



SAINT JOHN

**Title: Greening Our Fleet Policy**

Subject: Fleet Management	Category: Policy
Policy No.: FAS-010	M&C Report No.: 2019-129
Effective Date: 2019-06-04	Next Review Date: (3 years) 2022-06-03
Area(s) this policy applies to: Fleet Management and Operations	Office Responsible for review of this Policy: Administrative Services / Fleet Division
Related Instruments: Fleet Policy – FAS-009	Policy Sponsor: Commissioner Finance and Administrative Services
	Document Pages: This document consists of 4 pages.

Revision History:

Common Clerk's Annotation for Official Record

I certify that the –Insert Title-Policy Statement was adopted by resolution of Common Council on Month-Day-Year.

I certify that the –Insert Title -Policy was approved by the City Manager on Month-day-Year

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Common Clerk

\_\_\_\_\_

Date

Contact:  
Telephone:  
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**1. Policy Statement:**

Whereas, the City of Saint John recognizes that unnecessary vehicle and motorized equipment idling and longhauling wastes fuel and generates needless harmful emissions, and

Whereas, the City of Saint John recognizes its responsibility to the public to implement fuel efficient practices, conserve natural resources, prevent air pollution, and improve environmental performance and be environmentally conscious;

The aim of this Policy is to reduce greenhouse gas emissions (GHGs), other air pollutants and fuel consumption resulting from the operation of fleet vehicles and motorized equipment, implement and promote energy conservation and awareness, improve environmental performance, and reduce maintenance requirements and fuel costs.

**2. Scope:**

This Policy applies to the entire fleet of vehicles and motorized equipment in use by The City, whether owned, rented or leased for use by employees of The City in the performance of their duties and the delivery of services.

**3. Legislation and Standards:**

The following City of Saint John Policy and / or Standard Operating Procedures are related to this Policy:

- City of Saint John Fleet Policy
- City of Saint John Safety Policy
- City of Saint John Corporate GHG & Energy Action Plan
- City of Saint John Asset Management Policy

**4. Roles and Responsibilities:**

1. Fleet Services

Administration of the “Greening Our Fleet” Policy shall be the direct responsibility of the Operations Manager of the Fleet Services Division of Finance and Administrative Services.

2. Service Areas

The day to day administration of this Policy shall rest with the supervisory and management staffs of all departments which operate vehicles and motorized equipment in the course of delivering services to the public or in support of other front line service areas.

3. Employees

Serve as asset stewards and shall adhere to applicable laws and regulations, as well as to Fleet Management and Safety Policies of The City, including the requirements of this “Greening our Fleet” Policy Document.

**5. Monitor and Review:**

This policy will be reviewed every 3 years, and as determined by the City Manager.

**6. Implementation:**

Fleet Services will work directly with Human Resources to:

Integrate the “Greening Our Fleet” Policy into the orientation of all new permanent or temporary employees, and to;

Communicate the “Greening Our Fleet” Policy to employees in general through the 5\*22 Safety Management System, as well as through On Job Training (OJT) and Career Field Training Programs, and through established corporate networks, including SharePoint and InfoCenter.

**7. Authorization:**

This Policy shall be authorized by the City Manager pursuant to a resolution of Common Council approving the associated “Greening Our Fleet” Policy Statement.

**8. Resources:**

This Policy was developed with the advice and assistance of Corporate Services, Finance and Administrative Services, Protective Services (Fire), Saint John Water and consulted general fleet policies and best practices utilized by other municipalities across Canada, including but not limited to Vancouver, Calgary, Guelph, Halifax, Charlottetown, Fredericton and Moncton.

**9. Procedures:**

To ensure a consistent approach to the “Greening Our Fleet” Policy, all employees operating a City vehicle or motorized equipment must adhere to the following limitations:

1. Vehicles and motorized equipment shall never be left idling when unattended.
2. Engine warm-up periods will not exceed three (3) minutes (provided required airbrake pressure and/or other critical settings have been reached).
3. Vehicles and motorized equipment will be shut off whenever idling time is expected to exceed three (3) minutes.
4. Employees are to take the most direct safe route to their destination. Vehicles are not to be utilized for longhauling.

As with all Policies there will be some situations or conditions which are not conducive to the implementation of the above limitations. The following exceptions to this Policy have been identified and exist only under the following circumstances:

1. For vehicle and motorized equipment maintenance and diagnostic purposes;
2. During periods of extreme temperatures (below -10 and above 27 Celsius) or any other time when the health and safety of employees or others may be jeopardized;
3. If the vehicle or motorized equipment is not expected to be able to restart due to mechanical problem (this situation must be reported to Fleet Services immediately.);
4. Emergency response vehicles and motorized equipment while on the scene of an emergency or during training sessions;
5. Support vehicles and motorized equipment while on the scene of an emergency and while actively involved in a support function;
6. When the operation of vehicles and motorized equipment is required to power auxiliary equipment (e.g. hoist, lift platform, hydraulic tools, power inverters, electronic equipment, etc.).

Periodic audits, as often as required, of vehicle and motorized equipment use will be performed by both Fleet Services and/or Service Area supervisory and management staff to ensure adherence to the “Greening Our Fleet” Policy.

Employees may be subject to coaching and/or discipline for violations of this Policy Document.

The Greening our Fleet Policy provides essential support for forward-looking leadership strategy and responsible, community-centered Fleet Management practices in the 21st Century.

#### **10. Glossary:**

**Fuel:** any energy source, usually gasoline, diesel, propane or natural gas, consumed via the operation of a vehicle or motorized equipment.

**Idling:** the act of running an engine while a vehicle is stationary or motorized equipment while it is not performing work.

**Motorized Equipment:** any self-powered/person operated equipment used in support of municipal operations and services (i.e. lawn mowers, boat engines, bush cutters, etc.).

**Longhauling (Excessive Travel):** the act of taking a long or unnecessary detour en route to one’s destination. Needless or preventable travel between two direct points.

**Vehicle:** any on-road or off-road, self-propelled vehicle that is required to be registered and have a license plate by the Department of Motor Vehicles, Province of New Brunswick.

#### **11. Inquiries:**

Inquiries regarding this Policy can be addressed to the City of Saint John’s Fleet Services Division, Finance and Administrative Services.

#### **12. Appendices:**

None