



CITY OF EVANSVILLE

OFFICE OF THE MAYOR
JONATHAN WEINZAPFEL

SUBJECT:	Green Fleets Policy	EFFECTIVE:	10/20/08
REVISED:	10/3/08	PAGE:	1 of 8
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.

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I) POLICY STATEMENT

- A) It shall be the policy of the City of Evansville that all City departments and agencies shall purchase, lease, or otherwise obtain 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 manage and operate fleets in a manner that is energy efficient, is cost-effective and minimizes air emissions and other environmental impacts.

II) BACKGROUND

- A) On January 30, 2007, City of Evansville Mayor Jonathan Weinzapfel endorsed the U.S. Mayors Climate Protection Agreement which, among other things, includes provisions to take action in City of Evansville municipal operations and in the Evansville community.
- B) Protecting the health and welfare of Evansville residents, mitigating negative impacts of human activity on the natural environment, and maintaining our economic competitiveness is the right and reasonable thing to do.
- C) Levels of ozone, particulate matter and other air pollutants have detrimental effects on the health and welfare of citizens of Evansville and surrounding communities even as recently enacted measures have resulted in significant regional air quality improvements.
- D) Energy prices for petroleum-based products used in municipal vehicles and equipment are increasing and straining the City of Evansville municipal budget.
- E) To provide essential services to its citizens, the City of Evansville will have an on-going need to operate and maintain vehicles and equipment.
- F) The energy use associated with the operation of City of Evansville motor vehicle fleets exacerbates local air quality problems, results in greenhouse gas emissions, and strains the City of Evansville municipal budget.
- G) Opportunities exist to modify the manner in which the City of Evansville purchases, operates and maintains vehicles and equipment so as to improve energy efficiency, which will result in significant long-term monetary savings, improve local air quality and reduce greenhouse gas emissions and other environmental impacts.
- H) The City of Evansville wishes to ensure that purchases and expenditures of public monies are made in a manner consistent with the City of Evansville Sustainability Policy to operate in a manner that, now and in the future, protects the health and welfare of Evansville residents, mitigates negative impacts of human activity on the natural environment, and maintains the competitive viability of our diversified economy.

III) GOALS AND OBJECTIVES

- A) Decrease use of petroleum-based products to fuel municipal vehicles and equipment.
- B) Optimize fleet size.
- C) Investigate the creation of a vehicle pool.
- D) Decrease environmental impacts associated with use, maintenance and disposal of City vehicles and equipment.

IV) STRATEGIES

- A) Decrease use of petroleum-based products to fuel municipal vehicles and equipment.
- 1) Increase use of electric, hybrid, alternative/renewable-fueled vehicles and extremely efficient conventionally-fueled vehicles.
 - a) As a means to reduce fossil fuel consumption, reduce vehicle emissions and achieve the goals of the Green Fleets Policy, the City of Evansville shall create a Preferred Vehicle List for each model year; and all applicable new passenger vehicles purchased after the issuance of this policy shall be selected from the annual Preferred Vehicle List.
 - i The Preferred Vehicle List will include vehicles such as compact cars, sedans, crossovers, SUVs and light-duty pickup trucks that have qualified for the U.S. EPA's SmartWay or SmartWay Elite designation.
 - ii The Preferred Vehicle List will be provided by a designee of the Green Fleets Committee (see "Management and Monitoring," page 6) to all City department heads each year shortly after U.S. EPA posts the latest SmartWay and SmartWay Elite designations on its Website.
 - iii The City will give first preference to purchasing electric, hybrid or alternative/renewable-fueled vehicles when they are available, meet the operational needs of the department and are cost effective.
 - iv Sufficient justification must be provided for requesting to purchase any new passenger vehicle not included on the Preferred Vehicle List.
 - b) All used passenger vehicles such as compact cars, sedans, crossovers, SUVs and light-duty pickup trucks purchased after the issuance of this policy shall be selected to maximize fuel economy.
 - i Preference will be given to purchasing used vehicles that achieve a combined 30 mpg or greater.
 - ii Because of the amount of energy used to produce new vehicles, purchasing used vehicles is a desirable approach to achieving the objectives of this policy and the City of Evansville Sustainability Policy.
 - iii The Websites www.FuelEconomy.gov and www.epa.gov/greenvehicles are recommended resources to utilize to search for and compare mpg ratings and other information about new and used passenger vehicles.
 - c) Medium- and heavy-duty pick-up trucks, special purpose and emergency response vehicles and equipment shall be purchased or leased to comply with the requirements of this section to the extent that the purchase or lease of such vehicles or equipment does not unacceptably reduce the ability to provide safe, quality services.
 - i Departments wishing to purchase vehicles and equipment as described in section IV.A.1.c above shall explore alternative fuel/power options and research if the manufacturer will warrant using a higher percentage of bio-fuel (ex: B20 rather than B5).
 - ii Additional considerations will include: maintenance issues, availability of service providers and parts, existing City infrastructure, life expectancy, initial cost and cost of operation.
 - d) All requests to purchase vehicles shall be submitted in writing to the Mayor and Controller using the designated "Vehicle Purchase Request Form" (Attachment A).
 - e) The Mayor may, at his discretion, convene a meeting of the Green Fleets Review Committee to consider any vehicle purchase request.

