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

- External & Internal Applicants
- Full-Time Employees
- Part-Time Employees
- Volunteers
- Paid and Unpaid Interns
- Grant-Funded Employees
- Police and Fire Academy Trainees
- Uniformed Employees Under Collective Bargaining Agreements

Definitions

**Vehicles or Equipment**

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.

**Heavy-Duty Vehicle**

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.

**Idle**

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.

**Passenger Vehicle**

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.

**Relief Station**

A temporary location utilized during extreme heat conditions to provide an air conditioned environment for the health and safety of the occupants.
**Remote Work Area**
Work completed in an environment other than an employee’s primary workplace.

**Policy Guidelines**
Personnel shall operate city-owned vehicles and equipment in a manner that is fuel efficient and minimizes vehicle emissions. Measures to demonstrate fuel efficiency and reducing pollution from City-owned vehicles may include:
- carpooling whenever possible
- refrain from using a drive-thru on Ozone Action Days
- plan routes to eliminate unnecessary trips
- avoid excessive vehicle acceleration and abrupt stops
- use of the most fuel efficient vehicle appropriate for the number of passengers and job function

| **Vehicle Idling** | Idling of vehicles and equipment 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.  
- City vehicles/equipment 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 idling out of operational necessity, the operator shall remain with the unit and use the parking brake. |
| **Rapid Response Vehicles (Police & Fire)** | Rapid response vehicles, 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. Idling is permitted for police vehicles if occupied by individuals, such as a criminal suspect, witness, complainant or police dogs. Idling 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 vehicles that have emergency lighting mounted on vehicles when operating on traffic roadways or at airports. |
| **Heavy-Duty Vehicles** |  
- Allowed to idle to bring engine to operating temperature and/or to build up air pressure.  
- Allowed to idle during pre- and post-trip inspections, maintenance, servicing, or repairs.  
- Allowed to idle when waiting in a line that regularly moves forward.  
- Vehicles cannot idle more than 5 minutes solely for cabin comfort.  
- Vehicles cannot idle while fueling.  
- Vehicles cannot idle when no one is in or immediately adjacent to the vehicle.  
- Shut-off the engine when parked unless it is necessary for vehicle to run because of operational or emergency needs. |
| **Heavy Construction Equipment Engines** | • Paver equipment is allowed to *idle* while paving to ensure heat plates stay at a required temperature for laying down asphalt.  
• Fuel trucks can *idle* only while refueling equipment.  
• Engines can idle to support PTO pumps for hydraulic systems.  
• Crack Sealer can remain *idling* to keep material hot.  
• Oil Distributors are allowed to *idle* to keep the generator powering heating element on the oil tank.  
• Pot hole repair units can remain *idling* 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 *vehicle* movement.  
• *Vehicles* may *idle* if the engine must be running to operate work related mechanical or construction operations (e.g. crack sealer, oil distributers, aerial lifts, fuel truck, etc.) |
| **Airport Vehicles** | • Airport vehicles are permitted to idle to conduct investigations and inspections on the runways and airfield.  
• 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.  
• 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. |
| **General Exemptions** | The following situations will allow *idling* as needed:  
• Departments with *vehicles* at job sites requiring the use of emergency lights, power take-off, and /or other accessories to accomplish their assignment.  
• 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 *vehicle* does not have a secondary deep-cycle battery for the lights.  
• 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.  
• Employees that use a *vehicle* as a *remote work area* may idle to allow for appropriate heating and cooling and to ensure employee health and safety, as long as the employee is performing job duties in the field. |
Passenger Vehicles Cold Weather Start up

- No idle warm up time shall occur on units at temperatures above 32 degrees Fahrenheit or units parked in an indoor garage/shop.
- 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:

<table>
<thead>
<tr>
<th>Cold Morning Starts (vehicles parked outside)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Temperatures</strong></td>
</tr>
<tr>
<td>32 degrees Fahrenheit or above</td>
</tr>
<tr>
<td>0 to 31 degrees Fahrenheit</td>
</tr>
</tbody>
</table>

- At any temperature, once a vehicle has been cold started, and the vehicle 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.
- Drivers operating vehicles 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 idling and is strictly prohibited.

Hot Weather

- In very hot weather, when heat stress due to temperature is likely and air-conditioned vehicles are needed to be used as relief stations, engine idling is permitted only when the operator or service animal stays in the vehicle.

Personal Vehicles used on Official City Business

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.

Roles & Responsibilities

**Employees**

Employees are expected to review and comply with the policies listed here as they relate to their specific duties.

Failure to comply with this AD may result in progressive discipline in accordance with AD 4.11, Coaching and Discipline.

**Departments**

Department Directors will be responsible for the adherence and enforcement of this anti-idling policy.

**Office of Sustainability**

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.

Office of Sustainability will ensure that all City employees are made aware of this policy.

**Human Resources**

Human Resources Department is responsible for providing and/or coordinating training regarding the subject of this AD.

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)