

TO: All City Employees
FROM: George Fithian
DATE: January 3, 2006
RE: Vehicle Idling Policy

The City of Evansville, using guidelines provided by the Evansville Environmental Protection Agency, has developed a policy regarding idling of city vehicles. The purpose of this policy is to reduce fuel costs and improve air quality. All employees driving City vehicles must adhere to the following guidelines.

Do not leave City vehicles idling and unattended at any time.

Do not use drive-through windows when there are more than two (2) vehicles ahead of you in line. Park, turn off the vehicle and go inside if the drive-through is busy.

Plan your daily activities in such a fashion to minimize your driving. Be strategic in planning your route.

Limit extended idling whenever you can. Engines must be shut off whenever an employee expects to have to idle for more than three (3) minutes (Police and Fire emergency vehicle excepted from this requirement). Vehicles may be left running in order to maintain a reasonable level of comfort when weather conditions require such.

It is the responsibility of each employee of the City of Evansville who operates a City vehicle to comply with the above guidelines. Circumstances that prohibit compliance must be reported to supervisory personnel immediately. Supervisors are required to take appropriate corrective action (including disciplinary action) when employees are found to be non-compliant.

Supervisors are further required to review this policy with the employees under their supervision. After such review, employees must sign the Employee Acknowledgement sheet. The Acknowledgement sheets must be returned to the Personnel office for placement into employees' files.