- 2) Optimize vehicle size.
 - a) Vehicles of a smaller class size shall be selected whenever possible to achieve increased miles per gallon.
 - b) Department or agency fleet managers shall work with vehicle operators to determine whether a proposed vehicle could be downsized and still complete its required function within the department or agency.
 - i For example, whenever possible, full-size trucks and vans should be downsized to light-duty vehicles; four-wheel drives should be replaced with two-wheel drives; or large engines replaced with smaller engines.
- 3) Minimize vehicle miles traveled.
 - a) Route optimization shall be employed for vehicles that operate on fixed routes. In general, all routes shall be planned to optimize the route and trips shall be coordinated to reduce required travel time and distance.
 - b) All departments and agencies shall encourage meetings at centralized locations to reduce necessary travel; encourage car-pooling and enable teleconferencing to reduce necessary trips.
 - c) All municipal employees shall use alternative modes of transportation such as buses, carpools, vans, or bikes whenever applicable and/or appropriate.
 - d) Incorporation of bicycles, electric, or propane-fueled vehicles into the municipal vehicle fleet as an option for short trips shall be investigated.
- 4) Increase use of renewable/alternative fuels.
 - a) City vehicles shall use ethanol-blended gasoline or soy-biodiesel when available and cost effective.
 - b) No bi-fuel vehicle owned by the City may be powered by gasoline, diesel or other petroleum-based fuel while operating within the City unless the purchase of alternative fuel is not feasible.
 - i Bi-fuel vehicles owned by the City shall bear a notice stating the requirements of this subsection, posted in one or more locations that are plainly visible to the vehicle operator.
- 5) Increase average fuel economy of existing vehicles.
 - a) It shall be the responsibility of each department to ensure each vehicle is maintained according to manufacturer's specifications. Proper maintenance will increase fuel efficiency, prevent more costly repairs and extend the useful life of the vehicle.
 - b) The "Super Saver" list of preventive maintenance requirements and schedule (Attachment B) shall be followed by all departments.
 - c) Tire pressure shall be maintained at the proper level.
 - d) High-efficiency, low-viscosity lubricants that increase fuel-economy shall be used when feasible. Use of such products shall be specified on purchase orders.
 - e) All drivers of municipal fleet vehicles shall:
 - i Follow the City's "No Idling" Policy (Attachment C).
 - ii Avoid aggressive driving with "jack-rabbit" starts and hard braking, which can increase fuel consumption by as much as 40%.
 - iii Monitor power accessories.
 - iv Turn off all power-consuming accessories before turning off the ignition.

