

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 101-4	REVISED: 0	PAGE <u>1</u> OF <u>1</u>
	SUBJECT: UNATTENDED CITY VEHICLES AND EQUIPMENT		

1.0 POLICY

This administrative procedure establishes City policy and in certain situations requires special conditions be met when leaving vehicles and equipment idling while unattended. This administrative procedure is necessary in order to maximize safety as well as energy conservation. The policy and procedural requirements are mandated under Winona City Code Section 61.03.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions

3.0 PROCEDURE

3.1 General

3.1.1 No city owned motor vehicle shall be left unattended with the motor running unless specifically required by nature of the activity being conducted. An exception to this rule would include the winter idling of diesel powered vehicles.

3.1.2 All city owned vehicles when parked shall have the keys removed and vehicle doors locked to prevent theft; unless the specific activity being conducted requires a different protective procedure.

3.1.3 Please see Winona City Code Section 61.03 for further information.

DEPARTMENT: CITY MANAGER=S OFFICE	SUPERSEDES: 5-21-1981	PREPARED BY: JGP	APPROVED BY:	DATE: 8-15-1995 REVIEWED: 5/30/2007
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