
	Office of the City Manager Fleet Management Policy Memorandum	Date of Issue November 25, 2008	Effective Date December 1, 2008	Number FLT-200
To: Deputy & Assistant City Managers/ Department Directors Signature:  Thomas J. Bonfield, City Manager		Subject: IDLING REDUCTION POLICY		
Comments:				

I. PURPOSE

Reduce Vehicle Idling

Unnecessary vehicle idling wastes resources, harms vehicle components, and contributes to pollution. Idling vehicles get zero miles per gallon, wasting fuel and money. Running an engine at low speed (idling) also causes twice the wear on internal parts compared to driving at regular speeds. Over the last several years, Durham and other communities in the Triangle have been attempting to lessen pollutants that pose a detriment to the region's air quality. These pollutants associated with vehicle exhaust include nitrogen oxide, particulate matter, and volatile organic compounds. In addition, vehicle idling contributes to carbon dioxide emissions, which contribute to climate change. Reducing emissions will help the City reach the goals set forth in Durham's Greenhouse Gas Reduction Plan.

II. POLICY

Effective immediately, unless exempted in the following section, no City vehicle or piece of motorized equipment is to be idled in a non-emergency situation. The operator of the vehicle/equipment is to turn-off the unit immediately upon reaching the destination and the keys are to be removed from the ignition.

III. EXEMPTIONS

The following situations will allow idling, as needed:

1. Police Department vehicles actively working traffic enforcement details, and K-9 vehicles actively maintaining a safe environment for assigned animals;
2. When vehicles at job sites require the use of warning lights, power take-offs (PTOs), pumps and/or other accessories to accomplish their assignment;
3. When vehicle operators are reasonably utilizing on-board equipment such as video cameras or mobile data terminals in the conduct of city business; and
4. During weather conditions with below-freezing temperatures when the supervisor authorizes the reasonable occasional use of the vehicle/equipment heater-defroster for the work crew's comfort.

IV. APPLICABILITY

This policy applies to all City of Durham vehicles and motorized equipment with the exception of vehicles operated by the Durham Area Transit Authority and ACCESS.

V. PROCEDURES

Operators of vehicles/equipment and supervisors will be judicious in the idling of units at emergency scenes and job sites. If not all the units at the scene/site need to be idling, those units must be turned-off and the keys removed from the ignition.

Each vehicle/equipment operator will be responsible for the idling operation of their unit and will have the unit keys in their possession to ensure that crewmembers do not violate the policy without the operator's knowledge.

While using equipment such as video cameras or mobile data terminals for data entry or reference purposes, operators should use a standard of reasonableness. By way of example, filling out a short report or form is an appropriate and reasonable use of a mobile data terminal. Writing a lengthy document that could be done back at the departmental office is not appropriate and reasonable.

Supervisors in each department/division will be responsible for the adherence and enforcement of the idling policy. Violations of the policy are will be documented as to the vehicle/equipment operator, vehicle number, location, date and time, weather conditions, and circumstances of the violation.

The vehicle/equipment operator will be informed of the violation by the supervisor at the time of the infraction. The appointing authority of each department/division will be responsible for the discipline of employees found to be violating the policy. Discipline will be per City of Durham PER 304, R-4 Disciplinary Policy. Discipline will be progressive as described in PER 304, R-4.