- 6) Increase use of alternate fueled equipment.
 - a) When considering the purchase of off-road or specialty equipment such as lawnmowers, utility carts, forklifts, etc., the department shall investigate the availability of like equipment powered by propane, electricity or other alternatives to gasoline or diesel fuel.
 - b) Additional considerations will include: maintenance issues such as the availability of service providers and parts; existing City infrastructure, life expectancy, initial cost and cost of operation.
- B) Optimize fleet size.
 - a) Light-duty vehicles (passenger cars, light-duty pick-up trucks and vans) that use less than 200 gallons of fuel per year will be earmarked for removal from the City fleet over a number of years to reduce the impact of the fleet.
 - b) The determination of which vehicles to eliminate shall be at the discretion of the department or agency heads with advice from the Green Fleets Review Committee.
 - c) No vehicle will be purchased to replace the removed vehicle. It shall be removed from the fleet database, and the miles normally traveled by the removed vehicle will be distributed to other transportation modes.
- C) Investigate the creation of a vehicle pool.
 - a) The Green Fleets Review Committee will consider creation of a City vehicle pool and provide recommendations to the Mayor.
 - i Fleet inventory data (see “Management and Monitoring,” page 6) submitted by each department or agency shall be considered in devising recommendation.
 - b) If the Committee recommends in favor of creating a vehicle pool, the Committee shall propose all program details, including, but not limited to, management, eligibility, application/registration/approval processes, liability, vehicle maintenance, pool location, etc.
- D) Decrease environmental impacts associated with use, maintenance and disposal of City vehicles and equipment.
 - a) Reduce emissions of carbon monoxide (CO), nitrous oxides (NOx), volatile organic compounds (VOCs), and particulate matter (PM) through preventive maintenance and timely repairs (see “Increase average fuel economy of existing vehicles,” page 4).
 - b) Ensure City equipment is maintained or repaired at facilities which handle, store and recycle used oils, used anti-freeze, refrigerants, used batteries and used tires in environmentally responsible manner.
 - c) Use ecologically sound products, such as coolants and specialized oils, when available, when cost effective, and when they do not void manufacturer’s warranty. Use of such products shall be specified on purchase orders.
 - d) Ensure City vehicles and equipment are disposed of in a manner which promotes recycling and complies with environmental regulations including, but not limited to, the following:
 - i IC 13-30-2 (Illegal Dumping and Unauthorized Sewer Discharge)
 - ii 329 IAC 10 (Solid Waste Management and Disposal)
 - iii 329 IAC 13 (Used Oil Management)
 - iv 329 IAC 15 (Waste Tire Management)
 - v 40 CFR 82 (Ozone Depleting Substances – Refrigerant Management)
 - vi IC 13-20-17.7-5 (Mercury Switch Management and Removal)

vii 327 IAC 15-6 (Storm Water Management)

- e) To verify the proposed disposal site is compliant with the above regulations, prior to sending any City passenger vehicle or equipment to a salvage yard, the City will contact:

Indiana Department of Environmental Management
Compliance and Emergency Response Branch
Industrial Waste Compliance Section
(317) 308-3003

V) MANAGEMENT AND MONITORING

- A) A Green Fleets Review Committee shall be formed to develop, manage and monitor policies and procedures related to the purchase, usage and maintenance of City motorized vehicles and fuel-using equipment to achieve the goals and objectives of the Policy.
- 1) The Committee will serve at the request of the Mayor and report findings to the Mayor as requested and/or appropriate.
 - 2) Representative from each of the following Departments and/or Agencies will participate on the Committee:
 - a) City Controller
 - b) Evansville Environmental Protection Agency
 - c) Evansville Fire Department
 - d) Evansville Police Department
 - e) Mayor's Office
 - f) Metropolitan Evansville Transit System
 - g) Purchasing Department
 - h) Transportation and Services
 - i) One Additional Department, Rotating
- B) Each City department and/or agency shall develop and maintain an inventory and analysis of all vehicles and fuel-using equipment used and/or held by that department or agency that operate on gasoline, diesel, electricity, and other energy sources.
- 1) Each City department and/or agency shall be responsible for providing inventory data to the Green Fleets Review Committee in a reliable and verifiable manner using programs or tools provided and/or approved by the Committee.
 - a) Inventory shall contain the following information for each passenger vehicle:
 - i Vehicle identification number (VIN)
 - ii Model year
 - iii Make
 - iv Model
 - v Engine size
 - vi Drivetrain type (2-wheel drive or 4-wheel drive)
 - vii Transmission type (automatic or manual)
 - viii Rated vehicle weight and classification (light-duty, medium-duty, heavy-duty)
 - ix Type of fuel (or power source, e.g., electricity) used
 - x Gallons of each type of fuel used per calendar year
 - xi Miles per gallon (or gallon equivalent)
 - xii Annual miles driven
 - xiii Annual fuel/power costs
 - xiv Annual routine maintenance costs (ex: oil changes, batteries, tires)
 - xv Annual costs of repairs

