

Policy Title:	Applies to:	Reference #
Idle Control Policy	All employees	
Approved by:	Dates:	Total # of Pages
Director of Transit & Fleet	Effective:	4
	Last Review:	
	Next Review:	
Authority:		
Fleet Governance committee		

1.0 Purpose

This policy is intended to limit unnecessary idling of municipal vehicles and equipment. Limiting idling times reduces greenhouse gas emissions and contributes to healthier work environments and the efficient use of city resources. This policy helps implement the City of Regina’s Energy & Sustainability goal to be a renewable city by 2050.

2.0 Scope

This policy applies to all employees (and hired contractors of the City of Regina) who are authorized to operate motor vehicles and motorized equipment owned, leased, or rented for City of Regina operations. This policy also applies to all employees who are using their personal vehicles for City of Regina business.

3.0 Definitions

- 3.1 Idling – the engine is running, and the vehicle is stationary or not performing its intended work.
- 3.2 Extreme weather conditions are defined based on cold and hot weather conditions.
 - 3.2.1 Extreme cold weather: Colder than -25C without windchill.
 - 3.2.2 Hot weather conditions: Hotter than a combined temperature and humidex of 37C.
- 3.3 Vehicle – includes all licensed and unlicensed vehicles, powered mobile equipment, and trailers that are owned, rented or leased by the City of Regina, as well as personal vehicles used for City of Regina business, utilizing fuels such as diesel, gasoline, or compressed natural gas (CNG).

4.0 Policy

4.1 Idling Restrictions

- 4.1.1 Idling is not permitted if no one is occupying the vehicle (including periods of extreme weather conditions);
- 4.1.2 Motor vehicles and motorized equipment shall not be permitted to idle more than one minute in a 60-minute period if:
 - 4.1.2.1 Extreme weather conditions are not present, or;
 - 4.1.2.2 In extreme cold weather, a heated trailer is available.

4.2 Exemptions

Idling of a motor vehicle or motorized equipment is permitted only under the following conditions:

4.2.1 Initial Warm-up:

- 4.2.1.1 Idle times up to five minutes are allowed for diesel fueled 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 result in vehicle conditions like those prior to initial shift warm-up.
 - 4.2.1.2 Idle times up to 3 minutes are allowed for CNG-fueled 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 result in vehicle conditions similar to those prior to initial shift warm-up.
 - 4.2.1.3 Idle times of no more than one minute are allowed for gasoline-fueled 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 result in vehicle conditions similar to those prior to initial shift warm-up.
- 4.2.2 The vehicle remains motionless due to on-highway traffic, a traffic device or signal, an emergency, or at the direction of a law enforcement official. If the vehicle remains motionless for more than three minutes, the engine must be shut off and the vehicle restarted when it is time to move.
 - 4.2.3 When operating defrosters, heaters, or air conditioners, to prevent a health or safety emergency or to provide clear vision for the operator during extreme weather conditions (i.e., snowstorms and extreme cold weather).

- 4.2.4 Extreme weather conditions where warm up areas other than an appropriately heated vehicle(s) are not available or any other circumstances where health and safety of the employee may be jeopardized.
- 4.2.5 A vehicle being used in an emergency capacity may idle while in an emergency or enforcement situation where required for functional purposes of the vehicle (e.g., high load emergency lighting, not to include small orange beacons).
- 4.2.6 The engine idles for the purpose of maintenance, servicing, inspecting, repairing, or diagnostic purposes, if idling is required for such activity.
- 4.2.7 As part of a provincial or federal inspection program to verify that all equipment is in good working condition.
- 4.2.8 When necessary to power work-related mechanical or electrical equipment other than for vehicle propulsion. This exemption does not apply when idling to operate non-essential on-board equipment. (Traffic directional arrow boards on units that do not include the additional independent power supply)
- 4.2.9 When a diesel engine is required to idle to complete an active regeneration cycle on its diesel particulate filter (DPF).

5.0 Roles & Responsibilities

- 5.1 Executive Leadership Team: Responsible for promoting the contents of the policy as well as supporting leaders in implementing the contents of the policy.
- 5.2 Directors/Managers: Ensure all supervisory staff are aware of expectations surrounding vehicle idling and the contents of this policy. This also means directors and managers are expected to ensure supervisors are following the contents of this policy.
- 5.3 Supervisors: Ensure that all municipal operations are carried out in compliance with the requirements of this policy. Communicate policy through periodic reminders in meetings, and/or other means of communication. It is also the responsibility of supervisors to ensure employees understand the contents of the Corporate Safety Manual as it pertains to occupational health and safety in extreme weather conditions.
- 5.4 Operators: All employees who operate motorized vehicles/equipment are responsible for ensuring the vehicles/equipment are operated in accordance with this policy.

5.5 Employees: All employees who work in extreme weather conditions are responsible for familiarizing themselves with the contents of the Corporate Safety Manual as it pertains to occupational health and safety in extreme weather conditions.

6.0 Related Forms

6.1 Corporate Safety Manual: more detailed information surrounding extreme weather conditions can be found in Chapter 10 of the Corporate Safety Manual.

7.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
01-Dec-2008	Initial Release.	Yes
30-April-2021	Review and Revision	Yes