Town of Swampscott
Efficiency and Procurement Policy for Town Vehicles

Effective Date: May 11, 2010
Revisions: March 14, 2012
Approval Date: March 14, 2012

Upon the recommendation of the Renewable Energy Committee, the Town Administrator, School Committee, and Department Leaders within the town,

Whereby the Town of Swampscott in 2007 created an Energy Resolution whereby unanimous declaration of the Board of Selectmen the town has pledged to reduce its energy use by realistic and measurable means of 20% by the year 2020 using a 2005 baseline.

Whereby as part of the Town's overall goal to conserve natural resources, reduce our dependence on foreign oil, reduce greenhouse gas emissions, and promote the use of clean technologies,

Whereby the Town of Swampscott desires to participate in the Green Communities Program as established by the Green Communities Act M.G.L. Chapter 25 Section 10,

It is recognized that all departments will take action to minimize their impact on the environment and enhance public health by adopting an environmentally preferable Vehicle Procurement Policy.

POLICY STATEMENT

Therefore be it ordered by the Board of Selectmen that this Policy is adopted to inform all Town employees regarding the purchase and efficient use of town vehicles. Subject to this the Town shall make efficient use of its vehicles in order to minimize the cost of town operations to tax payers and to protect and preserve the natural environment and quality of life in Swampscott.

Further, this Policy is adopted in order to:

- Reduce life-cycle cost of vehicle ownership
- Enforce environmentally-responsible fleet maintenance
- Minimize the Town's consumption of natural resources
- Comply with the DOER Green Communities Program

When purchasing vehicles, the Town shall consider the total cost of ownership, including all costs associated with the production, purchase, transportation, use, operation, and disposal of such products or services.

It is not the intent of this policy to require a department to take any action that conflicts with local, state, or federal requirements or to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

APPLICABILITY

This policy applies to all departments of the Town of Swampscott including the Swampscott School District, the Department of Public Works, and all other departments which may purchase passenger carrying vehicles.

GUIDELINES

A. Vehicle Inventory

A. Maintain inventory of all Town vehicles
B. Early retirement program for the least efficient vehicles

B. Vehicle Fleet and Equipment Procurement

A. Purchase fuel-efficient vehicles
B. Alternate fuel vehicles
C. Exempt vehicles
D. Evaluation of fleet and vehicle size

C. Efficient Vehicle Operation & Maintenance

A. Anti-Idling
B. Reinforce vehicle and operator awareness
C. Reduce Vehicle Miles Travelled (VMTs)
D. Vehicle maintenance

I. Vehicle Inventory

A. Maintain inventory of all Town vehicles

As required by the DOER Green Communities Program, the Town will maintain an inventory of all Town-owned vehicles, including those vehicles for use by the School District, DPW, Police, and Fire Departments.

This inventory will include the following information: model, make, model year, year purchased, drive system, weight class, miles per gallon, annual miles driven, total fuel consumption, and vehicle function.

B. Early retirement program for the least efficient vehicles

Departments shall develop a plan to replace all non-exempt vehicles with fuel-efficient vehicles. Said plan shall prioritize vehicle replacement according to the life cycle cost, outline the process by which the Town will replace vehicles, and set goals for when the existing fleet will be replaced. The early retirement plan shall be reviewed and revised, if necessary, on an annual basis.

II. Vehicle Fleet and Equipment Procurement

A. Purchase fuel-efficient vehicles

When the Town purchases and leases motor vehicles for its municipal operations, the vehicles must be the most fuel-efficient model available that will fulfill the intended municipal function; provided it

is not cost prohibitive or that it will result in the purchase of a vehicle that has been proven to be unacceptable based on other criteria such as performance and ability to serve in the role selected.

When determining the most fuel-efficient vehicle for a given class, the Town will utilize the fuel efficiency ratings contained in the most recent guidance for Criteria 4 published by the MA Department of Energy Resources' Green Communities Division. The fuel efficiency ratings contained therein are based upon the most recently published U.S. Environmental Protection Agency combined city and highway MPG ratings for vehicles.

