

**TOWN OF MILTON**  
HIGHWAY DEPARTMENT  
ENGINE IDLING  
Standard Operating Procedure  
November 1, 2010

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Background:

The Milton Highway Department has based this SOP on information gathered from the “American Lung Association” and other neighboring Municipalities. Research has also included a review of the V-Trans Idling Policy.

Policy Objectives:

The Milton Highway Department seeks to reduce worker’s health risk, diminish the release of air pollutants, and save money by conserving fuel and extending engine life.

Idling Procedures:

- 1) Vehicles should not be left unattended and idling.
- 2) Pre-start and warming of engines for light duty vehicles (up to one ton truck) should be limited to 5 minutes in cold weather and not necessary in temperatures above 40 degrees F.
- 3) Pre-start and warming of larger vehicles should be limited to 10 minutes unless otherwise directed by the manufacturer.
- 4) Vehicles should not be left idling during fueling operations.
- 5) Vehicle operators will use best judgment to limit idling whenever possible.
- 6) Idling inside the Highway Garage will be limited to building air pressure to remove the vehicle. Idling to perform maintenance is not allowed.

Exceptions and Non-exceptions:

When Highway vehicles are involved in Public Safety operations such as snow plowing, fire & rescue, or police emergencies, the vehicle operator will make exceptions at their discretion.

- 1) Idling may be maintained as needed to keep vehicle windows defrosted but not to maintain air conditioning in an unoccupied vehicle.

2) Idling may be necessary to maintain the electrical system when using vehicle accessories but not always needed when using a single strobe light on a parked vehicle.

3) Driver's, using their discretion, will employ exceptions only when lack of idling will prevent the efficient performance of duties.

#### Achieving Stated Goals:

The Highway Department has never had any past procedural guidelines related to engine idling. This SOP is being set forth for all employees to follow so stated goals can be achieved. The first 6 months is a time for training, discussion, and input to the final draft of reasonable procedures. All procedures are being reviewed and approved by the Town Manager.