WHAT SCHOOL BUS AND DELIVERY DRIVERS CAN DO

• Letter to Transportation Supervisor
• Thank You Letter to Transportation Supervisor
• Bus Driver Outreach and Letter
• Bus Driver Pledge Form
• Bus Driver Thank You Letter
(Date)

(Name of Transportation Supervisor)
(Address)
(City, State, Zip)

Dear (Name of Transportation Supervisor):

Unnecessary vehicle idling contributes to health risks and pollution in the state of Washington while needlessly wasting money. Idling consumes from ½ a gallon to one gallon of fuel per hour, and uses more fuel than turning your engine off and on. This is one hazard that can be easily prevented, and your drivers can be part of the solution. (Name of organization) has designed a program that will allow your drivers to actively improve air quality and health while saving money at the same time.

The process is simple. You have received informational letters and pledge forms for your drivers. Please distribute these to your crew on (Date) and have them sign the forms pledging not to idle their buses or personal vehicles unnecessarily. Once drivers have signed the pledge, please give them one of the enclosed “No-Idle” key chains and a coupon for discounts from (business name). Please mail back the signed pledge forms using the self-addressed envelope provided by (Date).

We encourage you to seek the participation of all of your drivers to take part in this program – eliminating unnecessary idling is a win-win situation for everyone!

We have also enclosed draft policy language for your consideration if you do not currently have a written idling reduction policy. (To reduce air quality and health impacts, it is recommended that you idle your vehicle no longer than 30 seconds.)

Thank you for your support of this program!
**BUS POLICY LANGUAGE**
When a school bus driver drops off students, they are to turn the vehicle’s engine off. At pick-up, school bus drivers only turn on their buses’ engines when all students are in the vehicle and there is a clear path to exit the pick-up area.

In colder weather, if the warmth of the bus is an issue, idling is to kept at a minimum and occur outside the school zone. The “warmed” bus is to enter the school zone as close to pick-up time as possible to maintain warmth, and then shut down.

A bus is allowed to idle in a school zone if the physical layout of the school prevents the bus from “parking” to drop off the students. If this type of environment exists, during pick-up the buses are to arrive and park, even in a queue, and not start until the first bus is loaded.

At school bus depots, limit the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3 to 5 minutes). For cold weather, if your vehicle has a plug-in block heater, use that to warm the engine. The block heaters can help avoid starting difficulties and shorten warm-up times.
(Date)

(Contact Name)
Transportation Supervisor
(School Name)
(Address)
(City), (State) (Zip)

Dear (Contact Name),

First of all, many thanks to you for helping us improve air quality and health through the “It All Adds Up to Cleaner Air” program! Without assistance from you and your staff of bus drivers, we simply would not have been able to implement this program.

Please extend our sincere appreciation to your staff. We are truly grateful for the assistance provided by you and your team in participating in this program. Because of your help, we have improved air quality and health while also gaining critical insight into how we can improve air quality for children in Washington through programs such as this.

If you have observations that you feel would be helpful, we would be grateful to hear from you. Please contact (Program Staff Name).

Best wishes to you all!

Regards,

(Program Contact Name)
(Name of organization)
Bus Driver Outreach and Letter Template

To further expand the idling reduction message, idling reduction fact sheets and pledge forms are sent to the transportation director who oversees the school district’s bus drivers. Bus drivers are asked to sign the idling reduction pledge. If they return a signed pledge form, they will receive a thank you letter, idling reduction key chain or other messaging tool, and any available discount coupons from participating local merchants. If the school district contracts out their bus service, then ask the transportation director for the contact information for the third party provider. Follow the same steps as outlined above when contacting the bus company.

Letter Template

Dear Bus Driver:

Parents and guardians trust you to transport their most prized possessions to and from school every day. Riding a bus is one of the safest forms of transportation available. As a trusted member of the community, you have the ability to influence the behavior and health of students and their parents.

