

Attachment “B”

Vehicle Use - Energy Consumption

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1. Introduction

The Government of the Northwest Territories is committed to making every effort to conserve the amount of fuel it uses.

2. Application

These guidelines and procedures apply to all employees, except those employed by the NWT Power Corporation, who use government vehicles and who are responsible for the purchase and maintenance of vehicle fleets.

3. Definitions

Vehicle includes automobiles, passenger vans, pickup trucks and any other motorized vehicles that are owned, leased or rented for GNWT business.

Energy Conservation is the planned effort to decrease the amount of energy used in GNWT operations in order to reduce costs and the environmental impact of energy use.

Vehicle Fleet is the collection of vehicles owned or leased by a GNWT department.

Vehicle Fleet Administrator is the individual(s) responsible in each department for the maintenance of the vehicle fleet.

Vehicle Care is the required procedures to maintain a vehicle for optimal energy efficiency.

4. Guidelines

- I. Departments are required to purchase or lease the most energy efficient vehicle that will meet their needs.
- II. All GNWT vehicles must undergo regularly scheduled maintenance to ensure the most fuel-efficient operation possible. The schedule should be based on use and in accordance with manufacturers' instructions for vehicles under warranty.
- III. Timers and/or temperature sensors must be installed in vehicle plug-ins in order to conserve electricity.
- IV. Remote starters installed in GNWT vehicles must be programmed to allow a maximum idle time of 15 minutes.
- V. Government vehicles must be used in a manner that supports energy conservation efforts.

5. Procedures

- I. When purchasing or leasing new vehicles for their fleet, the vehicles should be the most fuel efficient and lightweight models available that are adequate for the task.
- II. In order to decrease the amount of fuel used by the Government,

Employees using government vehicles must:

- Take the shortest and most direct route;
- Use GNWT vehicles only for GNWT business;
- Do not use GNWT vehicles for transporting employees to and from airports if a taxi service is available;
- Use 4-wheel drive only in situations where it is absolutely required;
- Abide by the vehicle care requirements; and
- Travel together if going to the same place

Employees are encouraged to follow fuel-efficient driving practices:

- Never exceed the speed limit;
- Avoid sudden braking and accelerating;
- Accelerate slowly for maximum fuel economy;

- Anticipate stops and brake early;
- Avoid sudden lane changes; and
- Abide by the winter driving practices outlined in Item III, below.

Employees will support energy conservation by caring for government vehicles as follows:

- Report all vehicle problems to the Vehicle Fleet Administrator by completing the [Vehicle Damage/Problem Report](#). If a Vehicle Fleet Administrator is not identified for the employee's department, the problem should be reported to his/her supervisor.

Vehicle Fleet Administrators will support energy conservation by caring for their fleet as follows:

- Ensure that vehicle maintenance is scheduled;
- Coordinate the delivery and return of vehicles for maintenance and repair; and
- Inspect vehicles periodically and complete inspection reports.

III. Winter driving practices are as follows:

- If the temperature is below -30 °C, plug in the block heater for two hours;
- Refrain from using gasoline de-icers unless there are difficulties. Some gas line de-icers dry out fuel injectors and destroy gasket material. Keep idling time to a minimum;
- The engine should idle only long enough to clear the interior of the windshield;
- No warm-up time is required when the temperature is above -10 °C;
- 10 minute warm up time is acceptable for temperatures between -11 °C and -40 °C;
- Warm the vehicle up by driving slowly for the first 5 kilometres;
- Accelerate slowly for maximum fuel economy;
- Maintain a safe following distance;

Drive at a speed that is appropriate for road and weather conditions; and



Abide by [Winter Travel Guidelines](#)

Authorities and References

Code of Conduct

Section 76, Use of Government Equipment and Property

Vehicle Use Policy – Dept of Finance