

Engine Idling Standard Operating Procedure

Engine Idling Background

- Revision: June 2016 (Original: September 2009)
- Scope: All city-owned vehicles and employees
- Department/Division: Finance/Fleet Services
- Purpose: To detail the responsibilities that support the Engine Idling Policy.
- Research: Unnecessary idling cost the city \$86,000 and 35,000 gallons of fuel in FY15. In today's vehicles:
 - Ten seconds of fuel is used to start a vehicle.
 - Turning an engine on and off several times per day causes insignificant wear.
 - Vehicles operating only LED lights do not need the engine on.
- Measurement: Vehicles with GPS units measure engine idling, which is recorded for a vehicle once it idles (engine on, no movement) for five or more minutes.

Standard Operating Procedures

1. Vehicle operator shall:
 - Turn off the vehicle when it is expected to idle for more than 30 seconds.
 - Warm up or cool down vehicle for no more than 5 minutes.
 - Not idle the vehicle/equipment while completing a pre-trip inspection unless required.
 - Turn off and remove the keys from the ignition when the vehicle is left unattended.
2. Supervisor or manager shall:
 - Instruct employees of policy and SOP annually in staff meeting, new hire on-boarding, and as needed.
 - Receive monthly and annual reports from Energy Management Specialist.
3. Directors shall:
 - Ensure managers are implementing policy to staff.
 - Receive monthly and annual update on idling performance.
4. Fleet Services shall:
 - Provide technical assistance to departments working to reduce idling.
 - Evaluate policy exemption requests from departments.
5. Energy Management Specialist shall:
 - Track and share monthly data and annual performance with operational managers and directors.
 - Maintain record of supervisors that receive idling report and vehicles exempt from idling policy.
 - Identify and assist with educational strategies and coordinate ongoing education.
6. Sustainability Coordinator shall:
 - Incorporate idling reduction goal and performance metrics into city sustainability goals and reporting.
 - Identify and assist with educational strategies and coordinate ongoing education.

Policy Exemptions: [Request exemptions](#) to the Engine Idling Policy online. Engine idling is permissible if:

- Safety and operations are top priorities for all staff, and possible issues that could arise due to this policy should be acted on to avoid any risk to personal or equipment health and communicated to supervisor promptly.
- If the unit is not expected to restart due to electrical/mechanical issues, submit for repair as soon as possible.
- Assisting at an emergency scene.
- When the engine is required to power auxiliary equipment, such as lifts, hoists, non-LED safety lighting.
- Under extreme weather conditions or any time the health and safety of employees or others is at risk.
- Idling while stopped for official traffic controls or for traffic conditions over which the driver has no control.
- For vehicle maintenance and diagnostic purposes (to be kept to a minimum).
- Vehicle/equipment manufacturer requires additional idle time for warm up or cool down for proper operation.