



PROCUREMENT, FLEET & PROPERTY DEPARTMENT POLICIES

DIVISION:	Corporate Performance		
POLICY SECTION:	Sustainable Operations	EFFECTIVE DATE:	July 1, 2019
SUBJECT:	Sustainable Travel		
POLICY NUMBER:	PFP 2012 -01	SUPERCEDES:	September 1, 2018

1. POLICY STATEMENT

The County of Simcoe is actively supporting environmentally sustainable forms of travel being used while County business is being carried out by encouraging staff to Carpool, use Green Vehicles or bicycles, and by planning their route and maximizing loads. This would include staff commuting to and from work as well as travelling from other County facility locations to the Administration Centre for training or meetings, or travelling to and from any other location to conduct County business.

Carpooling to and from work offers financial and overall wellness benefits since individuals share the cost and stress of driving. That being said, the County of Simcoe recognizes that Carpooling is a significant commitment. It requires extra effort to arrange and maintain a Carpool, and may occasionally result in inconvenience to one or more of the Carpool partners.

Carpooling to and from the Administration Centre for training or meetings or to other locations for County business not only provides an environmental benefit, it provides an opportunity for good discussion, and cost savings to the Corporation with regard to mileage expenses.

The purchase and use of Green Vehicles by staff can involve a more significant personal investment up front, but the long term rewards of using less fuel and emitting less greenhouse gas into the environment are the benefits to the user. The County's fleet will work ongoing to include Green Vehicles where practical and logical. The use of bicycles by staff for travelling is also encouraged.

In recognition of the important contribution all these commitments make to the larger community and the environment, the County of Simcoe is making efforts to support and reward those who participate in Carpools and drive Green Vehicles by designating 65+ preferred parking spaces and convenient bicycle racks for use at our Administration Centre in Midhurst, a building that is a LEED GOLD certified.

Other County facilities may designate a number of preferred Carpooling and Green Vehicle parking spaces where space allows.

2. PURPOSE

The County of Simcoe's ultimate goal is to reduce the number of single occupancy "traditional" vehicle trips made by our staff as part of their commute to and from work as well as while conducting County business. In addition the County hopes to instill a level of awareness in staff with regard to the amount of greenhouse gas we are all emitting related to driving/idling and reduce it; in particular the non-required and inefficient driving/idling we all do in our day to day lives that could be improved through route planning, maximizing loads and eliminating idling wherever possible.

It is the County's hope that all Carpool, Green Vehicle and bicycle parking spaces at the Administration Centre will eventually be filled to capacity each day and that more spaces will be required at some point in the future as we all participate more frequently in opportunities such as this to do our part toward environmental sustainability.

3. SCOPE

This policy applies to all employees in all employment classifications travelling within the County to and from work or as part of their work responsibilities. *The preferred parking component of this policy speaks specifically to Carpool, Green Vehicle and bicycle parking at the Administration Centre and any other County facility that chooses to implement preferred parking spaces.*

4. DEFINITIONS

"Carpool" means a group of two or more people who travel together in a vehicle to and from a County location for work, training, meetings or other business. Parking spaces designated for Carpooling will be signed "Reserved Parking – Carpool Vehicles Only".

"Green Vehicle" vehicle means:

- any vehicle that produces zero greenhouse gas emissions
- any vehicle (including motorcycles) that is a "low-emitting or fuel efficient vehicle" powered by any means (gasoline, diesel, electric, hybrid engine) and
- is a vehicle operating at a **Combined Fuel Consumption Rating (CFCR) of 6.5 litres/100 kilometers or less** as defined by Natural Resources Canada's Office of Energy Efficiency or
- a vehicle that is classed as a **Green Vehicle** by the Province of Ontario and is displaying a **Green Plate** provided by the **Green Vehicle Licence Plate Program**.

Parking spaces designated for **Green Vehicles** will be signed "**Reserved Parking – Green Vehicles Only**" and must be displaying an official Green Vehicle Parking Permit issued by the PF&P Department.

"CFCR" means the combined fuel consumption rating calculated by determining your vehicle's city and highway fuel consumption ratings as provided by the Natural Resources Canada on the Government of Canada website:

- <https://fcr-ccc.nrcan-rncan.gc.ca/en/>

"Green Vehicle Licence Plate Program" eligible vehicles are listed here:

- <http://www.mto.gov.on.ca/english/vehicles/electric/green-plates-eligible-vehicle.shtml>

Note: Staff should contact the PF&P department at Ext 1279 if they have questions about the Green Vehicle Parking program.

5. PREFERRED PARKING

Designated Parking Spaces at other County Facilities – County facilities may designate a number of preferred parking spaces for Carpoolers, drivers of Green Vehicles and provide bicycle racks for cyclists. Signage for these parking spaces can be obtained by submitting an SRS request to Maintenance and Facilities staff at the Administration Centre.

6. POLICY COMPLIANCE

County staff are expected to abide by the guidelines of this policy, display their Green Vehicle Parking Permit, and act respectfully and honestly when parking at County facilities with designated parking.

Staff should report any misuse of any designated parking spaces, including barrier free spaces, to the Maintenance and Facilities Team at the applicable property.

Notice via a flyer will be provided to a driver should a potential infraction occur with the second infraction requiring a policy education session and the third infraction involving notification to the Supervisor.

7. FINDING A CARPOOL PARTNER

The County of Simcoe provides an internal electronic Bulletin Board found on its Home Intranet Page for staff to communicate opportunities for carpooling or requests for carpooling.

8. VEHICLE IDLING

The prolonged idling of vehicles causes undue engine wear, increases fuel consumption, increases pollutant emissions into the environment and makes vehicles and equipment vulnerable to theft.

County staff are expected to abide by the guidelines of this policy and vehicles will not be left idling unattended for more than 30 seconds; the Paramedic Services Department emergency vehicles are exempt from this policy, Engineering, Planning and Environment Division's heavy equipment and snow removal vehicles are exempt from this policy, when the temperature is minus five (5) degrees Celsius or lower. The Long Term Care para-transit buses and the County's regional transit buses are exempt from this policy for purposes of loading/unloading of residents.

Staff commuting to and from work as well as travelling from other County facility locations to the Administration Centre for training or meetings, or travelling to and from any other location to conduct County business are encouraged **not** to use "fast food", "coffee" or "bank machine" drive through lanes. If staff are using County vehicles they are **not** permitted to use "fast food", "coffee" or "bank machine" drive through lanes as the idling time will contribute to greenhouse gas emissions which are harmful to the environment and cause an unnecessary expense to vehicle operations for the County.

9. MAXIMIZING LOADS & ROUTE PLANNING

All staff are encouraged to ensure load capacities are maximized to reduce unnecessary trips. The elimination of unnecessary trips reduces fuel consumption, greenhouse gas (GHG) emissions and vehicle wear. Additionally, staff are encouraged to pre-plan trips to reduce or eliminate unnecessary driving.

10. ENCOURAGEMENT

In an effort to increase awareness of this policy and the benefits of carpooling, the County will participate in a poster campaign at least once per year and post notices on the Intranet for staff encouraging carpooling.

11. QUESTIONS

Questions about eligible vehicles or this policy should be directed to the PF&P Department at ext 1279.