



CITY OF EVANSVILLE

OFFICE OF THE MAYOR
JONATHAN WEINZAPFEL

SUBJECT:	Green Fleets Policy	EFFECTIVE:	10/20/08
REVISED:	10/3/08	PAGE:	1 of 4
APPROVED BY:	_____ Jonathan Weinzapfel, Mayor		

PURPOSE:

This policy outlines the procedures all City departments and agencies will follow to ensure that the City purchases, leases or otherwise obtains the most energy efficient, cost-effective and lowest emission motor vehicles or fuel-using equipment possible that meet the operational requirements of the department or agency for which they are intended; and manages and operates fleets in a manner that is energy efficient, is cost-effective and minimizes air emissions and other environmental impacts.

SCOPE:

This policy applies to all City of Evansville employees.

SUMMARY OF PROCEDURES:

Vehicle Purchase Request Process

- Submit all requests to purchase any new or used vehicle in writing to the Mayor and Controller using the designated “Vehicle Purchase Request Form.”
 - Note that the Mayor may, at his discretion, convene a meeting of the Green Fleets Review Committee (more below) to consider any vehicle purchase request.

Selecting New Passenger Vehicles

- Select new passenger vehicles (compact cars, sedans, crossovers, SUVs and light-duty pickup trucks) from the Preferred Vehicle List for each model year.
 - The Preferred Vehicle List will include vehicles that have qualified for the U.S. EPA’s SmartWay or SmartWay Elite designation.
 - The Preferred Vehicle List will be distributed to all department heads as soon as it is available each year.
 - Provide sufficient justification for requesting to purchase any new passenger vehicle not included on the Preferred Vehicle List.
- Electric, hybrid or alternative/renewable-fueled vehicles are preferred when they are available, meet the operational needs of the department and are cost effective.

- Select the smallest, most fuel-efficient vehicle available that meets the department's needs.
 - For example, whenever possible, downsize full-size trucks and vans to light-duty vehicles; replace four-wheel drives with two-wheel drives; etc.
- Visit www.FuelEconomy.gov and/or www.epa.gov/greenvehicles to search for and compare mpg ratings and other information about new and used passenger vehicles.

Selecting Used Passenger Vehicles

- Select used passenger vehicles (compact cars, sedans, crossovers, SUVs and light-duty pickup trucks) to maximize fuel economy.
 - Used vehicles that achieve a combined 30 mpg or greater are preferred.
 - Note that purchasing used vehicles is desirable from an environmental standpoint because of the amount of energy used to produce new vehicles.
- Visit www.FuelEconomy.gov and/or www.epa.gov/greenvehicles to search for and compare mpg ratings and other information about new and used passenger vehicles.

Selecting New Non-Passenger Vehicles

- Select new medium- and heavy-duty pick-up trucks, special purpose and emergency response vehicles and equipment that is as environmentally-friendly as possible as long as the purchase or lease of such vehicles or equipment does not unacceptably reduce the ability to provide safe, quality services.
 - Alternative fuel/power options should be explored.
 - Research if the manufacturer will warrant using a higher percentage of bio-fuel (ex: B20 rather than B5).
 - Also consider maintenance issues, availability of service providers and parts, existing City infrastructure, life expectancy, initial cost and cost of operation.

Operating Vehicles

- Employ route optimization for vehicles that operate on fixed routes.
- Coordinate/consolidate trips to reduce required travel time and distance.
- Encourage meetings at centralized locations to reduce travel.
- Encourage carpooling to and from work, meetings throughout the workday, and out-of-town meetings and events.
- Enable teleconferencing to reduce trips.
- Use alternative modes of transportation such as buses, carpools, vans, or bikes whenever possible and/or appropriate.
- Fuel vehicles with ethanol-blended gasoline or soy-biodiesel when available and cost effective.
- Do not power bi-fuel vehicles with gasoline, diesel or other petroleum-based fuel unless it is not possible to purchase alternative fuel.
 - Place a notice in each bi-fuel vehicle stating this policy.
- All drivers of all City vehicles must:
 - Follow the City's "No Idling" Policy.
 - Avoid aggressive driving with "jack-rabbit" starts and hard braking.
 - Monitor power accessories.
 - Turn off all power-consuming accessories before turning off the ignition.

