

# CITY OF SAN ANTONIO



<b>Administrative Directive</b>	<b>AD 1.3 Anti-Idling for City-Owned Vehicles</b>
<b>Procedural Guidelines</b>	Guidelines regarding idling City-owned vehicles
<b>Department/Division</b>	Office of Sustainability
<b>Version Date(s)</b>	August 16, 2016
<b>Last Reviewed</b>	May 14, 2020
<b>Owner</b>	Chief Sustainability Officer

## Purpose

This administrative directive (AD) provides uniform and consistent direction to City departments and personnel on operating city *vehicles and equipment* in a safe and economical manner while supporting the City’s clean air initiatives. This policy is not intended to conflict with any federal, state or local regulations. If there is discrepancy, federal, state or local regulations shall prevail.

## Policy

City of San Antonio employees shall not *idle* any city *vehicle or equipment* unnecessarily. City of San Antonio employees shall manage and operate city *vehicles/equipment* in a manner that is safe, energy efficient and minimizes emissions.

## Policy Applies To

<input type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Temporary Employees
<input checked="" type="checkbox"/> Full-Time Employees	<input type="checkbox"/> Volunteers
<input checked="" type="checkbox"/> Part-Time Employees	<input checked="" type="checkbox"/> Grant-Funded Employees
<input checked="" type="checkbox"/> Paid and Unpaid Interns	<input checked="" type="checkbox"/> Police and Fire Academy Trainees
<input checked="" type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

## Definitions

<b><u>Vehicles or Equipment</u></b>	Any self-propelled device powered by an engine, designed to operate with four or more wheels in contact with the ground that is owned or leased by the City of San Antonio.
<b><u>Heavy-Duty Vehicle</u></b>	Specially designed for executing solid waste services and construction tasks. They are also known as heavy machines, heavy trucks, garbage and recycling trucks, construction equipment, engineering equipment, heavy vehicles, or heavy hydraulics.
<b><u>Idle</u></b>	The operation of an engine in the operating mode where the engine is not engaged in gear, where the engine operates at a speed at the revolutions per minute specified by the engine or vehicle manufacturer for when the accelerator is fully released, and there is no load on the engine.
<b><u>Passenger Vehicle</u></b>	A passenger vehicle is a motor vehicle designed to carry people on highways and streets, and can carry a driver and no more than 15 passengers.
<b><u>Relief Station</u></b>	A temporary location utilized during extreme heat conditions to provide an air conditioned environment for the health and safety of the occupants.

<b><u>Remote Work Area</u></b>	Work completed in an environment other than an employee’s primary workplace.
<b>Policy Guidelines</b>	
<p>Personnel shall operate city-owned <b>vehicles and equipment</b> in a manner that is fuel efficient and minimizes vehicle emissions. Measures to demonstrate fuel efficiency and reducing pollution from City-owned <b>vehicles</b> may include:</p> <ul style="list-style-type: none"> <li>• carpooling whenever possible</li> <li>• refrain from using a drive-thru on Ozone Action Days</li> <li>• plan routes to eliminate unnecessary trips</li> <li>• avoid excessive <b>vehicle</b> acceleration and abrupt stops</li> <li>• use of the most fuel efficient <b>vehicle</b> appropriate for the number of passengers and job function</li> </ul>	
<b><u>Vehicle Idling</u></b>	<p><b>Idling</b> of <b>vehicles and equipment</b> wastes fuel, creates pollution and causes premature engine wear. It is every Employee’s responsibility to minimize fleet operating costs while reducing harmful effects to our air quality.</p> <ul style="list-style-type: none"> <li>• City <b>vehicles/equipment</b> will not be parked with the engine running unless it is essential for performance of work or required by the manufacturer’s operational guidelines. If the engine must be left <b>idling</b> out of operational necessity, the operator shall remain with the unit and use the parking brake.</li> </ul>
<b><u>Rapid Response Vehicles (Police &amp; Fire)</u></b>	<p>Rapid response <b>vehicles</b>, law enforcement or Fire and EMS emergency response vehicles are exempt when responding to emergencies or in the direct performance of traffic stops, speed control, airport operations, or for patient recovery. <b>Idling</b> is permitted for police vehicles if occupied by individuals, such as a criminal suspect, witness, complainant or police dogs. <b>Idling</b> is permitted for Fire, EMS, and Police emergency response vehicles needing engine power to operate on-board computers, emergency lighting or other equipment and as well as all other departments with <b>vehicles</b> that have emergency lighting mounted on <b>vehicles</b> when operating on traffic roadways or at airports.</p>
<b><u>Heavy-Duty Vehicles</u></b>	<ul style="list-style-type: none"> <li>• Allowed to <b>idle</b> to bring engine to operating temperature and/or to build up air pressure.</li> <li>• Allowed to <b>idle</b> during pre- and post-trip inspections, maintenance, servicing, or repairs.</li> <li>• Allowed to <b>idle</b> when waiting in a line that regularly moves forward.</li> <li>• <b>Vehicles</b> cannot <b>idle</b> more than 5 minutes solely for cabin comfort.</li> <li>• <b>Vehicles</b> cannot <b>idle</b> while fueling.</li> <li>• <b>Vehicles</b> cannot <b>idle</b> when no one is in or immediately adjacent to the <b>vehicle</b>.</li> <li>• Shut-off the engine when parked unless it is necessary for <b>vehicle</b> to run because of operational or emergency needs.</li> </ul>

