



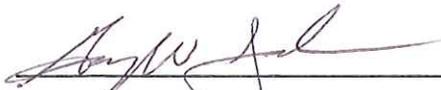
**CITY OF ASHEVILLE**  
Sustainability Policy

Subject: Fuel Conservation Policy

Effective Date: *January 2013*

Issued and maintained by: The Office of Sustainability

Approved by:

  
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Gary W. Jackson, City Manager

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### 1. City of Asheville Fuel Reduction Goals

In April 2011, Asheville City Council enhanced their commitment to address climate change by updating the municipal carbon reduction policy with more aggressive goals. The policy now states: The City of Asheville will reduce the municipal carbon footprint 4% each year with a reduction of 80% by the year 2030. The Sustainability Management Plan was created to guide the organization in pursuit of this policy goal. A guiding principle of this plan is to "Promote inter-departmental collaboration for short-term and long-term solutions to enhance the City's organizational excellence and financial efficiency". Fuel Conservation is specifically addressed in one of the 23 specific goals of the Sustainability Management Plan: (1) Reduce total fuel consumption of city fleet vehicles.

### 2. Purpose

The purpose of this policy is to establish expectations and guidelines for vehicle operators as it relates to fuel conservation.

### 3. Policy Goals

- The City of Asheville will better manage municipal fuel usage as cost savings measure.
- The City of Asheville will educate vehicle drivers on fuel conservation driving habits to reduce fuel consumption in support of sustainability values.
- The City of Asheville will empower vehicle drivers to make smart fuel usage decisions.

### 4. Process and Procedure

#### 4.1. Idling- All Departments

- a. No City of Asheville vehicle or piece of equipment is to be idled, effective immediately, unless exempted in the list below. Ten Second Rule: after 10 seconds of idling, shut off any engine to save fuel and decrease wear on engine.
- b. Drivers are expected to turn off vehicle engines when working on reports. Idling is not acceptable for this purpose.
- c. Exemptions
  - Idling is permissible for the purpose of heating or cooling a vehicle when temperatures exceed 75F or drop below 45F. Supervisor's discretion can be applied in certain weather

- situations when idling for heating or cooling purposes is in the best interest of health and safety. For example a day requiring outdoor work in temperatures of 40F while it is raining.
- If engine is immediately required to power auxiliary equipment. *Note: new LED flashers that use a fraction of the power will soon be installed on all applicable equipment. The flashers use less energy so that when the engine is turned off to comply with the idle policy the engine battery will not be drained. \*If you are not sure if your vehicle has this technology contact fleet.*
  - The supervisor authorizes for the use of vehicle/equipment heater/defroster for the work crew's health and safety.
  - During normal driving operations when stopped at a red light, train crossing, bus stop, etc.
  - If the unit is not expected to be able to restart due to a mechanical problem (must be repaired ASAP)

#### 4.2. Idling- Asheville Police Department

- a. All aforementioned rules apply to officers unless stated otherwise below.
- b. Officers are expected to spend 15 minutes every two hours on foot patrol. Park in neighborhood "hotspots" to interact with residents in the community. The only exceptions to this rule depend on the calls for service.
- c. Officers are expected to shut off their engine when exiting their vehicle for a non vehicular call and use their best judgment to balance conserving fuel and maintaining vehicle battery life.
- d. Exemptions
  - K-9 Vehicles are exempt from the non idling requirements– Vehicles are left running to ensure that the temperature in the vehicle is safe for the K-9.
  - Police vehicles will be allowed to idle when emergency equipment is activated.
  - Police vehicles will be allowed to idle when officers are completing reports inside the vehicles because the vehicle engine is required to run to prevent draining the battery.

#### 4.3. Vehicle Warm Up Rules

- a. Small equipment and light duty vehicles require no more than 30 seconds to warm up. The process of driving a vehicle after 30 seconds of warm up is actually more effective to warm the engine and the indoor air of a vehicle. Excessive warm up time wastes fuel and increases wear on the engine.
- b. Heavy duty equipment require no more than 5 minutes to warm hydraulic fluids, hydrostatic transmissions, etc. The cold weather warming guidelines in the operators' manual should be followed. Excessive warm up time wastes fuel and increases wear on the engine.
- c. Ice scrapers should be used to clear frost and ice from windshields. Commercially available de-icers should be used on large vehicles and equipment to de-ice windows locks and doors whenever necessary to prevent injuries.

#### 4.4. Excess Weight Guidance

- a. Drivers are expected to remove any unnecessary weight from the vehicle daily. One Work Day Rule: carry materials and equipment that is needed for one work day at a time. Plan ahead for equipment and supply needs to avoid needlessly carrying around excess materials. Many vehicles and/or operations require specific equipment to be in a vehicle at all times, this guidance does not apply to that equipment.
- b. Adhere to DMV vehicle weight limitations. Specific detail is located on the inside of each vehicle's door.

