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## **\* Engine Idling / Engine Shut Down Policy \* (Revised 1/1/2010)**

### **1.0 PURPOSE:**

The purpose of this program is to ensure all vehicles assigned to the Coca-Cola Bottling Company of Northern New England, Inc. (hereafter referred to as CCNNE) are operated safely, maintained properly, and operated in an environmentally friendly manner to reduce its carbon foot print.

### **2.0 SCOPE:**

This program covers all CCNNE employees who operate any vehicle that is owned by CCNNE. Employees, who are reimbursed expenses for using their own vehicle while performing work or other business for CCNNE, should adhere to the company's policy while on CCNNE premises or at our customer's facilities.

### **3.0 POLICY:**

All employees who operate a company owned vehicle belonging to CCNNE shall turn the engine off upon arriving at your destination. This policy applies to both commercial and non-commercial fleet vehicles.

Furthermore, all commercial vehicles equipped with programmable idle engine shut down computer chips (1997 or newer models) shall be programmed to shut down the vehicle in compliance each state's law.

The company prohibits the alteration of vehicles or the use of remote car starters. If your vehicle is equipped with such devices, please have the equipment removed or refrain from using.

### **4.0 SAFETY EXEMPTIONS:**

CCNNE recognizes its employees are first and foremost the core structure of our company. Employee safety cannot be compromised for business practices. CCNNE therefore recognizes that many of its vehicles in the Northeast are left outside at night. The necessity of our employees to operate the vehicles safely comes first! An employee who needs to idle a vehicle in order to defrost the windows or generate heat to operate the vehicle safely must do so. Do not operate an unsafe vehicle. Once the vehicle has warmed up and is defrosted, please adhere to the no idling and engine shut down practices described in section 3.0.

All questions regarding this policy should be address to the Corporate Fleet Manager at 603-627-7871.