



SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)
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MEMORANDUM

To: Operations Personnel and School District Vehicle Operators
From: Steve Jackson, Director of Operations
Date: January 14, 2010
Subject: School Bus and District Owned Vehicle Idling Practices

Focusing on the Board of Education's District Direction, environmental stewardship, we continue to develop practices and utilize supplies and materials that assist us to move towards an environment that is healthier and more energy efficient.

With that goal in mind two new practices, The School Bus Idling Practice and the District Owned Vehicle Idling Practice have been developed.

Diesel exhaust from idling school buses can accumulate in and around the school bus and can potentially pose a health risk to both the driver and the passengers. Unnecessary idling wastes fuel, increases maintenance costs and shortens the life of an engine which wastes financial resources. Wasted fuel from idling also increases the release of harmful greenhouse gas emissions and other air pollutants which is contrary to the District Directions objective of reducing the environmental impact of our practices.

The School Bus Idling Practice and the District Owned Vehicle Idling Practice are to be implemented immediately. Please review the attached practices to ensure that you understand them.

If you have any questions or require clarification you can contact your Supervisor, Craig Edwards, Energy Manager or me.

Thank you in advance for helping to ensure that the environment we all share is a healthier place to be.

A handwritten signature in blue ink that reads "Steve".

copy: Bendina Miller, Superintendent
Paul Carriere, Assistant Superintendent
Barb Morris, Assistant Superintendent
Craig Edwards, Energy Manager
Bryan Moyer, Operations Supervisor
Norman Julien, Operations Supervisor
Wayne Keiver, Operations Supervisor



11.4 District Owned Vehicle Idling Practice

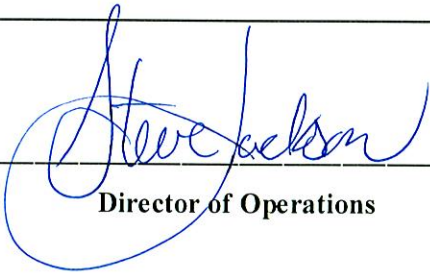

Purpose : *To eliminate all unnecessary idling by school district vehicles such that idling time is minimized.*

Practice:

This practice applies to the operation of every district-owned and/or contracted vehicle including cars, maintenance vans, trucks, tractors, and other district owned vehicles.

1. School District vehicles should not sit idling during early morning startup, or while parked at district maintenance facilities, schools, offices, or other locations.
2. For startup in extremely cold weather, idling times for diesel engine vehicles should be limited to a maximum of five minutes. Gas engine vehicles do not require idling for warm-up. Use block heaters to assist starting.
3. School District vehicles shall turn off the engines while making deliveries to school buildings and should not park on school grounds near building air-intake systems.
4. All drivers shall receive a copy of this practice at the beginning of every school year.

- **District Owned Vehicle Idling Practice is complete with all applicable forms and training procedures.**
- **Implementation start date January 14th, 2010**

 _____ Director of Operations	 _____ Date
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2.9 School Bus Idling Practice

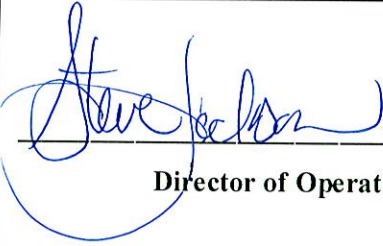

Purpose : *To eliminate all unnecessary idling by school buses such that idling time is minimized in all aspects of school bus operation.*

Practice:

This practice applies to the operation of every district-owned and/or contracted school bus.

1. At school bus depots limit the idling time during early morning pre-trip inspection to a maximum of five minutes.

In extremely cold weather idling times should not exceed five minutes unless required by the bus computer system to allow it to move. Use block heaters and/or diesel cab heaters to assist starting. Idling for more than five minutes will not significantly warm up the engine or the interior of the bus. The engine will warm up more quickly if it is driven at a moderate speed, as soon as it is safe to do so (*windshield is clear and air pressure up*). Use an auxiliary diesel cab heater if equipped (*which will use much less fuel and cause less damage than idling*) to warm the interior of the bus.
 2. When school bus drivers arrive at loading or unloading areas at schools to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
 3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds. In extremely colder weather, if the warmth of the bus is an issue, idling is to be at a minimum. The "warmed" bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
 4. Buses should not park on school grounds near building air-intake systems.
 5. Buses should not park "nose to tail" when it can be avoided.
 6. All drivers shall receive a copy of this practice at the beginning of every school year.
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- **School Bus Idling Practice is complete with all applicable forms and training procedures.**
 - **Implementation start date January 14th, 2010**

 _____ Director of Operations	 _____ Date
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