



## **CITY OF BRANTFORD VEHICLE AND EQUIPMENT ANTI-IDLING GUIDELINE**

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### **GUIDELINE:**

This guideline is intended to limit unnecessary idling of municipal vehicles and equipment. The guideline applies to all staff operating vehicles and equipment owned, rented, or leased by the City of Brantford.

### **PURPOSE:**

Limiting idling times reduces air pollution and greenhouse gas emissions and contributes to healthier work environments and efficient use of City resources. This guideline helps implement the goals of the Corporate Energy Management Plan 2019-2024 and greenhouse gas emission reduction goals as specified in the Climate Emergency Declaration (2019) and Corporate Climate Change Action Plan (2020).

### **GOALS:**

- Decrease the consumption of non-renewable resources
- Decrease greenhouse gas emissions
- Implement sustainable environmentally friendly fleet management practices
- Decrease premature engine wear

### **SCOPE:**

1. This guideline applies to all City employees and any and all contracted services operating City owned, rented, or leased vehicles or equipment used for work-related activities in the workplace.
2. Transit operators shall refer to the Exceptions section, item 14 of this guideline for idling of transit buses at the transit terminals.

### **DEFINITIONS:**

#### **Auxiliary Equipment:**

Any manual, mechanical, and electrical device powered by the engine of a motor vehicle to which it is mounted, attached, or utilized from or by a separate engine or motor that enables the motor vehicle or such devices to function.

#### **Drive-Through:**

The uses of land, buildings, or structures, or parts thereof, to provide or dispense products or services, either wholly or in part, through an attendant or window or an automated machine, to persons remaining in motorized vehicles that are in a lane designated for that purpose.

#### **Emergency:**

A serious, unexpected, and often dangerous situation requiring immediate action.

**Emergency Vehicle:**

Ambulances, fire vehicles, police cars, tow trucks, and any vehicle involved in the main supply of gas, electricity, water, or telephone services.

**Equipment:**

A collection of small engines that utilize gas and/or diesel to operate including, but not limited to, air compressors, asphalt hotbox, trimmers, blowers, cutoff saws, chainsaws, tillers, pressure washers, generators, welders, brush chippers, etc.

**Fleet:**

A collection of vehicles and/or fuel or battery powered equipment owned, rented, or leased by the Corporation of the City of Brantford.

**Fuel:**

Fossil fuels, which includes gasoline, ethanol, diesel, bio-diesel, propane, hydrogen, and natural gas.

**Idling:**

Is the operation of the engine of a vehicle or equipment while the vehicle is not in motion and not being used in an activity listed under exemptions from prohibition.

**Layover:**

A stopping point along a transit route for maximum of 15 minutes to allow transit vehicles to adjust service schedules.

**Mobile Equipment**

Bulldozers, aerial devices, brush chippers, farm machinery, forklifts, and other vehicles designed for use principally on public roads and property; vehicles, whether self-propelling or maintained primarily to provide mobility to permanently mounted power cranes, shovels, loaders, diggers, or drills, or road construction and resurfacing equipment or equipment whose function is powered by fossil fuels.

**Mobile Workshop:**

A vehicle containing equipment that must be operated inside or in association with the vehicle; or a vehicle serving as a facility for taking measurements, making observations, writing service reports, etc.

**Stopover:**

A scheduled stoppage for a maximum of 15 minutes at a public transit terminal to allow transit vehicles to load or unload and to adjust to service schedules.

**Transit Vehicle:**

Public transit bus and specialized transit bus operated by the City.

**Vehicle:**

A motor vehicle, trailer, traction engine, farm tractor, lawnmower, or road building machine as defined in the *Highway Traffic Act* and any vehicle drawn, propelled, or driven by any kind of internal combustion engine.

**Vehicle Workplace:**

Any premise (whether owned by the City of Brantford or otherwise) where the business of the City of Brantford is being transacted, including vehicles. It includes other locations and situations in the course of employment, such as during business travel, work-related functions, or other locations.

**Work Related Activities:**

Means any activity conducted at any workplace while engaged in the course of business on behalf of the City of Brantford.

**PROCEDURE:**

1. Manufacturer's guidelines (recommendations)  
Always follow the manufacturer's guidelines and recommendations for idling unless otherwise advised by fleet services.
2. Gasoline and alternative fuel vehicles  
Idle times up to one (1) minute are allowed for vehicles during their initial shift warm up and at subsequent times when the vehicle is being restarted after a prolonged period of shut down that results in vehicle conditions similar to those prior to initial shift warm up.
3. Diesel fueled vehicle/equipment  
Idle times up to three (3) minutes are allowed for diesel fueled vehicles/equipment during their initial shift warm up and at subsequent times when the vehicle/equipment is being restarted after a prolonged period of shut down that results in vehicle/equipment conditions similar to those prior to initial shift warm up.
4. Operation of equipment in the field
  - a. *Gasoline and alternative fuel vehicles*  
No operator shall idle the engine of an unleaded fuel vehicle in excess of one (1) minute, if the vehicle is stopped for a foreseeable period of time.
  - b. *Diesel fueled vehicles/equipment*  
No operator shall idle the engine of a diesel fueled vehicle in excess of three (3) minutes if the vehicle is stopped for a foreseeable period of time.



