

Section	Administrative Procedure Number
<b>Transportation Procedures</b>	<b>RCJTC AP.01.24</b>
Administrative Procedure Title	
<b>Vehicles Idling Procedure</b>	
Date	Revised
<b>December 20, 2013</b>	

- a. Upon afternoon arrival to school loading zone, drivers should turn off engine and not restart until time to depart. Should weather conditions necessitate idling the vehicle, idling will be minimized and should take place outside the student loading zone. The vehicle will then pull in as close to pick-up time as possible, turn off the engine, load students, and restart and drive away (see Weather Provisions below.)
- b. In cold weather, schools should provide a space for drivers who arrive early to wait inside the school.
- c. At depots or places where drivers have their individual bus, warm-up idling should be limited to what the school bus manufacturers recommend (usually three [3] to [5] minutes).
- d. Vehicles should not idle while waiting for students on field trips, events or any trips off school grounds.
- e. Loading Zones, when feasible, should be located at least 30 meters (100 feet) from air intakes, doors, and windows of the school building. When this is not possible, school personnel should take steps to limit air intake during loading and unloading times.
- f. Where possible, vehicles should use a diagonal parking pattern with the front end towards the school entrance rather than the typical nose-to-tail pattern.
- g. Service and delivery and personal vehicles should not idle in school zones. In instances where idling is necessary to facilitate delivery (such as oil delivery), deliveries should be scheduled before or after school hours.
- h. All drivers and delivery companies will receive notification of this Vehicle Idling Policy/Procedure at the beginning of each school year. “No-Idling Zone” signs will be placed in visible locations in addition to the “Loading Zone” signs.
- i. In instances where idling is necessary to facilitate loading or unloading of pupils with special requirements (such as wheel chair lifts), these vehicles will be exempt for the sole purpose of this procedure.
- j. The schools should have the pupils available to load in a timely fashion in order to lessen the exposure to the exhaust.

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## **Weather Provisions**

- a. If the outside temperature is 1 degree Celsius or higher, idling should be limited to three (3) to five (5) minutes for loading/ unloading purposes.
- b. If the outside temperature is between 0 degrees and -10 degrees Celsius, idling to operate heaters should be allowed for up to fifteen (15) minutes.
- c. If the outside temperature is -11 degrees Celsius or lower, there is no time restriction on idling to use heating equipment.
- d. If the weather is such (high dew point) that the driver requires the window defroster to be operational to prevent windows from fogging up, there is no time restriction on idling.
- e. If the weather is such that the driver requires the air conditioner to be operational to cool the vehicle for students with sensitivity to heat, there is no time restriction on idling.

## **Related RCJTC Policy**

P.01                      *Transportation Policy*

## **Related RCJTC Administrative Procedures**

## **Related RCJTC Forms**