(Name of organization) has designed a program to reduce unnecessary vehicle idling because it contributes to pollution and increased health risk in our state. We are asking you to set the example for the rest of the community by not idling at schools and idling as little as possible in other locations.

(Name of organization) also asks that you sign the enclosed “No Idling” pledge form. Please join us as an active participant in changing behaviors, which will drastically improve the air quality in our community. We have also attached a fact sheet to help illustrate just how important this issue is.

During the school year, students and parents will be part of a comprehensive no idling program called “It All Adds Up to Cleaner Air,” and your involvement will help reinforce this message.

As a way to thank you for taking this pledge, we would like to give you a free key chain and a gift from (Name of business,) also committed to cleaner and healthier air.

Thank you for your ongoing commitment to our children and the support of this program.

Click here for the Anti-idling Fact Sheet
**Bus Driver Pledge Form and Thank You Letter**

**Pledge Form**

I _____________________, hereby pledge to the children in my charge that I will further protect them by shielding them from unnecessary exhaust fumes. I will not unnecessarily idle the buses I drive. I will turn off my engine in the schoolyard. I will not unnecessarily idle my own vehicle.

Signature of Driver ___________________________ Date ___________________________

School District ________________________________

**Pledge Thank You Letter**

Thank you for pledging not to idle!

Enclosed please find a “No-Idling” key chain as a thank you for making the pledge not to idle. This key chain will help you remember to turn off your bus’s engine whenever you can. In addition, please find an enclosed gift from (Name of Business).

Thank you for your support of this program!
Delivery Driver Outreach and Letter Template

The front office staff at the participating school is asked to provide delivery drivers and the service providers who frequent the school (e.g., mail services, food and supply providers) with idling reduction materials in the form of a fact sheet and letter. The delivery drivers are asked to sign an idling reduction pledge form. When the driver returns a signed pledge form, they receive a thank you letter, idling reduction key chain or other messaging tool, and any available discount coupons from participating local merchants.

Letter Template

Dear Delivery Driver:

Every day we are faced with thousands of choices. Some as simple as what kind of milk to buy, what to wear, what to eat or what to watch on TV. One important choice you can make every day is “To Idle or Not to Idle”. As a member of the community and a person who spends significant time driving, you have the ability to set an example while making a difference in Washington’s air quality and the health of students at this school.

(Name of organization) has identified unnecessary vehicle idling as a contributor to poor health and pollution in our state. We are asking you to set the example for the rest of the community by not idling whenever possible during your workday. We have attached a fact sheet to help illustrate just how critical this issue is.

To illustrate this point, a single vehicle dropping off and picking up one child at one school puts three pounds of pollution into the air per month. In addition, idling consumes from ½ gallon to 1 gallon of fuel per hour and uses more fuel than turning your engine off and on. A slight change in the way we operate our vehicles can mean a dramatic reduction in air pollution and can save your company money in fuel.

Please sign the pledge form demonstrating your commitment. As a thank you for this pledge we would like to give you a free key chain and a gift from (Name of business), who is also committed to cleaner and healthier air.

Click here for the Anti-idling Fact Sheet
IDLING REDUCTION PLEDGE FORM

I _____________________, hereby pledge that I will further protect the students at this school and other schools by shielding them from unnecessary exhaust fumes. I will not unnecessarily idle (for more than 30 seconds) the delivery vehicle I drive and will turn off my engine in the schoolyard. I further pledge that I will not unnecessarily idle my own vehicle.

Signature of Driver ____________________ Date ____________________

Company ____________________________

IDLING REDUCTION PLEDGE THANK YOU LETTER

Thank you for pledging not to idle!

Enclosed please find a “No-Idling” key chain as a thank you for making the pledge not to idle. This key chain will help you remember to turn off your vehicle’s engine whenever you can. In addition, please find an enclosed gift from (Name of Business).

Thank you for your support of this program!