

ADMINISTRATIVE POLICY NO. 12-01

NO IDLING POLICY

1. PURPOSE

The purpose of this policy is to provide City and Borough of Juneau (CBJ) employees with procedures that must be followed when operating CBJ vehicles and equipment. It is the responsibility of the Department Directors, Airport Manager, Port Director, and Eaglecrest Manager to advise all of their employees of this policy and to ensure that the provisions of this policy are followed at all times.

2. POLICY

Guidance for implementing this policy is given below. For situations where guidance is not provided, employees are expected to use good judgment in determining whether vehicles and equipment should be allowed to idle.

3. GENERAL REQUIREMENT FOR VEHICLES AND EQUIPMENT

All CBJ gasoline and diesel-powered vehicles and equipment shall idle only as necessary to perform required duties or essential functions. Idling vehicles can create opportunities for theft as well as safety concerns and are not to be left unattended.

4. EXCEPTIONS

Exceptions to this policy are allowed under the following circumstances. These exceptions do not apply when idling is done solely for the convenience of the vehicle operator.

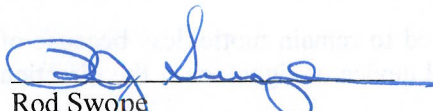
- (1) Vehicles are allowed to idle when forced to remain motionless because of on-road traffic, an official traffic control device or signal, or at the direction of a law enforcement official.
- (2) In cold weather or hot weather, vehicles may idle when operating defrosters, heaters, and air conditioners as needed to maintain visibility and create an appropriate work environment inside the vehicle. Vehicle operators are encouraged to only idle vehicles for the minimum amount of time needed to maintain visibility and create the appropriate work environment. During mild weather, vehicle operators are encouraged to “roll down or roll up the windows” as opposed to idling the vehicle and running the air conditioner or heater.
- (3) A police, fire, ambulance, other emergency or law enforcement vehicle, or any vehicle being used in an emergency capacity may idle while at an emergency scene, in training mode, or when transporting patients/persons. Fire vehicles may idle as needed to prevent water pumps and piping from freezing in cold weather. Ambulances may also idle as needed to maintain the environment of the patient compartment of the ambulance.

- (4) Idling is necessary for maintenance, diagnostic, or inspection purposes (to include inspections conducted by the vehicle operator).
- (5) Idling is necessary to power hydraulic, mechanical or electrical operations (e.g. hoist, lifts, compactors, hydraulic tools, inverters, or similar equipment).
- (6) Idling is necessary to "warm up" diesel engines. In these situations, idling shall be restricted to the minimum time needed.
- (7) Idling is necessary for heating/air conditioning of Capital Transit buses.
- (8) Idling is necessary for airport ground support vehicles.

5. GENERAL PROVISIONS

- A. **Scope:** This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.
- B. **Authority to promulgate policy:** The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. **Effective Date:** This policy will take effect on date policy is signed.

Dated at Juneau, Alaska, this 11th day of January, 2012


Rod Swope
City and Borough Manager