Selecting New Equipment

- When considering the purchase of off-road or specialty equipment such as lawnmowers, utility carts, forklifts, etc., investigate the availability of like equipment powered by propane, electricity or other alternatives to gasoline or diesel fuel.
- Also consider maintenance issues, availability of service providers and parts, existing City infrastructure, life expectancy, initial cost and cost of operation.

Optimizing Fleet Size

- Remove light-duty vehicles (passenger cars, light-duty pick-up trucks and vans) that use less than 200 gallons of fuel per year from the City fleet.
 - Do not purchase a vehicle to replace the removed vehicle.
 - Distribute the miles normally traveled by the removed vehicle to other vehicles or forms of transportation.
- Department heads will decide which vehicles to eliminate with advice from the Green Fleets Review Committee (see below).

Vehicle and Equipment Maintenance

- Ensure that each vehicle is maintained according to manufacturer’s specifications.
- Follow the following “Super Saver” list of preventive maintenance requirements and schedule:
 - Oil Change every 3,000 miles
 - Oil filter change every 3,000 miles
 - Check & rotate tires every 6,000 miles
 - Replace fuel filter every 15,000 miles
 - Replace air filter as needed
 - Clean Throttle Plate every 50,000 miles
- Maintain tire pressure at the proper level at all times.
- Use high-efficiency, low-viscosity lubricants that increase fuel-economy when feasible.
 - Specify on purchase orders that such products should be used.
- Use ecologically sound products such as coolants and specialized oils when available, when cost effective, and when they do not void manufacturer’s warranty.
 - Specify on purchase orders that such products should be used.
- Only have City vehicles and equipment maintained or repaired at facilities that handle, store and recycle used oils, used anti-freeze, refrigerants, used batteries and used tires in environmentally responsible manner.

Disposing of Vehicles and Equipment

- Dispose of City vehicles and equipment in a manner that promotes recycling and complies with environmental regulations related but not limited to illegal dumping and unauthorized sewer discharge; solid waste management and disposal; used oil management; waste tire management; ozone depleting substances – refrigerant management; mercury switch management and removal; and storm water management.
- Before sending any City passenger vehicle or equipment to a salvage yard, verify that the proposed disposal site is compliant with the above regulations by contacting:
 - Indiana Department of Environmental Management
 - Compliance and Emergency Response Branch
 - Industrial Waste Compliance Section
 - (317) 308-3003

Vehicle and Equipment Inventory

- Develop and maintain an inventory of all vehicles and motorized equipment that operate on gasoline, diesel, electricity, and other energy sources.
 - All departments will use the same computer-based inventory management program/system so that inventory data is consistent among all departments.
 - This system will also be used to track vehicle and equipment maintenance.
 - A notice will be sent and training will be offered as soon as a final decision is made about which inventory system to use.

About the Green Fleets Review Committee

- The Mayor has formed a Green Fleets Review Committee to develop, manage and monitor policies and procedures related to the purchase, usage and maintenance of City motorized vehicles and fuel-using equipment.
- The Committee will serve at the request of the Mayor and report findings to the Mayor as requested and/or appropriate.
- The Committee will use the inventory data provided by all departments, and other resources as appropriate, to:
 - Measure department-specific and City-wide fuel efficiency improvements.
 - Measure department-specific and City-wide emissions reductions.
 - Advise departments on opportunities for improvement.
 - Suggest to departments which vehicles should be targeted for elimination or replacement.
 - Investigate the possibility of creating a City vehicle pool.
 - Investigate the possibility of incorporating bicycles, electric, or propane-fueled vehicles into the municipal vehicle fleet as an option for short trips.

Questions About the Green Fleets Policy

- Any questions or comments about any requirements of the City of Evansville Green Fleets Policy should be directed to the Mayor's Office at (812) 436-4962.