

Idle Free Schools

Sample Letter to Teachers and Staff

Dear Teachers and Staff at **[Insert Name of School]**,

[Insert Name of School] has instituted a vehicle idling policy at the school. In addition, we are implementing an Idle Free Schools campaign to spread the message of reduced vehicle idling, and we need your help! Here's how you and your students might be involved in the Idle Free Schools campaign:

- ❖ *If students will be involved*, students from the **[insert grade, or club, or class]** grade at this school will be working on the campaign and will need to be outside of the school 20-30 minutes before school is excused on several days throughout the school year. We will provide you with those exact dates as they approach.
- ❖ Students will be taking home information to inform their parents of the campaign. This includes a letter, a flyer and a pledge form. Students will be bringing back the signed pledge forms.
If students will be involved, student from the campaign will collect your pledges and tally them up. *If students won't be involved*, teachers shall be responsible for collecting the pledges and tallying them up.
- ❖ The class that returns the most pledges will receive *(if providing an incentive, for example a pizza party, please insert that information here.)*

As a reminder, the vehicle idling policy at the school is in effect. All persons operating vehicles at the school should adhere to the following guidelines:

- ❖ When waiting for students to be picked up, all engines should be shut off.
- ❖ All drivers should turn off engines when they arrive at school and when they expect to be parked for more than 10 seconds.
- ❖ If idling is necessary for temperature control, please restrict it to no more than 5 minutes.

We are implementing this policy to reduce the students' exposure to air toxics emitted from idling vehicles. We encourage you to eliminate unnecessary idling not only at our school but anywhere you are waiting for more than 10 seconds. This simple change will improve the air our children breathe, as well as the air quality in our neighborhoods.

Included with this letter is a brochure or flyer to tell you more about idling reduction and a pledge sheet. As part of our Idle Free Schools campaign, we are asking all parents, teachers, staff, bus drivers and delivery truck drivers to pledge to not idle unnecessarily.

Thank you for your support!

Turn Your Key, Be Idle Free!