This Green Communities' Guidance for Criteria 4 must be checked for updates prior to ordering replacement vehicles.

These fuel efficiency ratings are set to ensure that at least five or more automatic transmission models of mass production (luxury models not included) are available for sale in Massachusetts.

Nothing contained herein shall be construed to derogate from the authority and discretion of the procurement officers of the Town or Schools acting pursuant to the Uniform Procurement Law, Chapter 30B of the General Laws.

B. Alternate fuel vehicles

The use of alternate fuel vehicles will be considered whenever cost effective, operationally feasible, and when the use of such vehicles results in reduced energy use and emissions of pollutants and greenhouse gases.

C. Exempt vehicles

Police cruisers are exempt from this policy, until fuel-efficient cruisers become commercially available. Police and Fire Department administrative vehicles must comply with the vehicle purchasing policy.

Heavy-duty vehicles, such as fire trucks, ambulances, and public works trucks are exempt from this policy. If equivalent and cost-effective models become available, the Town will procure fuel-efficient and alternative fuel vehicles for these categories.

All other vehicles, including pickup trucks and vans, must comply with this policy. For vehicles where the Town contracts for use, such as school buses, the Town will allow for consideration of contracts and seek out companies for competitive bidding that offer the use of fuel-efficient and/or alternative fuel vehicles, when available.

D. Evaluation of fleet and vehicle size

The Town will procure vehicles and equipment of appropriate size according to assessed needs. Specifically, the Town will ensure that the vehicle class to which the vehicle to be purchased belongs is appropriate for the task it will perform. All positions requiring a vehicle shall be evaluated as to the required class size necessary to conduct the job.

The Town will evaluate ways to reduce its fleet size. Departments will also investigate whether vehicles can be shared between departments. When retiring a vehicle from the fleet, the Town will evaluate whether it is necessary to replace the vehicle.

III. Efficient Vehicle Operation & Maintenance

Where applicable, the Town will use available resources to build awareness and educate its employees regarding responsible vehicle operation as detailed below.

A. Anti-Idling

Vehicle idling produces both excessive waste of fuel and air pollution. As a part of this policy the Town hereby recognizes the importance of enforcing the existing Anti-Idling Law, as allowed by M.G.L. Chapter 90 Section 16A. The Town will also incorporate anti-idling education into other public health and sustainability forums. Reference to **Appendix D**.

B. Reinforce operator awareness

The Town and its employees will encourage energy-saving driving habits (i.e. awareness of sudden acceleration or sudden stopping), and paying attention to the need for maintenance of such vehicles.

C. Reduce Vehicle Miles Travelled (VMTs)

The Town will reinforce employee awareness of vehicle miles travelled during work hours as well as for commuting, and will encourage alternate travel practices such as carpools, vanpools, bicycling, and walking.

D. Vehicle maintenance

A well-maintained vehicle will optimize fuel use and reduce air pollution. Preventative maintenance shall be performed as scheduled and on time to ensure optimal vehicle operation.

Vehicles will be inspected regularly and prior to extended use to ensure correct tire pressure, oil and coolant levels, and to identify possible signs of other fluid leaks.

The Town will dispose of hazardous materials such as waste oil, lubricants, antifreeze, and batteries safely through environmentally-responsible practices and in accordance with all applicable state and federal regulations.

We, the Board of Selectmen, do hereby approve the following Efficiency and Procurement Policy for the Town of Swampscott Vehicles dated this Fourteenth day of March, 2012.

BOARD OF SELECTMEN

Matthew W. Strauss, Chairman

Richard Malagrifa, Vice Chairman

Barry Greenfield

Jill G. Sullivan

David S. Van Dam

Voted on and adopted by the Swampscott School Committee this Fourteenth day of March, 2012.

