

Fleet Services Policy

Idle-Free Policy

Policy Statement	This policy will reduce unnecessary idling of [municipality's] equipment, to reduce the amount of carbon dioxide and smog pollutants being released into the atmosphere.
Application	This policy applies to all [municipal] employees who operate [municipally] owned vehicles.
Definitions	<p><i>Idling:</i> Parking a vehicle and keeping it running while it is not operational or performing a job function.</p> <p><i>10 second rule:</i> If you're stopped for more than 10 seconds, turn off your vehicle. Ten seconds of idling uses the same amount of fuel as stopping and starting your vehicle.</p> <p><i>Warm-up time:</i> The time needed for a vehicle to be at an operational temperature.</p> <p><i>Carbon dioxide:</i> Carbon dioxide (CO₂) is a "greenhouse gas" which is causing global climate change. Vehicle emissions are the largest source of greenhouse gases.</p> <p><i>Smog pollutants:</i> Vehicles emit a mixture of pollutants that contribute to smog formation, poor air quality and health problems such as asthma symptoms and breathing problems.</p>
Responsibilities	<p>[Divisions] will:</p> <ul style="list-style-type: none">• Ensure their staff are aware of the policy• Educate and inform drivers when they are spotted idling in non-operational situations• Post information relating to the Idle-Free policy in all workplaces <p>Those with supervisory responsibilities will:</p> <ul style="list-style-type: none">• Work with Fleet Services to ensure that their staff are educated and aware of the policy and what is expected of them• Alert drivers that do not conform to the Idle-Free policy• Abide by the 10 second rule: if stopped in a non-operational situation for more than 10 seconds, turn the vehicle off

Workers/drivers/operators will:

- Abide by the 10 second rule: if stopped for more than 10 seconds in a non-operational setting, turn the vehicle off
- Follow these warm-up times for vehicles:

Heavy duty vehicles and equipment:

- Above 0° degrees Celsius (0° C) 3 to 5 minutes
- Below 0° C 3 to 5 minutes

Light duty vehicles (cars, vans, light trucks and sport utility vehicles):

- | | Gasoline Engines | Diesel Engines |
|--------------|------------------|------------------|
| - Above 0° C | 10 seconds | 10 to 30 seconds |
| - Below 0° C | 10 to 30 seconds | 30 to 60 seconds |

- Use recommended shut-down idle time of diesel engines: 10 to 30 seconds
- Ensure that oil pressure and air pressure are within the normal operating ranges, and all windows are clear of ice and snow before operating the vehicle or equipment
- After a short warm-up period, and for the first few minutes of use, operate the engine at a gentle throttle until the normal operating temperature is reached

Fleet Services will:

- Create an Idle-Free education program for all [municipal] drivers and make it available to all interested parties
- Investigate and invest in technologies that limit vehicle idling, where appropriate

Workers/drivers/operators who do not follow these guidelines are subject to the disciplinary process.

Exemption

Emergency vehicles from Fire, Police Services, Emergency Medical Services (EMS) and Public Transit buses as outlined in the [municipal] Idling Control By-law.

Approved by

[Insert name of department or team in charge]

Date Approved

[Insert Month Day Year]

Related Information

Idling Control By-law