



Office of County Manager  
Policy

Effective Date

Revision Date

Policy Number

Signature:

Subject:

Idle Reduction in County Vehicles

### 1.0 Purpose

The purpose of this policy is to reduce unnecessary vehicle idling to save money, conserve resources, and reduce pollution.

### 2.0 Policy

No County vehicle or piece of motorized equipment is to be idled in a non-emergency situation, unless exempted in the following section. The operator of the vehicle/equipment is to turn off the unit immediately upon reaching the destination and the keys are to be removed from the ignition.

### 3.0 Applicability

This policy applies to all Durham County vehicles and motorized equipment.

### 3.1 Exemptions

The following situations will allow idling, as needed. Idling vehicles should not be left unattended.

- a) Sheriff vehicles actively working traffic enforcement details and K-9 vehicles actively maintaining a safe environment for assigned animals;
- b) When vehicles at job sites require the use of warning lights, power take-offs, pumps and/or other accessories to accomplish their assignment;
- c) When vehicle operators are reasonably utilizing on-board equipment such as video cameras or mobile data terminals in the conduct of county business; and
- d) During inclement weather conditions with below-freezing temperatures when the supervisor authorizes the reasonable, occasional use of the vehicle/equipment heater-defroster for the work crew's comfort.

### 4.0 Definition

4.1 Idling: to operate a motor vehicle engine while the vehicle is stationary or to run the engine on motorized equipment that is not performing work.

## 5.0 Procedures

Operators of vehicles/equipment and supervisors will be judicious in the idling of units at emergency scenes and job sites. If not all the units at the scene/site need to be idling, those units must be turned off and the keys removed from the ignition.

While using equipment such as video cameras or mobile data terminals for data entry or reference purposes, operators should use a standard of reasonableness. By way of example, filling out a short report or form is an appropriate and reasonable use of a mobile data terminal. Writing a lengthy document that could be done back at the department office is not appropriate and reasonable.

## 6.0 Responsibility

Each vehicle/equipment operator will be responsible for the idling operation of their unit and will have the unit keys in their possession to ensure that crewmembers do not arbitrarily violate the policy without the operator's knowledge.

Supervisors in each department/division will be responsible for the adherence and enforcement of the idling policy. Violations of the policy will be documented as to the vehicle/equipment operator, vehicle number, location, date and time, weather conditions, and circumstances of the violation.

The vehicle/equipment operator will be informed of the violation by the supervisor at the time of the infraction. The appointing authority of each department/division will be responsible for the discipline of employees found to be violating the policy. Failure to follow the Idle Reduction Policy will result in ineligibility to operate a County owned vehicle and/or personal vehicle to transport clients and may result in disciplinary action up to and including dismissal.