

Koffee Kup Bakery, Inc. 436 Riverside Avenue Burlington, VT 05401-1452



Engine Idling Policy effective 12/4/10 – All Locations

1.0 PURPOSE:

The purpose of this program is to ensure all vehicles assigned to Koffee Kup Bakery, Inc. (hereafter referred to as KKB) are operated safely, maintained properly, and operated in an environmentally friendly manner to reduce its carbon foot print.

2.0 SCOPE:

This program covers all KKB employees who operate any vehicle that is leased or owned by KKB. Employees, who are reimbursed expenses for using their own vehicle while performing work or other business for KKB, should adhere to the company's policy while on KKB premises or at our customer's facilities.

3.0 POLICY:

All employees who operate a company leased or owned vehicle belonging to KKB shall turn the engine off upon arriving at your destination. This policy applies to both commercial and non-commercial fleet vehicles. Vehicles with service issues not allowing this must be reported daily to your Area Sales Manager. This is currently a law in some states.

4.0 SAFETY EXEMPTIONS:

KKB recognizes its employees are first and foremost the core structure of our company. Employee safety cannot be compromised for business practices. KKB therefore recognizes that most of its vehicles in the Northeast are left outside at night. The vehicles, if diesel, should be plugged in nightly. The necessity of our employees to operate the vehicles safely comes first! An employee who needs to idle a vehicle in order to defrost the windows or generate heat to operate the vehicle safely must do so, in particular in extreme cold weather. This procedure is generally 5 minutes or less. Do not operate an unsafe vehicle, or risk health injuries. Once the vehicle has warmed up and is defrosted, please adhere to the no idling practices described in section 3.0.

5.0 PRINTER/LIGHTS EXCEPTIONS:

KKB recognizes that currently under some current conditions, the truck may need to be running to print invoices. Under these conditions, as long as the service issue has been reported daily to an Area Sales Manager daily, the truck may need to temporarily be run only to print the invoice. The same applies for any lights which may drain the battery and may need replacing.

Every effort to test truck equipment prior to the effective policy date will be taken.

All questions regarding this policy should be addressed to your state Area Sales Manager.