<p><b><u>Heavy Construction Equipment Engines</u></b></p>	<ul style="list-style-type: none"> <li>• Paver equipment is allowed to <i>idle</i> while paving to ensure heat plates stay at a required temperature for laying down asphalt.</li> <li>• Fuel trucks can <i>idle</i> only while refueling equipment.</li> <li>• Engines can idle to support PTO pumps for hydraulic systems.</li> <li>• Crack Sealer can remain <i>idling</i> to keep material hot.</li> <li>• Oil Distributors are allowed to <i>idle</i> to keep the generator powering heating element on the oil tank.</li> <li>• Pot hole repair units can remain <i>idling</i> only if it is essential for performance of work or required by the manufacturer’s operational guidelines. When parking, the operator should properly block wheels or turn wheels toward the curb to prevent <i>vehicle</i> movement.</li> <li>• <i>Vehicles</i> may <i>idle</i> if the engine must be running to operate work related mechanical or construction operations (e.g. crack sealer, oil distributors, aerial lifts, fuel truck, etc.)</li> </ul>
<p><b><u>Airport Vehicles</u></b></p>	<ul style="list-style-type: none"> <li>• Airport vehicles are permitted to idle to conduct investigations and inspections on the runways and airfield.</li> <li>• Airport vehicles are permitted to idle, as AOA batteries are used to power Air to Ground Radio, City Band Radio, Light bars, Secure Data Terminals (AirOps) and a handheld city band radio charger in the vehicles and required the engine to be running for recharging.</li> <li>• Airport Passenger Buses and Vans - An engine may be left idling in order to supply heat or air conditioning necessary for passenger comfort/safety in those vehicles intended for commercial passenger transportation, in which case idling up to a maximum of 30 minutes is allowed.</li> </ul>
<p><b><u>General Exemptions</u></b></p>	<p>The following situations will allow <i>idling</i> as needed:</p> <ul style="list-style-type: none"> <li>• Departments with <i>vehicles</i> at job sites requiring the use of emergency lights, power take-off, and /or other accessories to accomplish their assignment.</li> <li>• At any temperature, if it is necessary to use a vehicle’s traffic control lights or strobe lights for continuous periods of time exceeding 20 minutes and the <i>vehicle</i> does not have a secondary deep-cycle battery for the lights.</li> <li>• City vans or busses that are transporting passengers may idle for up to a maximum of 30 minutes to supply heat or air conditioning for passenger comfort/safety.</li> <li>• Employees that use a <i>vehicle</i> as a <i>remote work area</i> may idle to allow for appropriate heating and cooling and to ensue employee health and safety, as long as the employee is performing job duties in the field.</li> </ul>

<p><b><u>Passenger Vehicles Cold Weather Start up</u></b></p>	<ul style="list-style-type: none"> <li>No <i>idle</i> warm up time shall occur on units at temperatures above 32 degrees Fahrenheit or units parked in an indoor garage/shop.</li> <li>At temperatures of 32 degrees Fahrenheit and lower, the initial start up procedures should conform to manufacturer’s specifications. If no such recommendations exist, the following shall apply:</li> </ul> <p><b>Cold Morning Starts</b> (vehicles parked outside)</p> <table border="1" data-bbox="407 369 1222 485"> <thead> <tr> <th>Temperatures</th> <th>Idle Time</th> </tr> </thead> <tbody> <tr> <td>32 degrees Fahrenheit or above</td> <td>No <i>Idling</i></td> </tr> <tr> <td>0 to 31 degrees Fahrenheit</td> <td>1 to 2 minutes</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>At any temperature, once a <i>vehicle</i> has been cold started, and the <i>vehicle</i> 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.</li> <li>Drivers operating <i>vehicles</i> with turbo charged diesel engines must allow a maximum 3 to 5 minutes cooling down period before shutting off the engine. Running the engine beyond the cooling down period is considered <i>idling</i> and is strictly prohibited.</li> </ul>	Temperatures	Idle Time	32 degrees Fahrenheit or above	No <i>Idling</i>	0 to 31 degrees Fahrenheit	1 to 2 minutes
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<p><b><u>Hot Weather</u></b></p>	<ul style="list-style-type: none"> <li>In very hot weather, when heat stress due to temperature is likely and air-conditioned <i>vehicles</i> are needed to be used as <i>relief stations</i>, engine <i>idling</i> is permitted only when the operator or service animal stays in the vehicle.</li> </ul>						
<p><b><u>Personal Vehicles used on Official City Business</u></b></p>	<p>Personal vehicles used for City business are the responsibility of the owner. Operators of personal vehicles are encouraged to follow this policy as closely as possible.</p>						

**Roles & Responsibilities**

<p><b><u>Employees</u></b></p>	<p>Employees are expected to review and comply with the policies listed here as they relate to their specific duties.</p> <p>Failure to comply with this AD may result in progressive discipline in accordance with AD 4.11, Coaching and Discipline.</p>
<p><b><u>Departments</u></b></p>	<p>Department Directors will be responsible for the adherence and enforcement of this anti-idling policy.</p>
<p><b><u>Office of Sustainability</u></b></p>	<p>Office of Sustainability is responsible for providing educational and technical assistance. This includes periodic review of anti-idling policies to ensure relevance to City operations and providing outreach to affected departments where necessary.</p> <p>Office of Sustainability will ensure that all City employees are made aware of this policy.</p>
<p><b><u>Human Resources</u></b></p>	<p>Human Resources Department is responsible for providing and/or coordinating training regarding the subject of this AD.</p>

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Office of Sustainability.



**CITY OF SAN ANTONIO**

**EMPLOYEE ACKNOWLEDGMENT FORM  
FOR**

**ADMINISTRATIVE DIRECTIVE 1.3  
Anti-Idling for City-Owned Vehicles**

**Employee:**

I acknowledge that on \_\_\_\_\_, 20\_\_\_\_, I received a copy of Administrative Directive 1.3, Anti-Idling for City-Owned Vehicles, and was given the opportunity to ask questions or contact my Human Resources Representative.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee SAP ID Number

Attachment A  
Personnel File (original)