

POLICY Green Fleet



Policy C6000

Adopted by Council:	2016.05.09	Administrative Responsibility:	Operations - Fleet
Council Resolution #:	C16-130	Last Review Date:	New
Modified by Resolution #:		Next Review Date:	2018.01
Replaces:			

1.0 POLICY

The Town of Banff will endeavour to constantly lower the fuel consumption of the municipal fleet on a per kilometer or per hour basis. The Town of Banff will give preference to the most energy efficient vehicles in the delivery of municipal programs and services that both meet the intended use of the vehicle and are cost competitive over the useful life of the unit. We will reduce exhaust emissions and maximize the use of alternative fuels and/or technologies within the financial capabilities of the organization.

2.0 PURPOSE

The purpose of this policy is to guide operating practices in order to help reduce fuel consumption of the fleet.

3.0 DEFINITIONS

- 3.1 **Automotive Class Vehicles** consists of cars, trucks and vans that are primarily powered by gasoline.
- 3.2 **Heavy Duty Transport Vehicles** consists of dump trucks, refuse trucks and transit buses primarily operated on the road powered by biodiesel.
- 3.3 **Heavy Duty Off Road Vehicles** consists of loaders, graders and excavators primarily operated on biodiesel.

4.0 GOALS AND OBJECTIVES

4.1 The goals and objectives of this policy are to:

Reduce fuel consumption on a per kilometer or per hour basis of the fleet to reach the following targets:

- Automotive Vehicles (Class 1) – 20% below 2012 levels by 2017
- Heavy Duty Transport Vehicles (Class 2) – 15% below 2012 levels by 2017
- Heavy Duty Off Road Vehicles (Class 3) – 10% below 2012 levels by 2017

5.0 RESPONSIBILITIES

- 5.1 Council is responsible for:
- a) The approval and review of this policy.
- 5.2 The Town Manager is responsible for ensuring appropriate administrative policies and procedures are developed, approved, implemented and monitored.
- 5.3 Managers and Supervisors are responsible for:
- a) Managing equipment and fuel usage to ensure targets are met
 - b) Reporting annually by department and vehicle class on fuel consumption targets during the service review. The annual reporting period shall be July 1 to June 30
 - c) Ensuring that all purchases are performed in accordance with this policy and the Town of Banff Purchasing Policy.
- 5.4 The Fleet Supervisor is responsible for:
- a) Conducting evaluations and providing recommendations before all vehicles are purchased based on usage requirements, and environmental targets.
 - b) conducting life cycle cost analyses;
 - c) conducting feasibility assessments for fuel choice;
 - d) maintaining and reviewing maintenance practices;
 - e) continuing to investigate emerging fuel and emission reduction technologies;
- 5.5 All employees are responsible for adhering to this policy.

6.0 GUIDELINES FOR LOWERING FUEL CONSUMPTION

- 6.1 Maximizing Efficiency
- a) Vehicle Sharing
Single occupancy trips should be minimized. Vehicles should be shared between departments to ensure maximum efficiency for vehicle use.
 - b) Maintenance
Maintenance on vehicles should continue to ensure that preventative maintenance continues to maximize the efficiency of all vehicle operations.
- 6.2 Idling
- a) Idling
Idling should be reduced on all vehicles where possible.

If stopped for more than 10 seconds, vehicles should be turned off, except in the following circumstances:

- In traffic
- In the course of performing a specific duty that requires that the vehicle be left running
- If doing so would compromise human safety or the mechanical integrity of the vehicle.

6.3 Purchasing

Purchases of new vehicles will be conducted in accordance with the Town's Purchasing Policy and specifically aimed at:

- Using the smallest size vehicles available to meet the assessed need
- Using vehicles with the highest fuel efficiency and cost effectiveness based on considerations of life cycle costing and financial investment requirements
- Maximizing the use of alternative fuels and technologies.

a) Right-sizing

Vehicles should be purchased according to the average of usual anticipated use of the vehicle. Departments shall select the smallest possible class/size vehicle that will achieve its intended use. Occasional vehicle needs that exceed the capacity of the vehicle purchased should be met through vehicle sharing or renting.

