

**Administrative
Policy and
Procedure
Policy**

**BOARD OF SELECTMEN
FUEL EFFICIENT VEHICLES POLICY**

Approved revision October 7, 2014

PURPOSE

The purpose of this policy is to establish a requirement that the Town of Upton purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

POLICY

In an effort to reduce the Town of Upton's fuel consumption and energy costs the Board of Selectmen hereby adopts a policy to purchase only fuel efficient vehicles to meet this goal.

APPLICABILITY

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

IMPLEMENTATION PROCEDURE

Definitions

Combined city and highway MPG (EPA Combined fuel economy): Combined Fuel Economy means 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 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 vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

Guidelines

All departments/divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Town of Upton will maintain an annual vehicle inventory for all vehicles and a plan for replacing these vehicles with 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.

It is the responsibility of the Town of Upton to check the Green Communities Division's Guidance for Criterion 4 for updates prior to ordering replacement vehicles.

FUEL EFFICIENT VEHICLES POLICY

Exemptions

Heavy-duty vehicles such as fire-trucks, ambulances, and some public works trucks are exempt from this criterion. Heavy-duty trucks have a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.

Emergency vehicles, passenger vans and cargo vans are exempt from this criterion since fuel-efficient models are not currently available. However, the Town commits to purchasing fuel-efficient police cruisers, passenger vans and cargo vans when they become commercially available. Police and fire department administrative vehicles are not exempt from this policy unless they are used for emergency responses.

Vehicle Inventory

The following information shall be included in a vehicle inventory list and said list shall be updated on an annual basis:

NOTE: Departments/Divisions may use EPA combined MPG estimates or actual combined MPG.

Model	Make	Model Year	Drive System: 2 WD, 4WD, or AWD	Year/month Purchased	> 8500 pounds? (Y or N)	Exempt or non-exempt	MPG Rating	Vehicle Function
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Fuel Efficient Vehicle Replacement Plan

The Town of Upton shall develop a plan to replace all non-exempt vehicles with fuel-efficient vehicles as defined above. Said plan shall outline the process by which the Town of Upton will replace vehicles, set goals for when the existing fleet will be replaced, and review said plan on an annual basis.

APPROVED BY:

Board of Selectmen, Chair: Robert J. Fleming

Board of Selectmen: Kenneth E. Picard

Board of Selectmen: James A. Brochu

Original date: September 22, 2014

Revised dates: October 7, 2014

FUEL EFFICIENT VEHICLES POLICY

ADDENDUM

VEHICLE REPLACEMENT PLAN

Overview

The Upton Vehicle Replacement Plan applies to all departments/divisions within the Town of Upton. All departments/divisions shall replace all exempt and non-exempt vehicles with fuel-efficient vehicles as described in the Town of Upton Fuel-Efficient Vehicle Policy, adopted on September 22, 2014 (and as amended on October 7, 2014.)

Replacement Process

Whenever a vehicle has reached the end of its useful life, we will examine the expected use of a replacement vehicle and choose one that best fits the intended use and meets the requirements of our policy of procuring the most fuel-efficient vehicle available. We will review the most recent Massachusetts Department of Energy Resources (MDOER) Green Communities Division Guidance for Criterion Four and adhere to it in the process of replacing any vehicle.

All non-exempt vehicles shall be replaced with fuel-efficient vehicles that meet the fuel-efficiency ratings detailed in Upton’s Fuel-Efficient Vehicles Policy, which stipulates adhering to the most recent energy efficiency guidance as provided by the MDOER Green Communities Division. 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 Guidance for Criterion Four.

Annual Review

This Vehicle Replacement Plan shall be reviewed by the Town on an annual basis, as stipulated in Upton’s Fuel-Efficient Vehicles Policy.

APPROVED BY:

Board of Selectmen, Chair: Robert J. Fleming _____

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