

**UWG PROCEDURE NUMBER: 7.9.5, Vehicle Idling**

**Authority: UWG POLICY 7.9 (Motor Vehicles)**

The Chief Business Officer, pursuant to the authority of UWG Policy 7.9, establishes the following procedures for idling vehicles on or off campus:

**A. Definitions**


1. **Idle** – allow the engine of a vehicle to run without the vehicle in motion.
2. **University vehicle** – any wheeled, self-propelled conveyance used for the transportation of materials or personnel. Regarding this Procedure, this definition includes motorized carts, all-terrain vehicles, cars, trucks, and vans.

**B. Procedures Regarding Vehicle Idling**

1. Employees shall not let **university vehicles idle** for more than 3 minutes unless:
  - a. Idling is necessary to defrost windows.
  - b. Air conditioning or heat is needed on transit buses to ensure passenger comfort.
  - c. Emergency or service vehicles must run to perform needed work.
  - d. Any other safety or operational condition, as approved by the chain-of-authority.
2. For any operational or safety condition that exempts idling identified in B.1. of this Procedure, idling shall not exceed 25 minutes unless an emergency exists and vehicle **idling** is necessary.

*Issued by the Chief Business Officer, the 1<sup>st</sup> day of February, 2018.*

  
\_\_\_\_\_  
Signature, Chief Business Officer

Reviewed by President:   
\_\_\_\_\_

Previous version dated: N/A