

Green Fleet

Objective:	To reduce fossil fuel consumption and greenhouse gas emissions from County-owned vehicles and fuel-using mobile equipment.	Policy/Procedure Number:	09-44
Reference: (All applicable federal, state, and local laws)	United States Environmental Protection Agency (EPA); Clean Air Act of 1963.	Effective Date:	November 2009
Legislative Policy Statement:	It is the policy of the Legislature to save energy and to achieve the County's greenhouse gas (GHG) emissions-reduction goals. To these ends, Tompkins County requires that all County vehicles and equipment be replaced and managed to reduce GHG emissions, total electricity, gas and diesel used.	Responsible Department:	Planning and Sustainability
		Modified Date (s):	October 2009; February 15, 2022
		Resolution No.:	267; 146; 2022-21
		Next Scheduled Review:	February 2027

General Information:

I. Definitions:

Battery Electric Vehicle - A fully electric vehicle with no gasoline engine and with a battery that can be recharged by plugging into an electrical outlet or vehicle charging station.

Biodiesel-equipped Vehicle - A vehicle that utilizes renewable biofuels that can be manufactured from animal fats, vegetable oils, or recycled grease in place of diesel fuel.

Electric Vehicle Charging Infrastructure - Equipment that supplies electric energy for the recharging of an electric vehicle.

Fleet Manager - A County employee appointed by the County Administrator or designee to be responsible for implementing the Green Fleet Policy and coordinating the acquisition and management of the Tompkins County Fleet and associated Electric Vehicle Charging Infrastructure.

Fossil Fuel Vehicle - A vehicle that runs on fossil fuels including, but not limited to, diesel, gasoline, and/or natural gas.

Hybrid Electric Vehicle - A vehicle that combines a gasoline or diesel engine with an electric motor and a battery that is not plugged in to recharge.

Plug-In Hybrid Electric Vehicle - A vehicle that combines a gasoline or diesel engine with an electric motor and a battery that can be recharged by plugging into an electrical outlet or electric vehicle charging infrastructure.

Request for Electric Vehicle Charging Infrastructure Form - A form submitted by Departments to the Fleet Manager to request new Electric Vehicle Charging Infrastructure.

Tompkins County Fleet – All road-worthy vehicles owned by Tompkins County.

Vehicle Inventory Database - A comprehensive, centralized, and regularly updated inventory of all County vehicles and self-propelled mobile equipment.

Greenhouse Gas (GHG) - Any gas that has the property of absorbing infrared radiation (net heat energy) emitted from Earth's surface and reradiating it back to Earth's surface contributing to the greenhouse effect. The principal greenhouse gases that enter the atmosphere because of vehicular exhaust are nitrous oxides (NOx), carbon dioxide (CO2), methane (CH4), and particulate matter (PM). The international standard to quantify total GHG emissions estimates is to express emissions in CO2 equivalents (eCO2).

Vehicle Request Form - A form submitted by Department Heads or their designee to the Fleet Manager to request a new or replacement vehicle for the Tompkins County Fleet.

Vehicle Replacement Guide - A guide provided by the Fleet Manager to Departments in order to facilitate the selection of vehicles and/or equipment for the County Fleet.

Telematic Device - An instrument installed in a vehicle that automatically records vehicle usage information that can be accessed and analyzed remotely.

II. Policy:

- A. The County Administrator or designee will designate a Fleet Manager who shall be responsible for implementing this policy and coordinating the acquisition and management of the Tompkins County Fleet and associated Electric Vehicle Charging Infrastructure.
- B. The Fleet Manager, in coordination with the County Administrator or designee, has the authority to make appropriate decisions regarding the acquisition of fleet vehicles and associated electric vehicle charging infrastructure based on compliance with County policies.
- C. The Fleet Manager will report to the appropriate committee of the Legislature on an annual basis regarding progress made towards fleet electrification and right-sizing.
- D. The Fleet Manager may pursue funding from outside sources such as State and Federal grants to aid in providing financial assistance to support the implementation of this policy.
- E. Tompkins County will prioritize the reduction of greenhouse gas emissions in the procurement and management of fleet vehicles and associated Electric Vehicle Charging Infrastructure.
- F. A record of every vehicle in the Tompkins County Fleet will be maintained and updated at least annually. It is the goal of the County to right-size the fleet to have the fewest number of vehicles necessary that still enables full quality of service and functionality for each Department.
- G. The County will provide appropriate training to County employees on the operation of all fleet vehicles they may be required to operate in the course of their duties.
- H. Electric Vehicle Charging Infrastructure dedicated for County fleet vehicles shall not be used for charging personal electric vehicles. Nothing in this

policy shall preclude the County from installing public charging stations open to personal electric vehicles.

