period of five (5) minutes when the ambient temperature is more than 32 degrees F.
  - c. If the outside temperature is between 32 degrees F and minus-10 degrees F, idling to operate defrosters and heaters is permitted for no longer than fifteen (15) minutes.
  - d. There is no time restriction on idling if the temperature is below minus-10 F.
  - e. Idling is permitted if it is necessary to operate defrosters, heaters, air conditioners or other equipment for safety and health considerations.
  - f. Idling is permitted if it is necessary to verify that a vehicle is in safe operating condition as part of the daily pre-trip vehicle inspection, or as otherwise required for maintenance purposes.
  - g. Idling is permitted if it is necessary to keep a vehicle or a piece of equipment running to perform a job function, such as waiting in a cue at the landfill/recycling area, emergency lights at work zones, or running construction equipment. Employees shall use common sense and recognize when the vehicles and equipment should be turned off.
4. This policy shall promote the importance of Good Driver Habits to keep vehicles in optimal operating condition and to operate vehicles efficiently.

**Monitoring of the Green Fleets Policy**

This policy shall require the formation of Fleet Management Review Committee to monitor compliance with the provisions of the Green Fleet policy. The Town Manager shall appoint members of this Review Committee, with representations, to include but not be limited to, the following:

- Public Works Operations Superintendent
- Public Works Fleet Operations Supervisor

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- Public works Environmental Manager
- Purchasing Agent
- Police Department
- Fire Department
- Rescue Department
- Parks & Recreation Department
- Blacksburg Transit

**Procedure to Accomplish Directive**

1. The Fleet Management Review Committee shall review all new vehicle purchase requests for conformity to the Green Fleet policy and shall make a recommendation to approve the purchase, or reject the purchase and provide a recommended alternative.
  - a. An appeals process shall be established that includes a requirement for appeals to be made in writing to the Review Committee accompanied by appropriate documentation. Valid reasons for an appeal include:
    - i. The appropriate Green Vehicle is not in stock and cannot be purchased within a reasonable time frame.
    - ii. The incremental cost of the available Green Vehicle significantly exceeds the full life-cycle savings that would accrue from the acquisition of the Green Vehicle.
    - iii. The vehicle’s operational duty requirements cannot be met with a Green Vehicle.
  - b. Decisions of the Review Committee may be appealed to the Town Manager for final administrative determination.
2. The Town of Blacksburg Biodiesel Implementation Plan - Converting from Petrodiesel to B20 Blend Fuel, dated April 11, 2007, shall be a part of this policy by reference. This plan requires the use of B20 blend biodiesel fuel in all diesel fueled vehicles assigned to the Public Works department and the Parks & Recreation department. This plan also addresses a demonstration project using two Blacksburg Transit vehicles operating with B20 biodiesel fuel. The Fleet Management Review Committee shall investigate the expansion of the Biodiesel Implementation Plan to include the remainder of diesel fueled vehicles in the Town fleet.
3. The Fleet Management Review Committee shall promote Good Driver Habits that address “driving green” tips and general maintenance tips to improve efficiency and mileage. These Good Driver Habits shall be provided to all Town of Blacksburg employees required to operate a Town owned or operated vehicle.

**Responsibility and Authority**

1. The Fleet Management Review Committee shall be responsible for the administration of this Green Fleet policy and communicating the requirements of this policy to all Town departments, in coordination with the Environmental Manager.
2. Department Heads shall be responsible for complying with this Green Fleet policy for all vehicle purchase requests and ensuring that all employees assigned to their department comply with the Anti-Idling policy.
3. The Financial Services department shall be responsible for bringing all vehicle purchase requests to the attention of and for review by the Fleet Management Review Committee.

**Definitions**

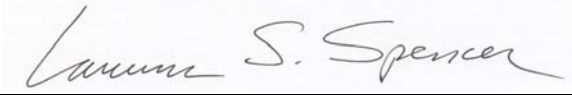
- Green Vehicle: Vehicles that are low-emitting, fuel efficient, hybrid, electric, or that use an alternative fuel.  
 Low-emitting vehicle: Vehicles classified as zero-emission vehicles (ZEV) by the California Air Resources Board.  
 Fuel efficient vehicle: Vehicles that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy annual vehicle-rating guide.

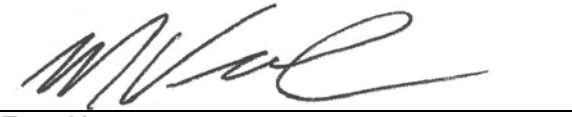
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Hybrid Vehicle: Vehicle that is propelled by two or more sources of power, usually a battery and an internal combustion engine.

Electric Vehicle: Vehicle that operates solely on electricity.

Alternative Fuel Vehicle: For the purpose of this policy, any vehicle operated using fuel that is substantially non-petroleum in nature (typically E85 ethanol, or B100 biodiesel) or partially non-petroleum in nature (typically B5 or higher biodiesel).

Approved as to Legal Sufficiency:  09/30/2008  
Town Attorney Date

Approved:  09/30/2008  
Town Manager Date