**TEMPLATE – Letter to Front Office Staff**

Dear Office Staff:

**[Insert name of school]** is part of the Arizona Department of Environmental Quality’s (ADEQ’s) comprehensive vehicle “No Idling” program. ADEQ has identified unnecessary vehicle idling as a contributor to air pollution and increased health risks for everyone, especially children.

Soon letters will be going out to parents and idling reduction pledge cards will be coming back to teachers. Monitors might also be present in the drop-off and pick-up areas before and after school to measure how long individuals idle while dropping off or picking up students.

We would like to extend the idling reduction message beyond parents to include delivery drivers. You have received a stack of informational letters and pledge forms for drivers who deliver goods to your school.

**What You Can Do To Help:**

* Please distribute these to drivers who visit your school
* Please ask them to sign the forms pledging not to idle their vehicles.
* We encourage you to take the pledge not to idle your vehicle.

As a reminder, the vehicle idling policy guidelines are below:

* 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 limit idling to 5 minutes

Consider reducing idling at not only our school but also 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.

Thank you for your support!