



<b>Title:</b>	Vehicle Idling Policy	<b>Date:</b>	2/20/2013
<b>Owner:</b>	Craig Rhoades, VP Supply Chain, Procurement & Fleet	<b>Sponsoring Area(s):</b>	Distribution, Transmission, Generation & Shared Services BUs

**Policy Statement:**

AEP is committed to implementing practices that will reduce the adverse impact of unnecessary vehicle idling. Guidelines will establish criteria for limiting the amount of vehicle idling, resulting in:

- o Saving fuel costs;
- o Minimizing the emission of pollutants and greenhouse gases to the environment;
- o Reducing the exposure of our employees to vehicle emissions;
- o Decreasing wear on engines.

**Violation of this policy could result in disciplinary action.**

**Details:**

Scope:

These guidelines apply to the AEP Motorized Licensed Vehicle Fleet.

These guidelines will not apply in any situation in which the health or safety of a driver or passenger requires the idling of the vehicle.

Details:

AEP vehicles will not be left idling while parked, attended or unattended, for more than five (5) consecutive minutes within any 60 minute period unless one or more of the following circumstances apply:

- o The unit is in the process of being maintained, repaired, or tested and those activities require idling;
- o The unit is being operated to defrost a windshield;
- o The unit is providing auxiliary power to another piece of equipment;
- o The unit is operating as a warning device (lights, strobes, and four-way flashers).

Outside of these exceptions, it is permissible to start and idle vehicles in extreme cold and hot conditions to regulate cab temperature minutes before entering the vehicle. In this situation, idling should be kept to a minimum and the engine turned off again as soon as possible.

Communication:

Vehicle idling guidelines will be communicated to applicable employees who are responsible for operating company vehicles through supervision. The "Vehicle Idling Policy" will be posted on the Fleet Services Web site: Policies & Procedures.