- xvi Vehicle function (i.e., the tasks associated with the vehicle's use)
 - xvii Whether or not vehicle targeted for elimination or replacement in next 12 months
- b) Inventory shall contain the following information for each piece of equipment:
 - i Identification number
 - ii Model year
 - iii Make
 - iv Model
 - v Engine size
 - vi Type of fuel (or power source, e.g., electricity) used
 - vii Gallons of each type of fuel used
 - viii Annual fuel/power costs
 - ix Annual routine maintenance costs
 - x Annual costs of repairs
 - xi Equipment function (i.e., the tasks associated with the equipment's use)
 - xii Whether or not equipment is targeted for elimination or replacement in next 12 months
- 2) Using the inventory information provided above, the Green Fleets Review Committee will calculate estimated emissions for each of the following pollutants for each vehicle or piece of motorized equipment:
 - a) Carbon Monoxide (CO)
 - b) Nitrogen Oxides (NO_x)
 - c) Particulate Matter (PM) if this information is available
 - d) Carbon Dioxide equivalent (CO₂e) emissions (calculated based on gallons (or gallon equivalent) of fuel consumed)
 - 3) The fuel usage and emission information will be used to measure improvements in fuel efficiency and emissions reductions.
 - 4) The Green Fleets Review Committee shall advise each department on opportunities for improvement and suggest which vehicles should be targeted for elimination or replacement.

VI) FUEL INFRASTRUCTURE AND PURCHASING

- A) The Green Fleets Review Committee will evaluate existing City infrastructure and fuel purchasing procedures to determine the most cost-effective methods to purchase fuels, including the potential of entering into joint fuel purchasing agreements with neighboring cities, adjacent counties and area school corporations.

VII) FUNDING

- A) Funding from outside sources such as State and Federal grants shall be pursued to assist in the purchase of green vehicles, including alternative fueled vehicles and fueling facilities.

VIII) DEFINITIONS

- A) "Passenger Vehicle" means any motor vehicle designed primarily for the transportation of persons and having a design capacity of twelve persons or less.
- B) "Light-Duty Truck" means any motor vehicle, with a manufacturer's gross vehicle weight rating of 6,000 pounds or less, which is designed primarily for purposes of transportation of property or is a derivative of such a vehicle, or is available with special features enabling off-street or off-highway operation and use.

- C) "Medium-Duty Vehicle" means any vehicle having a manufacturer's gross vehicle weight rating of 14,000 pounds or less and which is not a light-duty truck or passenger vehicle.
- D) "Heavy-Duty Vehicle" means any motor vehicle, licensed for use on roadways, having a manufacturer's gross vehicle weight rating greater than 14,000 pounds.
- E) "Alternative Fuel" means any fuel that is substantially non-petroleum in nature, is not gasoline or diesel, and is defined as an alternative fuel by the U.S. Department of Energy through the authority granted it by the Energy Policy Act of 1992.
- F) "Bi-Fuel Vehicle" means any motor vehicle designed to operate on two (2) fuels, one of which is an alternative fuel, but not on a mixture of fuels.
- G) "Equipment" means any instrumentality equipped with a motor that is used to undertake or to perform a service or task.