

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>				
		<b>Title/Subject:</b>		Fleet Services Vehicle Idle Time		
		<b>Applies to:</b>		All Executive Branch Employees, Non-Employees Representing the State	<b>Effective Date:</b>	6/30/2022
					<b>Revised Date:</b>	6/1/2025
		<b>End Date:</b>				
X	<b>Policy</b>	<b>Approved by:</b>	Director Adam Steen	<b>Policy #</b>	650.362	
X	<b>Procedure</b>	<b># of Pages:</b>	2	<b>Procedure #</b>	650.362	
	<b>Other</b>	<b>Instruction:</b>				
<b>Legal Authority:</b>						

### I. Purpose

- A. The purpose of this policy is to reduce vehicle exhaust emission and air pollution, promote fuel conservation and reduce fuel costs, assist in reduction of vehicle maintenance, increase operational efficiency and promote safety.

### II. Policy

- A. Motor vehicle engine idling is defined as the continuous operation of a vehicle's engine while the transmission is in the neutral ("N") or park ("P") position. This policy applies to all State employees operating DAS Motor Pool vehicles while conducting State business, regardless of vehicle class, in order to promote environmental responsibility, reduce fuel consumption, and protect vehicle longevity.

### III. Procedure

#### A. Guidelines

##### 1. General Idling Limits

- a) Drivers must limit vehicle idle time to no more than five minutes during initial warm-up and when restarting a vehicle after it has been shut down for four hours or more.
- b) Avoid unnecessary idling for more than five minutes when the vehicle is stopped for any foreseeable period.
- c) When making frequent stops, idle time should be kept under five minutes.
- d) Drivers must operate DAS Motor Pool vehicles in a manner that will not reflect unfavorably on the State of Iowa.

##### 2. Vehicle Use and Safety Practices

- a) Use a scraper to remove ice or frost from windows whenever possible; vehicle idling for de-icing is allowed only when necessary.
- b) Turn off the engine if loading or unloading will exceed five

minutes.

- c) Engines must be shut off prior to fueling and remain off until fueling is completed.
- d) Vehicles must never be left unattended while idling; the engine must be turned off, keys removed, and the vehicle locked.

3. Idle Time Exemptions

- a) Idling is permitted when a vehicle is stopped due to an emergency or when prolonged delays occur because of traffic control devices or severe congestion.
- b) Idling is allowed under weather conditions that pose a risk to the health and safety of drivers or passengers, where heating or air conditioning is necessary.

4. Vehicle Technology

- a) DAS Motor Pool vehicles are equipped with GPS telematics to monitor vehicle operation and support fleet management.
- b) Fleet Services reviews vehicle use reports.
- c) Reports of suspected policy violations will be forwarded to the renting agency's Fleet Contact.
- d) The Fleet Contact must acknowledge receipt of such reports.
- e) Agencies may be required to provide explanations for any suspected violations upon request by DAS Fleet Services.

**B. Communication**

- 1. This Policy is available on the DAS Fleet Services website.
- 2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.