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	City Manager	Responsible Department

City of Monroe

Idle Reduction Policy and Fuel Savings Measures

Purpose:

Motor vehicles that are allowed to unnecessarily idle waste fuel and therefore money. Unnecessary idling also releases harmful pollutants that contribute to poor air quality in the region. By adopting an idle reduction policy for City owned vehicles and equipment, the City of Monroe will conserve fuel and money, reduce air pollution, and serve as a role model for environmental stewardship to other area governments, local businesses and the public.

Policy:

All City of Monroe gasoline and diesel powered vehicles and equipment, regardless of size, shall be idled only as necessary to perform the required duties of a given employee’s position or the essential function(s) of the equipment.

Applicability Guidance:

A driver of a City vehicle must turn off the engine upon stopping at a destination, and must not cause or allow an engine to idle at any location for more than three (3) consecutive minutes. An operator of an off road piece of equipment must not cause or allow the off-road equipment to idle at any location for more than three(3) consecutive minutes. At no time shall a vehicle be allowed to idle when unattended.

The following circumstances are considered “necessary” reasons for an idle situation to occur:

- Stopped for an official traffic control device or for traffic conditions over which the driver has no control;
- To ascertain that the vehicle or equipment is in safe operating condition as part of the daily vehicle inspection or as otherwise needed;
- For testing, servicing, repairing or diagnostic purposes;
- For a period not to exceed three to five minutes or as recommended by the manufacturer to cool down a turbo-charged heavy-duty vehicle before turning the engine off;
- To accomplish work for which the vehicle/equipment was designed other than transporting goods;
- To operate a lift or other power take off driven piece of equipment designed for use with the vehicle;
- To operate defrosters, heaters, air conditioners, or other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver or passengers. When weather conditions are extreme (below 40 degrees or above 95 degrees) as these conditions could compromise the driver and/or passengers’ health and safety;
- To recharge a battery or other energy storage unit of a hybrid electric vehicle/equipment;
- To operate equipment that runs intermittently in normal use;
- Emergency or law enforcement operations;
- Vehicles engaged in the delivery or acceptance of goods, wares, or merchandise for which engine assisted power is necessary and substitute alternate means cannot be made available.

Fuel Savings Measures

- Consolidate trips whenever possible to avoid operating two or more trucks.
- Crews should plan all work for the entire day and load all necessary materials to avoid return trips to the warehouse.
- Crews should plan their routes ahead of time to take the most efficient route to all jobs for the day.
- Crews should avoid driving long distances for lunch but should take lunch at a restaurant near the work site.
- Crews should take only the vehicles required for the job to the job site.
- Leave equipment on the job site if planning to return the following day if this can be done safely and securely.
- If possible call on the radio to see if another employee is in the area to check a problem to save any unnecessary trips.

Violations

Employees who violate this policy are subject to disciplinary action. Periodic roadside and jobsite inspections may be conducted to ensure compliance. Violation notices will be forwarded to the respective Department Director for appropriate action. Departmental Supervisors are expected to perform periodic checks to help educate co-workers and to enforce this policy.

Distribution

All City employees shall receive a copy of this policy.