



Department of Administrative Services Fleet Services Idle Time Policy

Policy

Motor vehicle engine idling is the continuous operation of a vehicle's engine when the vehicle's transmission is the neutral "N" or park "P" position.

It is the policy of Department of Administrative Services (DAS) Fleet Services to promote restriction of motor vehicle idling. This Motor Vehicle Idle Time Policy (Policy) applies to all DAS owned motor vehicles regardless of vehicle class.

This Policy shall be administered by the DAS Fleet Manager.

I. Purpose

DAS Fleet Services' has the responsibility to efficiently operate and maintain a motor pool of vehicles (DAS Motor Pool) and educate drivers on their operation. The intent 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 operation efficiency and promote safety.

II. Idling Guidelines

The guidelines on DAS Motor Pool vehicle idling are as follows:

- A. Drivers must operate DAS Motor Pool vehicles in a manner that will not reflect unfavorably on the State of Iowa.
- B. Limit vehicle idle time to no more than five minutes during initial warm-up and when restarting a vehicle after a shutdown of four hours or more.
- C. Do not unnecessarily idle a vehicle more than five minutes when it is stopped for a foreseeable period of time.
- D. Restrict vehicle idle time to less than five minutes when making frequent stops.
- E. Attempt to remove ice or frost from vehicle windows with a scraper. When necessary, vehicle idling for the purpose of de-icing is allowed.
- F. Turn off a vehicle engine when the time to load or unload the vehicle is expected to exceed five minutes.
- G. A vehicle must be shut off prior to fueling and remain off until fueling is completed.
- H. Under no circumstances shall an idling vehicle be left unattended. The engine must be shut off, keys removed and vehicle locked.

III. Idling Exemptions

Exemptions to the guidelines are:

- A. When a vehicle is stopped due to an emergency or when traffic control devices or severe congestion interrupts traffic flow for a prolonged period of time.
- B. Under weather conditions where the health and safety of the vehicle driver and/or passengers could be compromised, requiring heat or air conditioning.

Policy Guidance

I. Communication:

- A. A copy of the Policy will be placed in each DAS Motor Pool vehicle.
- B. The Policy will be provided to all State agencies who rent DAS Motor Pool vehicles requesting they distribute it to all agency employees that will operate vehicles with instructions to follow the Policy.
- C. The Policy is posted on the DAS Fleet Services website and published in the DAS Fleet Services Policies and Procedures Manual.

II. Vehicle Technology

- A. DAS Motor Pool vehicles are equipped with GPS telemetry to assist with vehicle operation.
- B. DAS Motor pool vehicle use reports will be reviewed bi-weekly by Fleet Services.
- C. If excessive idling times are observed, DAS Fleet Services will provide an idling time report to the renting agency's fleet use coordinator.
- D. If an agency is provided an idling time report, the agency's fleet use coordinator will provide receipt acknowledgement to DAS Fleet Services.
- E. Upon DAS Fleet Services request, the renting agency may be asked to provide an explanation for Policy violations.

Policy Enforcement

- A. Violation of this Policy is subject to the following:
 - i. A written notice of suspected Policy violations will be sent to the renting agency's fleet use coordinator requesting they remind agency drivers of the requirement to adhere to the Policy.
 - ii. Repeated Policy violations by a renting agency may result in limitation or suspension of their DAS Motor Pool vehicle rental privileges.
- B. If an agency desires to appeal the limitation or suspension of their DAS Motor Pool vehicle rental privileges, the agency may submit a written appeal to the Director of Administrative Services.

Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.

This Policy is effective as of July 21, 2017.