**[*SCHOOL or SCHOOL DISTRICT HEADING]***

Company Name

Address

City, State Zip

Dear \_\_\_\_\_\_\_\_\_\_\_,

**[Insert Name of School or District]** is supporting a vehicle idling reduction effort. All drivers operating vehicles at the school shall adhere to the following:

* All drivers turn off engines when they arrive at school.
* Delivery vehicle engines should be turned off during loading or unloading. Where engine idling is needed to facilitate delivery, delivery shall not take place when school is in session, unless approved by the Principal or his/her designee.

 We are supporting this effort to reduce the students’ exposure to air toxins in the exhaust of idling vehicles.

 Please note the importance of idling reduction, which will not only improve the air, but will save money in fuel costs.

 A typical truck burns approximately one gallon of diesel fuel for each hour it idles, and many trucks can idle between 4-8 hours a day, which, even at currently reduced fuel prices could cost around $2K-$5K/year in wasted fuel per truck.

We encourage the drivers of your company fleet to eliminate unnecessary idling not only at our school but anywhere when waiting for more than 10 seconds, whenever possible. This simple change will improve the air our children breathe, as well as the air quality in our neighborhoods.

 Thank you for your support!

[Signature of Principal/Superintendent]