- c. *When engines must be left running for any reason, the operator must remain with the vehicle.*

If the operator is required to leave the vehicle to perform operational activities, the vehicle must be turned off unless the vehicle or equipment on/within the vehicle is needed for the operational activity.

5. Railway crossings

No operator shall idle when stopped at a railway crossing for any length of time above the allowed idling limit dependent on the vehicle engine type.

- a. *Transit buses with passengers and vehicles with a heated dump body are exempt.*

**EXCEPTIONS:**

This guideline does not apply to the following vehicles, equipment, or situations. Operators must use their own discretion in certain situations.

1. Emergency vehicles are exempt while engaged in operational activities where engine power is necessary for an associated power need.
2. Fire vehicles during training sessions.
3. Vehicles responding to an emergency situation.
4. Mobile workshops while they are in the course of being used for their basic function.
5. Vehicles may idle for purposes of defogging, defrosting, or de-icing windows. Idling must end when the windows have cleared enough for the vehicle to be safe to drive. In addition to using the vehicle defrosters operators must manually clear glass of snow, ice, and/or frost.
6. In situations where staff are required to remain at a work site and idling may be necessary for the operation of heating or cooling equipment as long as the vehicle is occupied.
7. Vehicles may idle for pre-trip inspections such as air brake checks or holding valve checks to prepare the vehicle for use.
8. As part of routine maintenance, this guideline does not apply to vehicles being serviced or repaired while running the engine is required.
9. A diesel engine while in an active regeneration cycle on its diesel particulate filter (DPF).



10. Vehicles that remain motionless because of an emergency, traffic congestion, or mechanical difficulties over which the operator has no control.
11. Vehicles stopped at a red light.
12. Motor vehicles when operated on the traveled portion of a Drive-through lane.
13. Vehicles that are required to run in order to operate auxiliary equipment where engine power is necessary for an associated power need such as, but not limited to, electrical power, compressed air, and various power take off devices such as auxiliary hydraulics.
14. Transit vehicles while at a layover, stopover, or terminals with passengers on the bus, for a maximum of 15 minutes to allow transit vehicles to adjust to service schedules.
15. Mobile equipment while it is in the course of being used for its basic function.
16. Vehicles engaged in a parade authorized by the City of Brantford.
17. Vehicles that are required to idle in order to keep in operation a heating or refrigeration system necessary for the welfare and preservation of the cargo contained therein.
18. In situations where idling of the vehicle is required to be in compliance with the Ontario Traffic Manual Book 7.
19. Electric/battery powered vehicles and equipment.
20. Hybrid vehicles when using electric/battery power.
21. Vehicles with automatic start-stop systems.

#### **PURCHASE AND USE OF IDLE-REDUCING EQUIPMENT**

All attempts shall be made to purchase equipment that will eliminate the need for excessive vehicle idling. Appropriate purchases may include, but are not limited to, auxiliary power units, auxiliary batteries, LED lighting, and automatic shutdown devices where necessary.

#### **RESPONSIBILITIES:**

##### Departments will:

- Educate and inform employees of the guideline.
- Post information relating to the procedure in all workplaces.
- Proactively promote this guideline in health and safety and staff meetings.



- Provide guideline to all new employees.

Managers and Supervisors will:

- Work with Fleet Services and the City's Vehicle and Equipment Operators Training Program to ensure employees are educated and aware of the guideline and what is expected of them.
- Alert employees that do not conform to this guideline that they are violating the Vehicle and Equipment Anti-Idling Guideline.

Employees shall:

- Abide by the one (1) minute or three (3) minute rule: they shall not idle if stopped for more than one (1) or three (3) minutes depending on fuel type. Unless otherwise exempt under this guideline.

**TRAINING:**

This guideline and the reasons for it will be communicated to all operators during onboarding, driver orientation and training sessions, as well as through periodic communications in crew meetings and staff bulletins.

Supervisors will ensure that employees who operate a City vehicle or off-road vehicles and equipment are made aware of the anti-idling guideline and will be added to individual Standard Operating Procedures.

**MONITORING:**

The Business Support and Sustainability Office and Fleet Services will conduct annual evaluations of this guideline. Evaluations will include participation of Department Managers and Supervisors to determine the effectiveness of this guideline. Results will be communicated to Department Managers and Supervisors and the guideline will be amended from time to time, as needed.

All Fleet vehicles are equipped with a GPS/AVL system and can monitor vehicle idling. Managers and Supervisors will set alerts and/or email notifications to notify operators of excessive idling. Managers and Supervisors shall generate reports weekly to evaluate adherence to this guideline.

Managers and Supervisors in their respective department/division/section will be responsible for the adherence and enforcement of the anti-idling guideline. Violations of the guideline will be documented as to the vehicle operator, vehicle number, location, date and time, and circumstances of the violation. The vehicle operator will be informed of the violation by the supervisor at the time of the infraction.

Operators will be required to retake Driver Training following the first violation. Progressive disciplinary action will be in accordance with respective department's/ division's/section's policies and/or collective bargaining agreements.