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**CITY OF DEL RIO  
POLICY DIRECTIVE MEMO #2021-003  
OFFICE OF THE CITY MANAGER**

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**TO:** ALL CITY STAFF

**FROM:** JOHN SHEEDY, CITY MANAGER

**SUBJECT:** STAFF PARKING

**DATE:** JUNE 29, 2022

**Issue** – City vehicles idling for extended periods of time.

**Solution** – Eliminate excessive idle times of vehicles when not in operation.

**Internal Policy** - This policy directive is hereby issued to require that all City of Del Rio Staff follow the attached policy directive regarding the City's Sustainability Efforts -Vehicle Idling.

Please post the attached signage in your department/division employee notice boards.

Department and Division supervisors please ensure proper distribution of this directive to all staff and confirm delivery.

# Vehicle No-Idling City Manager Directive

## Purpose

The purpose of this directive/policy is to establish guidelines to eliminate the unnecessary idling of vehicles by City staff as part of an effort to reduce fuel consumption and reduce the City's environmental footprint.

An idling vehicle gets zero (0) miles per gallon. Idling vehicles produce unnecessary pollution that contribute to smog and health problems, causes premature engine wear and wastes fuel, which increases costs to taxpayers.

When a vehicle will be stopped for more than one (1) minute, turning off the engine can have a dramatic impact on fuel consumption and the environment. All City departments will implement the Vehicle Idling Policy for all City vehicles as outlined below.

## Policy

This policy applies to all employees while operating any City owned vehicles unless otherwise listed as an exception below. It is recommended employees adhere to this policy at any time they are performing City business in a vehicle that is not owned by the City.

Appropriate use of City vehicles includes the following:

- Vehicles will not park with the engine operating for more than one (1) minute unless it is essential to the performance of the work being performed.
- Initial "warm up" idling should be minimized. If a vehicle's windows are clear, driving should start after no more the one (1) minute.
- Initial "warm up" for diesel vehicles should be limited to three (3) to five (5) minutes, or as otherwise recommended by the vehicle's manufacturer.
- If the vehicle is going to be stopped for more than one (1) minute, except as required while operating the vehicle in routine traffic, the engine should be turned off as idling for more than ten (10) seconds uses more fuel than it takes to restart the vehicle.

## Exceptions

Due to the diverse nature of the City's vehicle fleet, exceptions are needed to the Vehicle Idling Policy. The provisions of the policy do not apply to:

- Emergency vehicles, such as public safety vehicles while engage in operational activities;
- Vehicles that are required to idle in order to power ancillary equipment mounted on the vehicle without risking damage to the battery;
- Public safety vehicles performing emergency operations, but only when the vehicle must be operating for the warning device or emergency systems to function;
- Vehicles equipped with temperature sensitive equipment or materials;
- Public safety vehicles transporting prisoners, victims, or witnesses, or when performing traffic control;
- The primary propulsion engine of a motor vehicle providing a power source necessary for mechanical operation of equipment required for job performance;
- A motor vehicle forced to remain motionless because of traffic conditions over which the operator has not control;
- The primary engine of a motor vehicle being operated for maintenance or diagnostic purposes;
- The primary engine of a motor vehicle when necessary to operate defrosters, heaters, air conditioners or other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver or passengers;
- During a period of any emergency, such as a tornado, ice storm, flood, or any other act of nature, the requirement may be waived by the Department Head or their designee.



# NO IDLING

**TURN OFF YOUR VEHICLE  
IF PARKED LONGER THAN  
ONE (1) MINUTE**