III. Procedure:

A. Vehicle Acquisition

1. All County Departments seeking to purchase or lease a new or used vehicle must submit a “*Vehicle Request Form*,” found on the Tompkins County intranet, to the Fleet Manager. The request form must be approved and signed by the Department Head or their designee prior to submission.

Departments should consult the Vehicle Replacement Guide before submitting the “*Vehicle Request Form*”. Deviations from vehicles recommended by the guide should be justified in the Vehicle Request Form.

If a specific vehicle will be used primarily for emergency use and requires installation of specialized equipment, there will be a section on the “*Vehicle Request Form*” to indicate that need and request additional research into availability of a less fossil fuel intensive option that would meet the need for emergency use.

2. Departments should select the most electrified option possible in the following order:
 - a. Battery Electric Vehicle
 - b. Plug-in Hybrid Electric Vehicle
 - c. Hybrid Electric Vehicle
 - d. Biodiesel-equipped Vehicle
 - e. Fossil Fuel Vehicle

Note: Should an electric option not exist for a certain vehicle type, justification should be provided on the “*Vehicle Request Form*” for why the closest vehicle type with an electrified option is not feasible.

3. The Fleet Manager will review the “*Vehicle Request Form*” and recommend whether to approve the proposed vehicle and notify the County Administrator or designee and the Department of the recommendation within ten (10) business days.

The County Administrator or designee shall then make a determination and inform the requesting Department and the Fleet Manager of the decision.

4. County Administration will work with Departments and the Fleet Manager to determine the funding source for vehicle purchases. In some cases, capital funds may be used to offset possible cost differentials for electrified vehicles and equipment, or to entirely fund the purchase of new fleet vehicles and/or equipment.

5. Once funding source is approved, the Department shall work with the Fleet Manager and Purchasing Department in accordance with this policy to complete purchase.

B. Electric Vehicle Charging Infrastructure

1. Each vehicle purchase requires access to, or installation of, Electric Vehicle Charging Infrastructure. Departments must note in the "*Vehicle Request Form*" if the requested vehicle will have access to existing charging stations, or whether the vehicle will require the installation of new Electric Vehicle Charging Infrastructure.
2. For vehicle acquisitions without access to existing electric vehicle charging infrastructure, the Department's "*Vehicle Request Form*" must be accompanied with a "*Request for Electric Vehicle Charging Infrastructure Form*," found on the Tompkins County intranet, and be sent to the Fleet Manager.
3. For vehicle acquisitions with access to existing electric vehicle charging infrastructure, or other concerns about existing charging infrastructure, Departments may request upgrades to existing charging infrastructure or request additional charging infrastructure by submitting a "*Request for Electric Vehicle Charging Infrastructure Form*," found on the Tompkins County intranet, to the Fleet Manager.
4. Upon receipt of the "*Request for Electric Vehicle Charging Infrastructure Form*", the Fleet Manager will work with the Facilities Department to assess existing electric vehicle charging infrastructure to determine whether upgrades are necessary or whether new electric vehicle charging infrastructure will be required, and the Fleet Manager will inform the Department of the results of that assessment.
5. Upgrades and installation of new electric vehicle charging infrastructure will be conducted by the Facilities Department or by a contractor selected and approved by the Facilities Department.
6. County Administration will work with Departments and the Fleet Manager to determine the funding source for electric vehicle charging infrastructure. In some cases, capital funds may be used to fund the purchase of new electric vehicle charging infrastructure.

