



CITY OF LEE'S SUMMIT, MISSOURI

Assistant City Administrator

Brian Scott

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Memorandum

TO: All City Employees Who Operator City Vehicles and Equipment

FROM: Brian Scott, Assistant City Administrator

DATE: March 23, 2009

SUBJECT: **Energy Conservation Policy Vehicles/Equipment**

Purpose

The following city-wide policy has been established to reduce unnecessary idling of city vehicles and equipment. Engine idling should only occur if it is a business necessity or requirement. By adopting this idling policy, the City is demonstrating positive fiscal and environmental stewardship. The benefits of reducing engine idling will reduce fuel use and related cost, reduce vehicle wear, improve air quality and promote a positive public image. City employee's cooperation is needed for the success of this policy.

Policy

In order to reduce cost, improve air quality and conserve our resources, all City employees who operate City vehicles and equipment will be expected to take the following steps to conserve the use of fuel.

- A. Any time a vehicle/equipment is at idle for more than five (5) minutes the vehicle/equipment will be shut down.

Exceptions to this will include vehicles/equipment used at work or emergency scenes that need to remain running for the purpose of operating equipment, emergency lighting or for the safety of the employee or the public.

- B. Avoid unnecessary warm up times in the morning for all vehicles and equipment.
- C. Employees will be encouraged to carpool to lunch and meetings when possible, and avoid unnecessary trips. Combine trips, eliminate, or pre-plan travel activity to avoid additional trips.

- D. Drivers and equipment operators will perform daily maintenance checks to insure that the vehicles/equipment will be in top operating condition. This will include, but not limited to, tire pressure checks and examination of the engine operating condition. Low tire pressure is the leading cause of poor fuel mileage. Recommended tire pressures are located on the tire sidewall or on the vehicle information/identification plate located inside the driver's door opening. Any indication that the vehicle or equipment needs attention, contact the Fleet Maintenance Division as soon as possible.
- E. Remove excess weight from vehicle or equipment: Any obsolete equipment, tools, and/or documents (paper) should be removed from the vehicle.
- F. Check your driving habits: The way one drives has a major effect on fuel efficiency. Accelerate smoothly and evenly. Avoid hard braking. Look ahead to anticipate hills, traffic flow, stop lights.
- G. Highway driving: Drive with the windows closed. Even in the summer the drag caused by open windows wastes more fuel than running the air conditioner.

Effective Date and Implementation

This policy will become effective immediately and remain in effect until further notice. All department directors, division managers, and supervisors are expected to make their employees aware of this policy.

Any questions concerning this policy can be directed to Brian Scott, Assistant City Administrator, or Mark Stinson, Fleet Maintenance Division Manager.