

# THE DEPARTMENT OF ADMINISTRATIVE SERVICES

## INTERNAL POLICIES AND PROCEDURES

**Subject:** Automotive Idling Reduction Policy

**Date:** July 1, 2012

**Ref:** EO/005/2012 – Governor Gary R. Herbert

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**Purpose:** (1) To reduce unnecessary pollution from state vehicles, (2) to reduce fuel operating expenses for state vehicles.

**Background:** On May 31, 2012, Governor Gary R. Herbert signed an Executive Order which directs drivers of state vehicles to turn off the vehicle's engine whenever it is expected to be stopped for longer than 30 seconds. Additionally, the Executive Order directs each agency of the State of Utah to develop a policy consistent with the Executive Order that requires compliance with the Order for all drivers of state-owned fleet vehicles. This policy permits the Administrative Services to recognize and/or reward employees for compliance. See the following link to Governor Herbert's Executive Order:

<http://www.rules.utah.gov/executivedocuments.htm#GRH2012>

**Policy:** Drivers of state vehicles owned or leased by Administrative Services shall turn off the vehicle's engine whenever it is expected to be stopped for longer than 30 seconds. However, state vehicles owned or leased by Administrative Services will be allowed to idle:

1. when the vehicle is stopped in traffic, such as a red light;
2. when idling is necessary to promote the safety or well-being of vehicle occupants or others;
3. when idling is necessary to operate vehicle equipment;
4. when idling is necessary to inspect or service the vehicle;
5. when manufacturers recommend that an engine be permitted to idle for a certain period prior to shut down;
6. in emergency situations.

**Recognition for Idle reduction:** The Department of Administrative Services may recognize vehicle operators each year whenever the miles per gallon data captured in the Fleet information system improves at least 3% over the previous year. State employees assigned to

vehicles with an improved percentage will be recognized by individual DAS Divisions according to DAS incentive policies.

**Idle Reduction in privately-owned vehicles:** Administrative Services encourages its employees to follow this automotive idle reduction policy in privately owned vehicles.