*The language below is a sample idle reduction policy regarding vehicle idling. Note: As stated in the Clean Fleet Policy, adoption of an idle reduction policy/SOP is one of the requirements to be eligible for future clean fleet funding from the RTC. Please feel free to edit this language to fit your organizational needs, and to adhere to your organization’s own policies and guidance. Italicized text in brackets must be customized for your organization.*

 **Sample Idle Reduction Policy**

1. **Policy**

It is the policy of *[entity]* to restrict idling of all vehicles or equipment used by *[entity]*. Idling is the continuous operation of a vehicle’s engine when the transmission is not engaged or the vehicle is in park. This policy applies to all staff who operate *[entity]* vehicles or equipment. (Optional: This policy applies to all staff who have agreed to the Vehicle Use Policy.)

1. **Purpose**

The efforts of this policy support anti-idling initiatives in the North Central Texas region and will help to reduce vehicle emissions, ground level ozone, and improve overall fuel economy and operational effectiveness of vehicles.

1. **Restrictions**

The restrictions on idling are as follows:

* 1. No engine idling (other than reasonable engine warm up) is permitted. (Note: Modern engines only need 30 seconds to warm up in the winter before being ready to drive.)
	2. When a driver exits the vehicle, the engine will be turned off.
	3. Vehicles or equipment will not be left unattended while the engine is running.
	4. Vehicles will not be left running to maintain cabin temperature (air conditioning or heating).
	5. Vehicles waiting to be loaded or unloaded will have the engine turned off if the idling time will exceed five minutes.
1. **Exemptions**

The vehicles and operating conditions noted below are exempt from the idling restrictions listed above:

1. Idling vehicle due to traffic congestion.
2. Idling vehicle or equipment for maintenance/diagnostic purposes.
3. Vehicles operated solely to defrost a windshield.
4. Vehicle idling during power take offs, which require engine operation.
5. Passenger vehicles requiring heat or air conditioning necessary for passenger comfort and safety (e.g., school buses and emergency vehicles).
6. Clearly marked police, fire, or emergency vehicle that are required to idle in order to operate auxiliary equipment considered necessary for work crew and/or public safety. Auxiliary equipment may include light bars, strobe/or directional lighting or on-board refrigeration units.
7. Vehicles or equipment that have an extended manufacturer’s recommended warm-up and cool-down time.

This policy is effective as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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 [Name/Title] Date

*The following document is intended to assist in policy implementation and should be read in conjunction with the Sample Idle Reduction Policy. Please feel free to edit this language to fit your organizational needs and to adhere to your organization’s own policies and guidance. Italicized text in brackets should be customized for your organization. Note that a variety of materials to support Communication Strategies - including driver pledge forms, fact cards, template presentations and letters, etc. – are available at no cost as a benefit of DFW Clean Cities stakeholder membership.*

 **Idle Reduction Policy Guidance**

* 1. Communication Strategies:
1. All drivers and operators of *[entity]* owned vehicles will receive a copy of the Idle Reduction Policy and a Pledge form to be signed and returned to fleet manager.
2. Educational materials should be used to clearly communicate idle reduction policy expectations and goals. Materials and strategies include:
	* 1. Placing signage in common areas.
		2. Placing stickers in vehicles.
		3. Attaching keychains with policy reminder to all vehicle keys.
		4. Reward policy adherence through driver recognition program, using incentives to encourage participation in program.
	1. Driver Behavior Expectations:
		* 1. Strict adherence to idle reduction policy.
			2. Avoid use of remote vehicle starters.
			3. Avoid use of drive-through.
			4. Observe no-idle zones at schools and other locations.

* 1. Fleet Technology Options:
		+ 1. Install devices to monitor and collect data on idling.
1. GPS and/or telematics: assess driver performance through weekly GPS

 report.

* 1. Program engine parameters with idling controls.
	2. Purchase vehicles with automatic stop/start technology, which limits idling at traffic stops and while waiting in queue.
	3. Install EPA SmartWay verified idle reduction devices that fulfill operational needs without idling. (See full listing at <http://epa.gov/smartway/forpartners/technology.htm>).
	4. Enforcement Strategies:
1. Individual complaints or concerns regarding this policy should be discussed with fleet manager. Any person violating this policy may be subject to similar disciplinary actions that accompany other infractions of *[entity]* policies, including:
	* 1. Verbal Reminder: Provide driver with oral reminder if reported idling.
		2. Pull Keys: Pull keys from vehicle if seen idling and return after verbal reminder.
		3. Written Reprimand: provide employee with written reprimand so they may acknowledge policy expectations.
		4. Probation: Suspend driving privilege with drivers who routinely violate policy.