

City Manager's Directive 135

Green Fleet Policy



POLICY

Consistent with the Council approved Climate Action Plan to minimize greenhouse gas emissions, the City shall make every effort to purchase and use the lowest emission vehicles/equipment available, while taking into account the vehicle's life-cycle, cost and the ability to support City operations and services.

OBJECTIVES

- 1) Optimize the fleet size, also known as "right-sizing" the fleet – reduce the number of underutilized vehicles/equipment in the fleet (i.e. improving vehicle sharing between agencies/departments, reviewing past usage to help determine if a vehicle is needed, and evaluate equipment rental opportunities as a substitute for purchase).
- 2) Select the most environmentally friendly and cost effective fleet of vehicles available by class.
- 3) Reduce the total cost of operating and maintaining the City's fleet.
- 4) At a minimum, comply with all EPA and CARB emissions requirements as it pertains to fleet vehicles and equipment.

FLEET INVENTORY

The Fleet Manager is responsible for procuring and maintaining the City's inventory of vehicles and metered equipment. All City vehicles and metered equipment that operate on gasoline, diesel, electricity, or other energy sources are included in this policy. The City has established and will maintain a complete inventory of the vehicles and equipment in its fleet. This inventory will include not only the type and number of fleet vehicles, but also the amount and types of fuel used, the costs associated with their use, fuel type, and the corresponding smog emissions requirements. This inventory assessment is critical to measure achievement of policy objectives.

GREEN FLEET STRATEGIES

Optimize Fleet Size

- 1) The fleet units considered for removal from the fleet or reassignment shall include the following:
 - a) Unfunded Retained (UR) vehicles/equipment. This is equipment that has been replaced using Vehicle Replacement Funds (VRF) and retained for use by the Department.
 - b) Vehicles identified for removal from the City fleet shall be disposed of by Fleet Management in accordance with City policy. The determination of which vehicles are to be reassigned shall be at the discretion of the Fleet Manager,

working in cooperation with using departments.

Usage Standards

- 1) In order to ensure that all City units are properly utilized, a minimum usage standard has been set by staff.
 - a) For Sedans, Light Trucks, and Vans. The usage must be a minimum of two hundred fifty (250) miles per month.
 - b) For Medium and Heavy Duty Trucks. The usage must be a minimum of two hundred (200) miles per month.
 - c) For Off-Road Heavy Equipment. The usage must be one hundred fifty (150) hours per year.

These usage standards have been set for evaluation purposes. When a vehicle/equipment usage falls below these defined levels, the unit shall be evaluated to determine if there is a sufficient need for these units in the City's fleet, while still meeting the level of service to the public.

EXCEPTIONS

- 1) Director of Public Works or designee may grant an exemption from the requirements of this Policy to an applicable department requesting an exemption under any one of the following circumstances:
 - a) Where there is no model of motor vehicle or motorized equipment available that will comply with the requirements of this Policy and still meet the specifications for its intended purpose.
 - b) Where the analysis demonstrates to the satisfaction of Fleet Management each of the following:
 - i. That any amortized additional incremental cost of purchasing a lower emission vehicle that complies with the requirements of this Policy cannot be recovered over the operating life of the vehicle or metered equipment through a reduction in fuel, maintenance, and other costs incurred during the operating life of such vehicle or equipment; and
 - ii. That Fleet Management, or another City department, has unsuccessfully applied for, or attempted to identify grant funding for the purchase or lease of the vehicle or motorized equipment that complies with the requirements of this Policy from outside sources.
 - c) Where the requesting department demonstrates to the satisfaction of Fleet Management that the use of a vehicle or metered equipment that does not comply with the usage requirements of this Policy would significantly disrupt

operations or reduce service levels.

In the case that the Department of Public Works Director or designee grants an exemption, Fleet Management shall purchase or lease the model of motor vehicle or metered equipment that will meet the specifications of the applicable departments and has the highest fuel efficiency and lowest available emissions ratings available for the type of vehicle or metered equipment specified provided the cost is within a reasonable range of the cost of a vehicle meeting the specifications but having higher emissions ratings.

Decrease Vehicle Emissions

- 1) Each replacement vehicle/equipment will achieve the greatest level of emission reductions possible, while still meeting the operational needs of the City. Alternate-fuel replacement vehicles should be procured only when there is fueling infrastructure in place at City operated or local commercial fueling stations to support the operation of these vehicles.
- 2) Vehicle purchases shall be reviewed for maximum emissions reduction when possible. Fleet Management will work with all City Departments to identify the most fuel-efficient vehicle with maximum emission reduction available that can meet the operational needs of the department, while taking into account the vehicle's life-cycle costs and fuel availability.

Reduce Vehicle Size

- 1) Encourage the selection of vehicles of a smaller class size whenever possible to achieve increased miles per gallon and lower emissions. Requests for new vehicle purchases must be supplemented with written justification addressing the need for a class or type. Fleet Management shall work with the applicable operating departments to determine whether a proposed vehicle could be downsized and still fulfill its required function within the department.

