

Select Board of Needham

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| Policy Number: | SB-ADMIN-006 |
| Policy: | Fuel Efficient Vehicle Policy |
| Date Approved/Select Board: | November 12, 2019 |
| Date Approved/School Committee: | November 5, 2019 |

1. INTRODUCTION

The Select Board of Needham and the Needham School Committee have approved the following fuel-efficient vehicle policy to govern the replacement of all non-exempt municipal vehicles with fuel-efficient vehicles, as defined below.

2. POLICY STATEMENT

To reduce the Town of Needham's fuel consumption and energy costs, the Select Board and the School Committee adopt a policy to purchase only fuel-efficient vehicles to meet this goal, except as expressly set forth below.

3. APPLICABILITY

This policy applies to all divisions and departments of the Town of Needham.

4. DEFINITIONS

Combined City and Highway MPG (EPA Combined fuel economy) – Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city and 57 percent highway miles and is calculated as follows:

$$\text{Combined City and highway MPG} = \frac{1}{\left(\frac{0.43}{\text{CityMPG}}\right) + \left(\frac{0.57}{\text{HighwayMPG}}\right)}$$

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 power train system
- 4WD: 4 Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option
- 2WD: 2-wheel Drive.

Heavy-Duty Vehicle – A heavy-duty vehicle is defined as a vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

5. GUIDELINES

- 5.1 All departments/divisions will purchase the most fuel-efficient vehicles for municipal use (including police, fire and highway) whenever such vehicles are commercially available and practicable.
- 5.2 The Town of Needham will maintain an annual vehicle inventory for all vehicles and a plan for replacing any non-exempt vehicles that meet, at a minimum, the fuel efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published US Environmental Protection Agency combined city and highway MPG ratings for vehicles.
- 5.3 It is the responsibility of the Town of Needham to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

5.4 Exemptions

- Heavy-duty vehicles such as school busses, fire trucks, ambulances, and heavy-duty trucks
- Motorcycles
- Passenger and cargo vans
- Police cruisers

The Town of Needham commits to purchasing fuel-efficient cruisers, passenger vans and cargo vans when they become commercially available and practicable. Police and Fire Department administrative vehicles must meet fuel-efficient requirements.

- 5.5 Inventory An inventory of all Town vehicles is contained in Attachment A and shall be updated on an annual basis.

6. FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

- 6.1 All non-exempt vehicles shall be replaced with fuel-efficient vehicles that meet the fuel efficiency ratings outlined in the Policy.
- 6.2 Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in the Policy.
- 6.3 When an exempt vehicle is replaced, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a fuel-efficient non-exempt vehicle.
- 6.4 The Town of Needham will review the Vehicle Inventory and the Green Communities Criterion 4 Guidance on an annual basis to review new acquisitions during the capital planning process.

7. QUESTIONS AND ENFORCEMENT

All inquiries should be directed to the department/division responsible for fleet management and/or fleet procurement. This Fuel-efficient Vehicle Policy will be enforced by the Town Manager/designee.