



# ADMINISTRATIVE POLICIES

NUMBER

AP 30-2012

REVISION

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SUPERSEDES

SUBJECT

Green Fleet Policy

APPROVED BY  
Joni Pattillo, City  
Manager

EFFECTIVE DATE

July 1, 2012

## A. PURPOSE

By establishing a Green Fleet Policy, the City's operations will continue to be cleaner and more sustainable, having less impact on the environment and on human health. A Green Fleet Policy would provide guidelines for the procurement, management, and operation of fleet vehicles to:

- Reduce the consumption of petroleum fuels and other non-renewable resources;
- Replace petroleum fuels with renewable/sustainable alternatives, when feasible;
- Reduce vehicle emissions;
- Maximize fuel efficiency;
- Reduce costs and save money.

## B. Definitions

1. "Heavy Duty Vehicle" means any vehicle or truck in excess of 8,500 lbs. gross vehicle weight rating.
2. "Light Duty Vehicle" means any vehicle or truck having a gross vehicle weight rating of 8,500 lbs. or less.
3. "Low Emission Vehicle (LEV)" means a vehicle listed as a Smartway Vehicle within the EPA's *Green Vehicle Guide* or listed as a class leader by [www.greencars.org](http://www.greencars.org) or an equivalent rating source.
4. "Public Safety Vehicle" means any vehicle that is used by a peace officer, used for fighting fires or responding to emergency fire calls, used by emergency medical technicians or paramedics, used for towing or servicing other vehicles, or used for repairing damaged lighting or electrical equipment.

## C. CITY VEHICLE PURCHASES

1. The City shall make every effort to obtain the "cleanest" vehicles possible as measured by the then existing emissions certification standards and those published by the manufacturers.
  - 1.1. Light Duty Vehicles: The City shall purchase or lease passenger vehicles and trucks that are Low Emission Vehicles.
  - 1.2. Heavy Duty Vehicles: It can be challenging to transition Heavy Duty Vehicles to more environmentally friendly options as they are often unique vehicles for specific purposes, which often come at very high cost. The City shall analyze Heavy Duty Vehicle purchases on a case-by-case basis to determine the cost/benefit of a purchase of a more environmentally friendly item, and the City will acquire environmentally preferable vehicles where practical and available. Said analysis shall be conducted by the department directly responsible for the use of the vehicle, and the analysis shall be consistent with Section

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E.2.2 of this policy.

#### **D. VEHICLE SIZE AND CLASS**

1. The City will purchase vehicles of a smaller class size whenever possible to achieve increased miles per gallon and lower emissions. Vehicle purchases must include a written justification for the need of a particular class or size of vehicle. Each analysis should determine whether a proposed vehicle purchase or replacement could be downsized while still fulfilling its required function within the City.
2. For any replacement vehicle purchases within a given class, or for a class of vehicles not listed within the *Green Vehicle Guide* or equivalent rating sources, a 20% increase in fuel economy shall be the desired gain for increased fuel efficiency, unless such vehicles are not available or deemed cost prohibitive by the City Manager or his/her designee.

#### **E. EXCEPTIONS**

Exceptions to the Purchase and Vehicle Class Size requirements may be under any one of the following circumstances:

1. There is no model of motor vehicle available that will comply with the requirements of this policy, while still meeting the specifications for its intended purpose.
2. A cost/benefit analysis demonstrates each of the following:
  - 2.1. That the increased cost for the LEV is more than 15% of the standard vehicle.
  - 2.2. That any amortized incremental cost of purchasing a LEV cannot be recovered over the operating life of the vehicle through a reduction in fuel, maintenance, and/or other costs incurred; and
  - 2.3. The City was unable to identify possible grant funding to offset the increased cost for the LEV.
3. A department demonstrates that the use of a vehicle that complies with the requirements of this policy would significantly disrupt operations or reduce service levels.
4. The requirements of this policy would conflict with any of the City's contractual agreements.
5. A Public Safety Vehicle.

All exceptions to this policy shall be reviewed and approved by the City Manager or his/her designee.

#### **F. REDUCED VEHICLE IDLING**

1. Vehicle idling gets zero miles per gallon, and unnecessary idling wastes fuel as well as pollutes. The break-even point for shutting off and restarting gasoline engines or leaving it to idle is 30 seconds – from the point of view of both emissions and fuel consumption. In

addition, idling for extended periods of time can cause unnecessary wear and tear on internal parts of the engine. It shall be the policy of the City of Dublin that:

1.1. City vehicles are not to be left running when the operator is absent from the vehicle.

1.2. City vehicles are not permitted to idle in place for more than three (3) minutes.

2. EXCEPTIONS:

2.1. Public Safety Vehicles and other City vehicles may idle at the scene of an emergency in order to perform the job at hand.