

CITY OF PLANO POLICIES AND PROCEDURES

431.000

Department Name: Fleet Services

Procedure: Mobile Source Pollution Reduction

Effective Date: 6/30/2007

Revision Date(s): 9/30/2009

I. Purpose

The purpose of this policy is to establish a uniform idle-reduction, fuel conservation and mobile source pollution reduction program.

The Environmental Protection Agency (EPA) has designated the North Central Texas region as a nonattainment area for the pollutant ozone. Vehicle emissions are a major contributor to ozone formation due to the presence of two key "precursors," or ingredients, to ozone formation in automobile emissions: nitrous oxides (NOx) and volatile organic compounds (VOCs). Controlling emissions from mobile sources such as cars, light- and heavy-duty trucks, buses, motorcycles, and other vehicles is critical to the success of the region.

II. Policy

The City of Plano Mobile Source Pollution Reduction Policy, while acting in accordance with the principles of sustainability, addresses major contributing factors to mobile emissions such as, vehicle cold starts, vehicle idling, hard accelerations, high emitting vehicles, and diesel engines. Implementation of the policy will reduce fuel and repair related costs and mitigate the environmental impact of operating City of Plano vehicles.

III. Definitions

Mobile Source – Referring to City owned and/or operated rolling stock as point of origin for pollutants and fuel consumption.

Rolling Stock - Any various readily movable transportation equipment such as automobiles, locomotives, railroad cars, trucks, tractors, mowing equipment, and loaders.

IV. Procedures

A. Appropriate Vehicle and Rolling Stock Utilization

1. City of Plano fleet vehicles will not be parked with the engine operating (idling) for more than 3 minutes unless it is essential for performance of work or else stipulated.

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2. If the vehicle is going to be stopped for more than 3 minutes except in traffic, turn off your engine. A vehicle at idle for longer than 3 minutes uses more fuel than it would take to restart the vehicle.
 3. Employees should reduce the initial "warm up" idling. Start driving after no more than 30 seconds of idling, assuming all precautionary safety, mechanical, and other work related checks have been accomplished.
 4. Re-fueling of non emergency vehicles during Ozone alert day is recommended to be after 10:00 am.
 5. Employees should reduce hard acceleration which highly increases the introduction of Hydro Carbons (HC), the un-burnt fuel particles that are a contributing factor of Mobile Source Pollution.
 6. It will be the practice of the City of Plano to replace high pollution emitting vehicles when their repairs to emission reduction components exceed the current value of the vehicle.
 7. Vehicles and equipment with diesel fuel powered engines shall be replaced with 2007 or newer low emission engines.
 8. Ozone Alert Days: Between May and October, the Texas Commission on Environmental Quality will notify the city of a potential air quality warning. On Ozone Alert Days with Red or Purple levels, the city's refueling facility will be closed until 10:00 a.m. except in a public safety emergency and Department Heads will be responsible for ensuring the following steps are taken:
 - a. Encourage employees to use alternative means of transportation, if possible, such as ride sharing, mass transit, etc. and to minimize driving as much as possible prior to 10:00 a.m.
 - b. Reschedule meetings that require travel to after 10:00 a.m., when possible.
 - c. Postpone mail runs, pickups and deliveries between city facilities until after 10:00 a.m. In addition, all employees should minimize driving as much as possible prior to 10:00 a.m.
- B. Exceptions to the Idling Policy
1. Emergency vehicles, such as fire apparatus and ambulances while engaged in operational activities.
 2. Vehicles that are required to idle in order to power ancillary equipment mounted on the vehicle without risking damage to the battery, i.e. warning devices, sampler hoists, lift gates, hydraulic equipment or lights.

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3. Police vehicles performing traffic control operations, which must be operating for the warning devices to function.
 4. Vehicles equipped with temperature sensitive equipment.
 5. Vehicles that must be kept at an appropriate temperature for the health and safety of animals, such as City of Plano Police Department K-9s, being transported.
 6. An emergency or law enforcement motor vehicle, particularly when transporting patients, prisoners, victims, or witnesses, or when performing traffic control.
 7. The primary propulsion engine of a motor vehicle providing a power source necessary for mechanical operation, not including propulsion, and/or passenger compartment heating, or air conditioning.
 8. A motor vehicle forced to remain motionless because of traffic conditions over which the operator has no control.
 9. The primary propulsion engine of a motor vehicle being operated for maintenance or diagnostic purposes.
 10. For diesel powered vehicles tasked with making numerous and frequent stops and starts, such as may be required for garbage/recycling pickup or repairing potholes, unless the vehicle is going to idle for more than 15 minutes.
 11. When the use of vehicle heater or air conditioning, at the discretion of the appropriate Department head, is necessitated by outside temperature, weather or other climatic condition.
- C. Compliance with the Policy
1. Reports of violations should be made directly to Fleet Services Manager.
 2. It is the responsibility of each Department head to ensure compliance with policy guidelines.