Countywide Administrative Procedures Manual

Regulation Number: AP-21_____ Effective Date: 03/09/2009
Review Date: 02/12/2012 Revised Date: _____

Fuel Conservation

Purpose: The purpose of this procedure is to establish guidelines to reduce fleet fuel consumption and emissions levels in Alachua County from county owned Fleet Vehicles and Equipment, by reducing idling and utilizing best practices in vehicle and equipment operation, and maintenance to conserve fuel usage. These conservation measures will have a positive impact on achieving the goals of the 5-5-5 Fuel Reduction Policy and in reducing Alachua County's carbon footprint.

Policy: It is the policy of Alachua County that all county employees who utilize county owned vehicles and equipment in the performance of their duties shall follow these procedures to reduce emissions and fuel consumption. Any authorized employee that is observed wasting fuel, by excessive idling, or by poor driving practices should be reported to the Department Director or Fleet Manager.

Procedure:

1. **Definitions:**

B. Authorized employee shall mean the designated county employee operator of the county vehicle or equipment.

1. County owned vehicle or equipment shall mean any vehicle or equipment owned or leased by Alachua County.

B. County business shall mean any authorized work or activity performed by a county employee conducting business for Alachua County.

Idling is the engine is running while the vehicle or equipment is stationary, not performing work.

2. Fuel Conservation Practices to Reduce Fuel Consumption and Emissions Levels

A. No Idling

County owned vehicles and equipment will not be permitted to idle unnecessarily. Vehicles or equipment idling gets "0" miles per gallon, and is a waste of resources.

I. Reduce warm up time: modern vehicles need a maximum of 30 seconds of idle at start

up. A vehicle warms up to operating temperature much faster if driven, than if allowed to idle.

Turn Engines off. Turning an engine off and restarting when ready to go uses less fuel than letting the engine idle for 1 minute.

Avoid excessive sitting and idling. Shut off engine while waiting or working in the field.

Reduce wear on fleet vehicles and equipment. Engine wear is greater at prolonged idle than during normal operation.

Vehicles shall not be left idling while parked for the purpose of keeping the cab cool or warm.

Vehicles should not be left idling while tools, equipment or passengers are loaded or unloaded.

County owned vehicles should not be utilized in a drive thru window, instead park the vehicle and go inside.

B. Exceptions to No Idling

In some circumstances, idling of vehicles or equipment is necessary in the performance of county business.

I. Emergency response vehicles while engaged in operational activities.
II. A vehicle forced to remain motionless because of traffic conditions.
III. Vehicles or equipment powering ancillary equipment. Example: warning lights, lift gates, winches, computers, Power Take Off's.
IV. A Public Safety vehicle which is transporting patients and the patient compartment needs to be kept at a comfortable temperature.
V. An Animal Services vehicle which is transporting animals and the animal module needs to be kept at a comfortable temperature.
VI. Vehicle or equipment being operated for maintenance or diagnostic purposes by Fleet Management technicians.
VII. The engine of a vehicle is being used to defrost a windshield.
/III. A vehicle or equipment being utilized to maintain the temperature of asphalt or tack at a workable temperature.
IX. A vehicle making numerous and frequent stops and starts.
X. The vehicle or equipment is not expected to restart due to mechanical problems. Repairs should be made as soon as possible.
XI. Idling is necessary to cool down a turbo charged diesel engine, 3 minutes maximum idling time limit.

3. **Vehicles and Equipment Operation to Conserve Fuel and Lower Emissions**

A. Check tire pressure often: Tires properly inflated can save 10% in fuel mileage.

B. Keep vehicle cleaned out: An extra 100 pounds of cargo can decrease fuel mileage by 2%.

Plan your workday and your trip. Look at your schedule and try to consolidate your trips for tools and supplies.

Drive Sensibly: Around town, good driving habits can save up to 5% in fuel. Anticipate the traffic patterns ahead of you and adjust to them in advance. Avoid sudden acceleration and jerky stop and go driving habits.

Choose the right vehicle: Don't drive a dump truck when a pickup will do.

Ride Share: When going to a job site or a meeting, share a ride with other employees that are going to the same destination.

Vehicle maintenance: A well maintained vehicle operates more efficiently and gets better fuel mileage. Keep up with your preventative maintenance schedule, and if your vehicle or equipment has driveability problems, have repairs made as soon as possible.

No personal use. County owned vehicles and equipment are to be utilized for county business.

Approved by _____ Date _____
County Manager