## Purpose
- To ensure that DPPEA staff use environmentally friendly transportation choices when available.
- To help DPPEA staff minimize the amount of air pollution and vehicle wear in the performance of their duties.

## Responsible Staff
All DPPEA

## Procedure
1. All DPPEA staff are encouraged to use nonpolluting or less polluting transportation methods reporting to work, and/or in leaving at the end of work. These non-polluting or less polluting transportation methods may include: walking, running, bicycling, taking the bus, carpooling or vanpooling.

2. As reasonably as possible, all DPPEA staff will make an earnest effort to carpool to meetings, workshops, site visits, and/or other DPPEA business. DPPEA staff will make an effort to discover if other staff members are traveling to the same destination, for the purpose of forming a carpool.

3. When preparing to travel outside the office on DPPEA business, all DPPEA staff will make an earnest effort to choose the smaller and/or most efficient size vehicle available, appropriate for the number in the DPPEA party and/or the amount of equipment being taken. For example, one or two people with no equipment should endeavor to use the division car (or a small car from the motor pool) rather than use the division van (or a van from the motor pool).

4. All DPPEA staff shall effectively plan ahead so as not to create unnecessary driving when gathering to travel on DPPEA business or in returning from travel. This may include:
   - Planning a route to pick up accompanying staff located along the way or near a destination, to prevent unnecessary travel to the office.
   - Allowing staff that lives near a travel destination to use their own vehicle rather than backtrack to the office first.
   - Allowing staff to take home a division vehicle for a planned trip to save travel back to the office to pick it up.

5. Priority for using a DPPEA vehicle shall go to the staff member(s) that have the furthest to travel.
### Work Instruction: EMS 4.4.6-EAT
**Efficient and Alternative Transportation Use**

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6. When choosing replacements for a DPPEA vehicle, DPPEA management will endeavor to select the most environmentally sustainable vehicle available that meets DPPEA needs.

### Monitoring and Measurement

| 1. | The Administrative Secretary will note any observations or practice patterns by division staff on the DPPEA Buy Recycled Report. The administrative secretary will also make announcements, as the need is perceived, to remind all DPPEA staff about making the most appropriate environmentally friendly transportation choices. |
| 2. | DPPEA management will make periodic inquiries and/or surveys to ensure DPPEA staff are making the best possible environmentally friendly vehicle use choices. |