

Energy Conservation

Governor Schweitzer has directed all state agencies to reduce their facility-related energy use by 20% by the end of the year 2010 in accordance with his 20 X 10 Energy Initiative. This Initiative is directed to over-all energy savings and reducing the carbon footprint for Montana whether an agency occupies state-owned or privately-owned space.

A plan will be distributed to all DOA agencies, including specific energy directives relating to thermostat settings, use of space heaters, buying "green" office supplies and purchasing Energy Star related products.

The State of Montana is also involved in an effort to reduce fuel consumption as set forth in Senate Bill 449, Section 3. The Montana Department of Transportation has prepared strategies that will help meet the objectives to reduce costs, improve fuel efficiencies and to conserve energy. The Office of the State Public Defender has adopted these strategies. They are attached, and are also available on the OPD website at <http://mine.mt.gov/intranets/opd/hr/OPDFuelConservationStrategy.pdf>.

OPD Fuel Conservation Strategy

In an effort to reduce fuel consumption as set forth in Senate Bill 449 Section 3 the Montana Department of Transportation (MDT) has prepared strategies that will help meet the objectives to reduce costs, improve fuel efficiencies and to conserve energy. The Office of the State Public Defender (OPD) has adopted MDT's strategies.

Responsibility for Motor Pool Vehicle Usage

All trip tickets for Motor Pool vehicles must be reviewed and approved by authorized personnel only. The approving personnel will be responsible for:

- Ensuring use of the state vehicle is warranted.
- Ensuring that carpooling has been considered before individual assignment has been approved.
- Ensuring that the appropriate vehicle(s) has been requested to accomplish the travel (i.e. passenger, pickup, van)
- Ensuring that no other means (such as teleconferencing, videoconferencing, or other electronic information technologies) can be used to accomplish the work besides the travel.

Vehicle User/Operator Guidelines

Employees will explore using internet-based applications, videoconferencing or teleconferencing if possible to avoid unnecessary travel.

Employees traveling on OPD business will be responsible for:

- Driving at or below the speed limit to conserve fuel.
- Decreasing unnecessary miles while in travel status (i.e. recreational purposes, traveling for meals).
- Carpooling with fellow employees when feasible.
- Using the appropriate vehicle for the trip (i.e. passenger car, pickup or van).

Agency Guidelines

- The OPD Central Office will monitor vehicle usage monthly.
- Quarterly OPD reviews will include:
 - Assignment of vehicles to individuals or programs, making the appropriate adjustments as needed.
 - Types of vehicles currently used and determining if appropriate.
 - Current authorizations granted to individuals to take state vehicles home. Review the necessity and eliminate if applicable.

New Employee Orientation

OPD will provide training for new employees on the state's vehicle fleet energy conservation plan including:

- When the use of a state vehicle is warranted.
- Driving at or below the speed limit to conserve fuel.
- Decreasing unnecessary miles while in travel status (i.e. recreational purposes, traveling for meals).

- Carpooling with fellow employees when feasible.
- Using the appropriate vehicle for the trip (i.e. passenger car, pickup or van).
- Using internet-based applications, teleconferencing, videoconferencing etc. whenever possible.

Motor Pool Assistance to Agencies

- Motor Pool will provide agencies with a weekly report of completed reservations, giving agencies a tool to review the travel behaviors of their employees weekly.
- Motor Pool will send trip tickets that have been altered or changed from the original request for review by the agency.
- Motor Pool will send a quarterly report of total usage to the appropriate agency contact.
- Ethanol Fuel Program
In an effort to reduce reliance on fossil fuel, the Motor Pool will be participating in educating the users of the Motor Pool program in ethanol fuel. The Motor Pool will have ethanol fuel pamphlets and information guides for users available at the Motor Pool dispatch desk, as well as a listing of current fuel stations that sell ethanol fuel.
- Overflow Contract
The Motor Pool provides an over-flow contract that can be used when State agencies are unable to acquire vehicles from the State Motor Pool. It is the responsibility of the user to make arrangements for the vehicle with one of the vendors from the contract. The overflow contract and information regarding use of the contract can be found at the following web address:
<http://gsd.mt.gov/apps/TermContracts/ContractDetail.aspx?ContractID=1330>

Summary of Fuel Conservation Strategy

- Review vehicle usage and need
- Review policy for allowing employees to take vehicle home
- Reduce idle time in all vehicles
- Run vehicles in their optimum range for operation
- Review assignments of vehicles to individuals and eliminate when possible
- Review current types of vehicles used and determine appropriateness
- Carpool whenever possible
- Use internet-based applications, teleconference and videoconference when available
- Encourage use of ethanol fuels and provide information to educate users
- Provide new employees training on fuel and energy conservation at new employee orientation