SCHOOL COMMITTEE

Jacqueline Kinney, Chair

Laurier Beaupre, Vice Chair

Marianne Hartman

Rick Kraft

Jaren Landen

APPENDIX A

Definitions

COMBINED MPG – The fuel economy from driving a combination of 43% city and 57% highway miles and is calculated as follows:

=1/((0.43/City MPG) + (0.57/Highway MPG))

DRIVE SYSTEM – The manner in which mechanical power is directly transmitted from the drive shaft to the wheels. The following codes are used in the drive field:

- AWD = All Wheel Drive: four-wheel drive automatically controlled by the vehicle powertrain system
- 4WD = 4-Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option
- 2WD = w-Wheel Drive

COST-EFFECTIVENESS – An indicator of the relative performance or economic attractiveness of an investment or practice when compared to the costs produced in the absence of such an investment. For vehicles, the present value of fuel savings from a specific vehicle compared to the additional purchase price of the vehicle e.g., whether the estimated benefits exceed the estimated costs.

HEAVY-DUTY VEHICLE – A vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

LIFE CYCLE COST – Sum of all recurring and non-recurring costs over the lifespan or a specified period of a good or service. It includes purchase price, installation cost, operating costs, maintenance and upgrade costs, and remaining (residual or salvage) value at the end of ownership or its useful life.

Town of Swampscott
OFFICE OF THE
Board of Selectmen
ELIHU THOMSON ADMINISTRATION BUILDING
SWAMPSCOTT, MASSACHUSETTS 01907

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TOWN OF SWAMPSCOTT
ENERGY RESOLUTION

WHEREAS, a scientific consensus has developed that Carbon Dioxide (CO_2) and other Greenhouse Gases (GHG) released into the atmosphere have a profound effect on the climate and our environment;

WHEREAS, energy consumption, specifically the burning of fossil fuels (i.e. coal, oil and gas) accounts for more than 80% of U.S. Greenhouse Gas (GHG) Emissions;

WHEREAS, the environmental impact of a product or process is measured in industry using GHG emissions as CO_2 equivalents (CO_2e), and can easily be calculated from existing energy use and product consumption data;

WHEREAS, local governments influence their community's energy use by exercising key powers over land use, transportation, building construction, waste/recycling management, procurements, and energy supply and its management; and

WHEREAS, a sound energy policy and sound government go hand-in-hand;

NOW THEREFORE, BE IT RESOLVED, that the Town of Swampscott pledges to take a leadership role to promote measures that will reduce greenhouse gas emissions through supporting energy conservation, energy efficiency, renewable energy installations (i.e. wind power, solar power, and geothermal systems) where feasible, and including energy use guidelines in contract procurements.

BE IT FINALLY RESOLVED, which the Town of Swampscott will strive to reduce its Greenhouse Gas Emissions by 12% by 2014 and 20% by 2020, as measured from the 2005 benchmark.

BOARD OF SELECTMEN

Adam P. Forman, Chairman

Anthony A. Scibelli, Vice Chair

Marc R. Paster

Jill G. Sullivan

Eric A. Walker

APPENDIX C

Reference Website Links

MA DOER Green Communities Program
http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/

EPA Comprehensive Procurement Guidelines
http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm

EPA Green Vehicle Guide
http://www.epa.gov/greenvehicles/Index.do

EPA Environmentally Preferable Purchasing Database
http://yosemite1.epa.gov/oppt/eppstand2.nsf

US DOE Fuel Economy Information (Vehicle)
http://www.fueleconomy.gov/

APPENDIX D

Anti-Idling Law

In accordance with the Massachusetts Anti-Idling Law (M.G.L. Chapter 90 Section 16A), Town vehicles shall not be left idling when parked, standing, or during warm-up for more than five minutes. All areas around school entrances shall be designated Idle Free Zones. No vehicle, Town owned or otherwise, may idle in these areas.

The Anti-Idling Law does not apply to:

- Vehicles being serviced, where operation of the engine is essential to the repair
- Vehicles engaged in the delivery or acceptance of goods, for which engine-assisted power is necessary
- Vehicles engaged in an operation for which the engine power is necessary