- c. Clean bed and body panels of trucks daily for better long term maintenance of vehicle and increased fuel efficiency.

#### 4.5. Driver Maintenance

- a. Drivers are responsible for maintaining appropriate tire pressure. There is an air compressor located at the city fueling station. Make sure to reference the VIN sticker located on the inside of the driver's door for correct tire pressure. Do not use the guidelines on the tires themselves, because tires are used for many different types of vehicles.
- b. Drivers are responsible to check oil levels at every fueling event.
- c. Drivers operating vehicles with hydraulic fluid are required to check fluids levels at every fueling event.
- d. When driving a vehicle that requires a CDL follow the daily pre-trip checklist as per DMV regulations.

#### 4.6. Vehicle Fueling

- a. Use only the assigned fuel key for filling any vehicle, equipment or gas can.
- b. Accurately report vehicle mileage when fueling. This helps fleet keep the preventative maintenance program on track to ensure the equipment you rely on is in the best condition possible.

#### 4.7. Preventive Maintenance

- a. Drivers are responsible for ensuring the PM on the vehicle is completed within one week of notification from Fleet. Regular maintenance is one of the most effective methods of extending the life of a vehicle.
- b. At the first sign of an issue with a fleet vehicle schedule to bring vehicle into fleet for repairs. Follow applicable departmental procedures to notify fleet so a work order can be generated with details on all the necessary repairs.

#### 4.8. Trip Planning

- a. Purchasing Trips: Plan inventory needs ahead of time to avoid unnecessary vehicle trips. Consider purchasing materials and equipment on line when shipping costs are not an impediment.
- b. Vehicle Selection Based on Task: Think ahead about the right vehicle for the right task. Contact fleet to borrow the right vehicle from the City Share Motor Pool if your department does not have what you need.
  - Examples- an F350 truck is not an appropriate vehicle for a supervisor to drive alone to a job site just to check on work progress, instead supervisors should seek out sedans or light duty trucks. Likewise trucks and SUV's are not appropriate travel vehicles. Instead contact fleet to borrow a more fuel efficient vehicle with adequate seating for your travel needs.
- c. Work Task Carpooling: Drivers are expected to carpool with others to meetings or site visits.
- d. Walking or Bicycling for City Work Trips: City employees should walk or use city fleet bicycles for trips in the downtown area that don't require equipment.
  - Examples- driving from Public Works to city hall or Municipal to Public Works is neither time nor cost effective. Staff should make the choice to walk when weather permits.

#### **4.9. Driver Behavior Recommendations to Conserve Fuel**

- a. Use air conditioning when driving on highways to maximize fuel efficiency. At all other times utilizing open windows for temperature control is the most fuel efficient. Recall previously stated guidance about temperature: Engaging the engine for heating and cooling when the vehicle is not driving is only acceptable when the outside temperature exceeds 80 F or goes below 40 F. Idling when temperatures do not fall in those ranges is considered in violation of this policy.
- b. When it is safe and possible to do so, slow down by lifting your foot off the gas pedal to coast, rather than only braking to a stop.
- c. Avoid jack rabbit starts and stops to maximize fuel efficiency and extend brake life.
- d. Drive the speed limit at all times for greatest safety and fuel efficiency.
- e. Utilize 4 wheel drive only when necessary (snowy conditions, steep hills, foul weather or other bad road conditions). Using 4 wheel drive at other times wastes fuel and increases wear on the engine.
- f. Utilize rear axle differential lock only if equipped in a tandem axle truck and only when necessary (snowy conditions, steep hills, foul weather, bad road conditions). Using rear axle differential lock at other times wastes fuel and increases wear on the engine.
- g. Utilize "Jake" brake when driving a truck with this option.
- h. Utilize transmission retarder when driving a truck with this option.
- i. During highway driving in passenger vehicles consider using cruise control to maximize fuel efficiency.
- j. Utilize fuel conservation or "eco" controls in applicable vehicles.

#### **5. Definitions**

**4.1. Light Duty Vehicles:** Sedans, SUV's, trucks typically below 10,000 lbs. GVW

**4.2. Heavy Duty Vehicles:** Trucks at 10,000 lbs. GVW and above

**4.3. Small Equipment:** Off road utility vehicles (gators), golf carts, light towers, arrow boards, chippers and other assorted gasoline/diesel powered equipment

**4.4. Off Road Equipment:** Backhoes, front end loaders, bulldozers, pavers, rollers, tractors and other assorted construction type equipment

**4.5. CDL:** Commercial drivers license