The following use requirements should be considered when purchasing a vehicle:

- engine size
- vehicle weight
- average carrying capacity
- average passenger capacity
- average terrain

The use requirements should accompany and form part of any recommendation made by the Fleet Services Supervisor.

b) Life cycle cost

A life cycle cost analysis which should include capital costs, maintenance costs, fuel costs and resale costs over the projected life of the vehicle, will be performed prior to purchasing and will be communicated in the corresponding bid process as appropriate.

The following are minimum standards for life cycle costs:

- Automotive Vehicles – 10 year life cycle
- Heavy Duty Transport Vehicles – 10 year life cycle
- Heavy Duty Off Road Vehicles – 15 year life cycle

Vehicles may be replaced sooner or later depending on the specifics of each situation.

6.4 Fuel Choice

- a) The lowest greenhouse gas emission fuel possible should be used for all vehicles in the fleet when feasible.
- b) Feasibility assessment will include vehicle costs, fuel availability, fuel economy, and the ability to use existing fueling infrastructure.

7.0 MONITORING AND REPORTING

7.1 Monitoring

All vehicles shall be monitored to track fuel consumption, fuel costs, mileage and maintenance costs.

7.2 Reporting

Annual fuel consumption will be reported annually in the Town's service review.

8.0 RELATED DOCUMENTS

8.1 Town of Banff Purchasing Policy C099.

9.0 ATTACHMENTS

9.1 Appendix A -Fuel Consumption Chart 2012 -2014

This policy shall be in effect on the date it is approved by resolution of Council.

2016.05

Karen Sorensen
Mayor

2016.05

Robert Earl
Town Manager

Appendix A
Fuel Consumption Chart 2012-2014

Dept.	Class	No. of Units	Total Average by Department			Litres used per Kilometer			2017 Targets
			Average Annual Kms	Annual Ltr	Average Ltr/Km	2012	2013	2014	
Town Hall	Class 1	4	33,876.33	5,888.44	0.1738	0.1751	0.1613	0.1852	0.1401
	Class 2	2	5354.67	422.61	0.079	0.105	0.071	0.071	0.0892
Bylaw	Class 1	2	20,158.67	4,143.24	0.2055	0.2230	0.1993	0.1961	0.1784
Fenlands	Class 1	5	17,898.33	2,720.18	0.0559	0.2166	0.1276	0.1116	0.1732
	Class 3	1	456.67	442.51	0.969	0.969	0.969	0.969	0.8721
Ops Admin	Class 1	2	13,985.50	782.40	0.0559	0.0720	0.0649	0.0702	0.0576
Fleet	Class 1	1	8,949.00	1,845.44	0.2062	0.2623	0.1248	0.1849	0.2098
Facilities	Class 1	6	36,746.33	6,923.93	0.1884	0.2159	0.1769	0.1779	0.1727
Grounds	Class 1	10	30,259.33	12,392.36	0.4095	0.3897	0.4252	0.4169	0.3117
	Class 2	2	4343.67	2819.49	0.649	0.645	0.541	0.764	0.5482
	Class 3	4	3,305.33	3,478.74	1.052	0.942	1.174	1.044	0.8478
Resource Recovery	Class 1	4	70,087.67	6,516.64	0.0930	0.0725	0.1045	0.0981	0.058
	Class 2	9	88352.33	61379.15	0.695	0.728	0.418	1.282	0.6188
	Class 3	4	4,596.67	4,705.35	1.024	1.146	1.069	0.897	1.0314
Streets	Class 1	5	31,881.67	11,116.38	0.3487	0.3204	0.3249	0.3846	0.2563
	Class 2	7	20082.67	19889.23	0.990	1.216	1.599	1.958	1.0336
	Class 3	5	5,220.00	15,823.25	3.031	4.683	1.994	3.124	4.2147
Utilities	Class 1	7	37,285.33	10,878.03	0.2918	0.3135	0.2495	0.3186	0.2508
	Class 2	3	3936.67	11549.90	2.934	4.746	1.872	3.027	4.0341
	Class 3	3	4,393.33	11,970.43	2.725	4.179	1.804	2.794	3.7611