C. Telematic Devices

1. All fleet vehicles will be outfitted with a telematic device within thirty (30) days of acquisition. Guidance on telematic devices will be included in the Vehicle Replacement Guide. Telematic devices will be considered part of the purchase price of the vehicle and should be included in the initial budgeting. Consideration of telematic devices will be included on the "*Vehicle Request Form*".

When possible, telematic devices should be carried over from an out-going vehicle to its replacement. Should this not be possible, the telematic device should be stored by the Highway Department and prioritized for reuse in future vehicle purchases.

2. If the Department has a reason to not install a telematic device in a vehicle, they must provide a written request for an exemption to the Fleet Manager outlining the reasons for not installing telematic devices in the vehicle. The Fleet Manager will issue a recommendation to the County Administrator or designee regarding whether to approve or reject the exemption.

The County Administrator or designee shall then make a determination and inform the requesting Department and the Fleet Manager of the decision within five (5) business days.

If a Department is granted an exemption then they must work with the Fleet Manager to establish a system on how data will be collected to both fulfill the requirements of the Vehicle Inventory Database and allow for analysis of fleet utilization on vehicles without telematic devices.

3. Telematic device data will be used to conduct fleet utilization and optimization analyses including, but not limited to, exploring intra-department vehicle sharing, fleet reduction strategies, and periodic electric vehicle charging infrastructure reviews.
4. Access to telematic data will be limited to the Fleet Manager, the County Administrator, and other employees authorized by the County Administrator. Department Heads may have access to telematic device data for vehicles assigned to their Department.

D. County Fleet Rightsizing

1. The Fleet Manager, in coordination with County Administration, will maintain a County-wide Vehicle Inventory Database containing relevant vehicle information for each vehicle in the fleet.
2. Departments will assist the Fleet Manager in collecting and updating vehicle information for the Vehicle Inventory Database on an annual basis to be completed by September 30th of each year.
3. Annually, the Fleet Manager will conduct an analysis of fleet utilization and greenhouse gas emissions for the Tompkins County Fleet and compare the results to previous year's analysis.
4. At least every three (3) years, the Fleet Manager will prepare a Tompkins County Fleet Report with recommendations on how best to optimize the fleet size and reduce greenhouse gas emissions. This evaluation will include methods to eliminate unused, or underused vehicles via options such as fleet reduction,

reassignment, or sharing.

The Fleet Manager will present the Fleet Report to the County Administrator or designee, relevant Department Heads and legislative committees.

5. Fleet reduction, reassignment, or sharing will be performed in accordance with data included in the Tompkins County Fleet Report and be based on the recommendations in the Fleet Report as well as with on-going operational needs of the Departments. The determination of which County Fleet vehicles are to be reassigned shall be at the discretion of the County Administrator or designee working in cooperation with the Fleet Manager and affected Departments.

E. Maintenance, Repairs, Disposition of Vehicles and Training

1. Unless the vehicle is leased, the Highway Department shall be responsible for performing all non-warranty-related maintenance of fleet vehicles.

All warranty related vehicle service, repairs, and parts should be coordinated by the Department through the dealership from which the vehicle was initially purchased.

2. The Highway Department will document history of service through their established vehicle maintenance database, including any relevant safety records (e.g., manufacturer recalls), parts ordered for the vehicle (e.g., snow tires, telematics, additional electronics, etc.). This documentation will be retained by the Highway Department for the life of the vehicle.

Departments must share any warranty-related vehicle service, repairs, and parts with the Highway Department in order for them to have a complete database of repairs and maintenance.

3. The Facilities Department shall be responsible for the maintenance of Electric Vehicle Charging Infrastructure.
4. The Highway Department shall work with the Fleet Manager, Compliance Program Coordinator/Risk Manager, and Departments to dispose of existing vehicles that are no longer needed by the County.
5. The Fleet Manager will work with Departments to establish appropriate employee training on vehicle operation, electric vehicle charging protocols, and maintenance of all County fleet vehicles.

F. County Green Fleet Leadership

1. The County will use its platform to lead by example with its green fleet initiatives and promote community awareness of the benefits of

vehicle electrification.

2. The Fleet Manager and County Administration will work with Departments to brand new electric vehicles to better educate and inform the public about electric vehicles and their operations.
3. Branding of County vehicles must be approved by County Administration.