

## Nashville Metropolitan Government ADMINISTRATIVE ORDER

<b>SUBJECT:</b> Engine Anti-Idling Program	<b>ORDER NO.:</b> 01-09 <b>REVISION NO.:</b> 02
<b>ISSUED BY:</b> Department of General Services	<b>EFFECTIVE DATE:</b> October 1, 2014

1. Governing Authority

Executive Order No. 031

2. Background

The efficient and effective delivery of many services by Metro agencies is dependent upon the availability of appropriate, well maintained motor vehicles and equipment. OFM is responsible for ensuring that safe, reliable fleet units as well as fuel are accessible and efficiently used for Metro business. Toward that end, OFM will direct use practices that will reduce air pollution, conserve fuel, and reduce the wear and tear on vehicles and equipment.

3. Applicability

This order applies to all motor vehicles and equipment rented or leased by or titled to any Metro agency. Requests for exemptions from any of the provisions of this order must be submitted in writing to the Director of General Services for review (except as may be otherwise indicated herein).

4. Definitions

- Agency – A Metro agency, department, institution, board, bureau, or authority issued vehicles or equipment through OFM.
- Agency Head – An agency’s chief executive officer or designee.
- Bus – Any motor vehicle, other than a taxicab, designed and used for the transportation of persons for compensation or designed for carrying more than ten passengers and used for the transportation of persons.

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- Equipment – All units managed and maintained by OFM that do not meet the definition of a vehicle.
- Idling – The engine is running while the vehicle is stationary or the piece of off-road equipment is not performing work.
- Metro – Metropolitan Government of Nashville and Davidson County.
- OFM – Department of General Services, Office of Fleet Management.
- Unit – A term for any or all vehicles and equipment subject to this order.
- Vehicle – Any self-propelled, rubber-tired unit capable of being licensed in the state of Tennessee for over the road travel.

5. Idling

Metro employees driving fleet vehicles shall not allow the engines to idle unless it impedes their ability to perform their job duties or in the case of emergency situations.

5.1 A Metro vehicle driver must:

- turn off the engine upon stopping at a destination; and
- not allow an engine to idle at any location for more than one minute.

5.2 A Metro equipment operator of an off-road piece of equipment must not allow equipment to idle at any location for more than one minute.

5.3 A Metro bus driver may not cause or allow the engine of any bus to:

- idle for more than one minute prior to travel, during layover, or at the destination or conclusion of any trip or route; or
- accelerate while idling, unless such action is taken in order to operate auxiliary equipment.

6. Exceptions

This order does not apply to a vehicle or piece of equipment in the following circumstances.

- 6.1 Traffic Regulation. Idling is permitted when stopping the vehicle for an official traffic control device or signal, for traffic conditions over which the driver has no control, including, but not limited to, a line of traffic, a railroad crossing, or a construction zone, or at the direction of a law enforcement officer.

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- 6.2 Safety or Emergency. Idling is permitted as necessary to operate:
- a heater or air conditioner of a unit that has, or will have aboard children or a passenger with a disability or health condition that would be critically aggravated if the vehicle were not maintained at an adequate temperature;
  - defrosters, heaters, air conditioners, or other equipment to ensure the safety or health of the driver or passengers, or as otherwise required by federal or state motor carrier safety regulations; or
  - a lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with a disability.
- 6.3 Vehicle Maintenance. Idling is permitted if idling is permitted if necessary to determine (either as part of the daily vehicle inspection, testing, servicing, repairing, or as otherwise needed) that the vehicle or the equipment is in safe operating conditions and equipped as required by all provisions of law, and all equipment is in good working order;
- 6.4 Per Manufacturer Recommendation. Idling is permitted to cool down a turbo charged heavy-duty vehicle for a period not to exceed five minutes before turning the engine off;
- 6.5 Vehicle Purpose. Idling is permitted if necessary to accomplish work for which the vehicle was designed (except transporting passengers) including but not limited to collecting waste or recyclable material; controlling cargo temperature; or operating a lift, crane, pump, drill, hoist, mixer, or other such auxiliary utilitarian equipment;
- 6.6 Equipment Operation. Idling is permitted if necessary to operate other equipment that runs intermittently;
- 6.7 Recharging. Idling is permitted to recharge a battery or other energy storage unit of a hybrid electric vehicle/equipment; and
- 6.8 Bus Idling. This order does not apply to buses within periods of the following circumstances.
- Safety or Emergency – when idling is necessary to:
    - operate flashing signal lamps or stop signal arm devices; or
    - use the bus as an emergency vehicle.
  - Queuing at a School – where the physical configuration of a school requires a queue of buses for the sequential discharge or pickup of

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students and buses are actively engaged in the discharge or pickup of students.

- Cold/Hot Weather – when the outside temperature is less than 40°F or greater than 75°F, idling is permitted for a period or periods aggregating not more than 20 minutes in any 60 minute period.

7. Governing Law or Regulations

Notwithstanding anything herein to the contrary, nothing in this order shall allow idling in excess of other applicable laws or regulations.

8. Compliance and Enforcement

All employees share in the responsibility for compliance with this order. Any violations should be brought to the attention of an appropriate agency supervisor. Further, the Agency Fleet Coordinator is responsible for overseeing and managing compliance and ensuring the maintenance of comprehensive documentation demonstrating that the agency is in compliance with all requirements of this order.

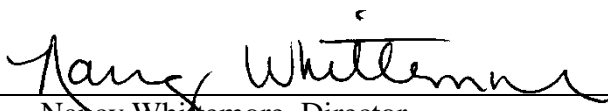
Each Agency Head is responsible for the enforcement of this order and may issue policy and procedures that are more restrictive than or supplementary to the requirements of OFM administrative orders, policies, and procedures.

9. Disciplinary Action

Disciplinary action to be taken when employees violate the requirements of this order shall be consistent with policies and procedures set by each agency and, to the extent applicable, the rules of the Civil Service Commission.

10. Order Documentation

Administrative Orders are issued to Agency Heads via email and are posted on the Inside Metro website under General Services.

  
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Nancy Whitemore, Director  
Department of General Services

9-2-2014  
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Date