



Administrative Directive

Title: No Idling Policy		Index Number: AD 5.10
Date of Adoption: 09/23/08	Date of Revision:	Page 1 of 2

1.0 **Purpose and Need**

The purpose of this policy is to establish a uniform no idling policy.

The City of Virginia Beach realizes that vehicles that idle contribute to ozone formation due to the presence of two key ingredients in automobile emissions: nitrous oxides and volatile organic compounds (VOC's). Idling vehicles produce unnecessary pollution that contribute to climate changes, smog and health problems, cause premature engine wear and wastes fuel which increases costs to our taxpayers. In addition, an idling vehicle gets 0 miles per gallon.

It is every Employee's responsibility to minimize fleet operating costs while reducing harmful effects to the environment. This Directive applies only to Employees operating vehicles owned, leased or fueled by the City of Virginia Beach.

2.0 **Administrative Directive**

- a. With the exception of a warm-up period not to exceed five (5) minutes first thing in the workday, the policy of the City is that no licensed/unlicensed motor vehicle or equipment owned, leased or fueled by the City of Virginia Beach will be left idling. Exceptions to this Directive are listed in Paragraph 6.0 herein entitled "Exceptions to Policy".
- b. Where applicable, electronic fuel controls will be set to shut down automatically after five (5) minutes of idle time.
- c. The engines of unattended or unoccupied vehicles are to be turned off.

3.0 **Procedure to Accomplish Administrative Directive**

Department Directors and administrative personnel shall make certain that all employees and volunteers within their jurisdiction are instructed regarding this No Idling Policy.

4.0 **Responsibility and Authority**

The Department of Public Works shall be responsible for the overall coordination and administration of this Directive in accordance with the direction of the City Manager. The enforcement of this Directive is assigned to Department Directors.

5.0 **Definitions**

Employee - Employee of the Virginia Beach Municipal Government including City Council Members, Constitutional Officers, Appointed Officials, City staff, volunteers and contracted staff.

Vehicle – Any licensed/unlicensed motor vehicle or equipment (on-road/off-road) owned, leased, or fueled by the City of Virginia Beach.

Title: No Idling Policy		Index Number: AD 5.10
Date of Adoption: 09/23/08	Date of Revision:	Page 2 of 2

6.0 Exceptions to Policy

- a. Public Safety vehicles, such as Fire trucks; EMS, Sheriff and Police vehicles, while engaged in operational activities;
- b. Vehicles that are required to idle to power ancillary equipment mounted on the vehicle without risking damage to the battery, i.e., warning devices, hoists, lift gates, hydraulic equipment or lights;
- c. Vehicles equipped with temperature sensitive equipment, i.e., K-9 and Animal Control vehicles;
- d. 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;
- e. A motor vehicle forced to remain motionless because of traffic conditions over which the operator has no control;
- f. The primary engine of a motor vehicle being operated for fleet maintenance or diagnostic purposes.

Approved as to Content: Jason E. Cosby 09/23/08
Public Works Department Date

Approved as to Content: Dave L. Hansen 09/23/08
City Manager's Office Date

Approved as to Legal Sufficiency: Leslie L. Lilley 09/24/-8
City Attorney's Office Date

Approved: James K. Spore 09/25/08
City Manager Date