Public Works Idling Policy Example
DEPARTMENT OF PUBLIC WORKS
MEMORANDUM

TO: Public Works Employees
FROM: Director of Public Works
DATE:
SUBJECT: Public Works Vehicle Idling Policy and Guidelines for Seasonal Idling Durations

The Public Works Management Team and I have adopted a Department-wide policy to reduce unnecessary idling of Public Works vehicles. Engine idling should only occur if it is a business necessity or requirement.

By adopting this Vehicle Idling Policy, Public Works is demonstrating environmental stewardship. The benefits of reduced engine idling are well known: reduced fuel use and related costs, reduced vehicle wear, better air quality and better public image. Your cooperation is needed for the success of this policy. Public Works will be working closely with its workforce and unions to clarify practices and educate employees. Contact your Division Director with any questions. Thank you.

Public Works Vehicle Idling Policy:

_Idling of vehicles wastes fuel, creates pollution and causes premature engine wear. It is every Public Works employee's responsibility to minimize fleet operating costs while reducing harmful effects to the environment. Violators are subject to disciplinary action._

_City fleet vehicles will not be parked with the engine running unless it is essential for performance of work. Exceptions are during an initial engine warm-up period and during periods of extreme cold or hot weather. If engines must be left operating for any reason, the operator shall remain with the unit._
Guidelines for Seasonal Idling Durations

Due to the diverse inventory of vehicles and equipment, please follow the attached idle duration chart that applies to specific fleet items within your operation.

Units equipped with gasoline engines

1.00 Cold Morning Starts - (vehicles parked outside)

<table>
<thead>
<tr>
<th>Temperatures</th>
<th>Idle time</th>
<th>Block heater</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 to 32 deg. F</td>
<td>No idling - check vehicle - drive</td>
<td>not plugged in</td>
</tr>
<tr>
<td>31 to -5 deg. F*</td>
<td>1 to 2 min. - check vehicle – slowly drive</td>
<td>plugged in previous night</td>
</tr>
<tr>
<td>-4 to -30 deg. F*</td>
<td>3 to 10 min. - check vehicle – slowly drive</td>
<td>plugged in previous night</td>
</tr>
</tbody>
</table>

* add 5 minutes to times, if engine block heater is not plugged in.

1.01 No idle warm up time shall occur on automotive units at temperatures above 32 degree Fahrenheit and also units parked in an indoor garage/shop.

2.00 Mid Day Use (after initial warm up)

2.01 Depending on outside temperatures and the length of time a vehicle has been shut off, it may become necessary to restart it to allow proper engine warm up. The idle warm up time shall never exceed the times listed for cold starts noted above.

2.02 If a vehicle is to be used as a remote lunch room, left unattended (but locked) except for work breaks and the outside temperature necessitates (below 45 degrees) the vehicle to be warmed up, restart the vehicle no more than 15 minutes prior to the work break, then shut if off after each use.

2.03 At any temperature, if it is necessary to use a vehicle's rotating amber beacon for continuous periods of time exceeding 20 minutes in length and the vehicle does not have a secondary deep-cycle battery for the beacon, keep the engine idling. This will ensure a constant state of charge to the vehicle's battery / starting system.

2.04 At any temperature, once a vehicle has been cold started, and the vehicle will be left unattended for a period of 2 minutes or longer, shut the engine off. Restart the engine upon your return to the vehicle.
Units equipped with diesel engines

Vehicles or equipment with diesel engines must be treated differently from their automotive counterparts.

3.00 Cold Morning Starts - (equipment parked outside)

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Idle time</th>
<th>Block heater</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 to 40 deg. F</td>
<td>5 to 10 min. - check vehicle - drive</td>
<td>not plugged in</td>
</tr>
<tr>
<td>40 to -5 deg. F</td>
<td>10 to 15 min. - check vehicle - drive</td>
<td>plugged in previous night</td>
</tr>
<tr>
<td>-4 to -30 deg. F*</td>
<td>15 to 30 min. - check vehicle - drive</td>
<td>plugged in previous night</td>
</tr>
</tbody>
</table>

* Rule of Thumb - for every degree Fahrenheit of temperature below -16 deg. F, idle unit for 1 minute. I.e. - outside temperature is -19 degree Fahrenheit - cold morning idle time would be 19 minutes.

3.01 At temperatures of 32 degrees Fahrenheit and lower the initial start up procedures should conform to manufactures specifications and run at the lowest idle.

3.02 After 5 minutes of the engine being at the lowest idle, the operator should throttle up the engine’s R.P.M. (1,000 to 1,200 rpm). The higher idle will seal the engine’s turbo rings, eliminating the engine oil from clogging up the inside of turbo charger.

3.03 At this point the unit’s hydraulic system should be cycled. This is achieved by fully extending and contracting each and every hydraulic cylinder. By completing this action the cold oil is warmed up, thus reducing the impact of cold, thick, oil, shock loading the unit’s hydraulic pump.

3.04 Operators shall only put a piece of equipment to work if the desired idle warm up time has been achieved, vehicle check completed and the hydraulic system cycled.

3.05 Mid Day Use (after initial warm up)

A diesel unit that is not going to be worked for short periods of time should be left to idle - in all temperatures, with some limitations:

<table>
<thead>
<tr>
<th>Interval</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 15 minutes not in use</td>
<td>let it run</td>
</tr>
<tr>
<td>Over 15 minutes not in use</td>
<td>shut the engine off</td>
</tr>
</tbody>
</table>
3.06 Once the operator determines the diesel-equipped unit is to be shut off, he or she must allow the engine to slow-idle for 1 to 2 minutes, this allows for a sufficient cool down period.

_Idling in hot weather_

4.01 In very hot weather, when heat stress due to temperature is likely and air-conditioned vehicles are needed to be used as relief stations, engine idling is permitted only when the operator stays in the vehicle.

4.02 If a vehicle is to be used as a remote lunch room, left unattended (but locked) except for work breaks and the outside temperature necessitates (above 80 degrees) the vehicle to be cooled, restart the vehicle no more than 15 minutes prior to the work break, then shut if off after each use.