Additions to the Fleet

- 1) Departments shall request additions to the Fleet as part of the Operating Budget cycle. Departments shall submit the request in writing by contacting the Fleet Manager and completing a Fleet Management "Vehicle Request Form".
- 2) The Fleet Manager will review the request for compliance with the following usage standards:
 - a) Justification for vehicle request
 - b) Services provided

- c) Estimated mileage per month
- d) Estimated hours used per year
- e) Source of funding/funding availability
- 3) The above five components of the vehicle request process will be submitted to the Fleet Manager as the subject matter expert.
- 4) Vehicle Requests must be approved by the City Manager or City Manager's designee for inclusion in the proposed operating budget for Council approval.

PROCUREMENT OF CITY VEHICLES

- 1) The City will purchase vehicles and equipment that will increase the fleet's overall fuel efficiency, lower emissions, and control costs. As part of this effort, the City will look at ways to limit the use of large sedans, sport utility vehicles and trucks to work assignments where they are essential and encourage the purchase of alternative fuel vehicles, such as hybrid-electric and all electric. Alternative fueled vehicles/equipment that are within 10% in total life-cycle costs of standard fueled vehicles/equipment will be considered acceptable purchases under this policy.
- 2) Fleet Management shall provide a summary list of alternate fuel vehicles (by fuel type) in the City's annual State of the Fleet report.
- 3) All vehicles purchased will be:
 - a) In the top ten (10) percent of fuel economy and lowest emissions within the vehicle class/type
 - b) Alternative fueled when available
 - c) Commercially available
 - d) Cost-competitive for the class/type of vehicles needed for specific assignments
- 4) Alternate Fuel vehicles and equipment will be considered for procurement and utilization when their use is appropriate to the application and life-cycle cost analysis demonstrates the procurement and utilization of the vehicle to be economically feasible.
- 5) City funding, grants and rebates from outside agencies may be available to cover the potential incremental costs for an alternate fuel version of a fleet vehicle or piece of metered equipment. Grant funding may be targeted for the procurement of specific fuel-using vehicles and will be factored into the life-cycle cost analysis.

BEST PRACTICES TO MINIMIZE VEHICLE MILES TRAVELED (VMT)

- 1) For vehicles that operate on fixed routes, such as maintenance routes and meter reading routes, route

optimization should be employed. In general, all routes should be planned to optimize the route and trips chained together to reduce required travel time and distance.

- 2) Encourage meetings at centralized locations to reduce necessary travel.
- 3) Encourage and enable alternate meeting methods, such as conference calls, to reduce the number of necessary trips.
- 4) Unleaded fueled vehicles and light duty diesel fueled vehicles shall not be left idling unless a running engine is necessary to protect public safety, to prevent harm to contents of the vehicle, run auxiliary equipment in performance of a job, or to maintain health of occupants while performing duties. Vehicles are not to be left idling for extended periods.
- 5) Comply with [CARB policy](#) for diesel-fueled Heavy-Duty Vehicle Idling Emission Reduction Program.
- 6) Where applicable and/or appropriate, employees should use alternative modes of transportation, such as the City's motorpool fleet.
- 7) Driving Habits
 - a) Drivers can impact the fuel economy of the vehicle and also impact the vehicle maintenance cost by their driving habits. All City employees and other authorized drivers (with the exception of emergency vehicles) are required to follow the following simple rules to maximize our fuel economy and to minimize our maintenance expense:
 - i. Drive the speed limit
 - ii. Maintain constant speed
 - iii. Avoid fast starts and abrupt stops
 - iv. Avoid idling

MAINTENANCE

- 1) All vehicles shall be emissions tested and inspected on a basis consistent with State of California guidelines. If the vehicle fails to pass inspection, the necessary emission related repairs will be made to make the vehicle/equipment compliant. Should a vehicle not comply with its certified emission standard, it shall be removed from the fleet.
- 2) Re-treaded tires shall be purchased for large-wheeled or slow-moving vehicles, when applicable.
- 3) Use of recycled products in the maintenance of vehicles/equipment will be evaluated for use.
- 4) The use of recyclable cleaning/decreasing products will be

- evaluated for use.
- 5) Vehicles and Equipment shall be washed using the recycling wash rack at the Streets Corporation Yard.

REDUCING OTHER ENVIRONMENTAL IMPACTS OF FLEET OPERATIONS

In addition to tailpipe emissions, motorized vehicles and equipment may have other negative environmental impacts that can occur in their production, operation and eventual disposal. Automotive fluids and other substances used in vehicles can have harmful consequences for the environment. When opportunities are identified, Fleet Management will continue to reduce the production, operation and end-of-life environmental impacts of the vehicles it purchases.

ANNUAL REPORTING

- 1) The Fleet Manager shall prepare a report in the fall of each year summarizing information contained within this policy for the prior fiscal year.
- 2) Annual Green Fleet purchasing plans shall be developed using any/all of the options listed above.
- 3) Any other alternatives deemed appropriate to achieve the goals of this Policy.
- 4) Carbon Footprint (CO2e) in metric tons by fuel type and vehicle class.

PROCEDURE

Responsibility

Action

Fleet Manager

- 1) Procurement and maintenance of City's fleet of vehicles and metered equipment.
- 2) Evaluate Vehicle Request Forms
- 3) Prepare annual report by fall of each year.

Attachment:

1. Vehicle Request Form