Model Electric Vehicle Employee Policy

1. **BACKGROUND**

[Current and future employees are electric vehicles (EV) drivers. For this reason, Workplace EV charging is essential. Provide up-to-date data to support the policy. Align it with existing Climate Action/Mitigation/Adaptation/Resilient Plans and municipal GHG emissions reductions.]

For smaller personal vehicles, EV market penetration has grown from 0.5% to 2.5% over the past 5 years (2015-2020), and by 2025, 25% of vehicles sold will be electric. The demand for EV chargers at peoples' homes and workplaces, and public spaces, will also grow. In fact, the second most important charging location, after home, is at the workplace. The US-based Electric Power Research Institute estimated that 54% of non-residential parking occurs at the workplace where layover is often between 4-8 hours. This extended period where vehicles are sitting in one place provides an opportune time to provide EV owners with an extension in range. Furthermore, 60% of workplace drivers surveyed at a Fortune 500 company said they are likely to switch to EVs if workplace charging becomes available.

EV charging is an investment that will be utilized every day, providing tangible benefits for all employees. Charging also allows municipalities to achieve commitments to climate action, GHG emissions reduction and corporate social responsibility. Development of EV Employee Policy now will assist in managing the future demand for EV charging.

In \_\_\_\_ year, the [Municipal Subtype] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Green Directions/ Community Sustainability Plan/ Environmental Master Plan/Resilient Strategy], which outlines several initiatives related to encouraging sustainable transportation and leadership in environmental sustainability. With Council approval, [Municipal Subtype] policy regarding electric vehicles will allow workplace EV charging for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [its employees/individuals/publicly available]

1. **PURPOSE**

[A statement of what this policy seeks to achieve.]

The [Municipal Subtype] of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recognizes that electric vehicles contribute to improving local air quality, reducing GHG emissions, employee retention/attraction and enhancing the overall image of the organization concerning sustainability.

The purpose of this policy is to:

* Provide guidance to staff driving personal electric vehicles and the usage of [Municipal Subtype] own charging stations
* Promote a corporate culture at the [Municipal Subtype] that recognizes and places a priority on sustainability

1. **DEFINITIONS**

* Employee: An individual who is employed (full-time, part-time, temporary, permanent) by the [Municipal Subtype]
* ICE: Internal Combustion Engine – a conventional vehicle that burns gasoline or diesel to generate motive power
* HEV: Hybrid Electric Vehicle – Combines ICE with a battery-electric propulsion system.
* PHEV: Plug-In Hybrid Electric Vehicle - a PHEV with the option to charge the battery with an external source of electricity
* BEV: Battery Electric Vehicle – BEVs only contain a battery-electric propulsion system.
* EV: Electric Vehicle and is used in this context to include BEV and PHEV
* EV Charging Provider: The [Municipal Subtype] has contracted \_\_\_\_\_\_\_\_\_\_\_\_\_\_to provide this EV charging service at \_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ staff parking
* Station: Means an electric vehicle charging station, which is an element of an infrastructure that supplies electric energy for the recharging of EVs
* Station Stall: Refers to a parking space equipped with a 'Station'
* Program Coordinator: Manages the program administration and the Workplace EV Network
* Workplace EV Network: Staff EV owners working together to share the [Municipal Subtype]’s limited charging resources. Signing up to this community-based network is voluntary

1. **SCOPE**

[Determine the rules around access and use. In general, allowing all staff to use the chargers is a good idea. This prevents any discrimination between different types of staff. Also, determine if the chargers will be used by visitors/be open to the public and are PHEVs also allowed to charge.]

This policy initially applies to employees only/and visitors.

1. **OPERATIONS** 
   1. **General**

[Layout the rules. When the municipality adopts such a policy, parking signage should clearly indicate the requirements. The municipality may decide to limit EVSE use to employees only or to allow visitor use as well. The Municipality may choose to place a daily limit on the amount of time a given vehicle can occupy a charging space.]

* Users of charging stations are required to be registered at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The [Municipal Subtype] does not guarantee that a Station will be available for participants' use
* Workplace charging is available on a first-come-first-served basis

Or

EV Charging Provider has a reservation option. Go to [www.\_\_\_\_\_\_\_\_\_](http://www._________) to register

* Employees with Internal Combustion Engines (ICE) including Hybrid Electric Vehicles (HEV) are prohibited from parking in charge spots designated for Battery and Plug-In Electric Vehicles (EV)

Or

All employees with EV and PHEV can use the chargers

* Any operational issues related to the EV charging stations or designated parking spots should be documented in writing/images and forwarded to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for further action

Or/and

Any visible damage to the charging station or cord should be reported immediately to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* EV parking spots will be clearly delineated by appropriate signage
* Parking rules, user fees, and the terms and conditions are subject to change without prior notice
  1. **Registration Process**

[Some workplace charging programs require users to register to use the equipment and sign a standard waiver of liability. It is recommended municipalities to provide a short online/in-person training on how to use the chargers, or a brochure/printed information.]

* Employees with Electric Vehicles (EVs) wishing to use the workplace charging station must register at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office/online. Upon registration, employees will be provided with a short information session on the proper use of EV charging equipment/employer-issued car tags and additional program information

Or/and

* [Municipal Subtype] employees who wish to use the charging stations will need to set up an account (if you do not currently have one) with the EV Charging Provider at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  1. **Usage Procedure –**

[Provide guidelines that regulate how EV charging points located on workplace premises will be used, the time limitation.]

* Employees may plug in their vehicles only if they are able to park in a space immediately adjacent to a charger
* Practice safe charging, including properly managing the cord during and after charging. Avoid overstretching the cord, properly retract or coil the cord, do not place it such that it comes in contact with another vehicle, and once charging is complete, insert the handle in the charging station holster
* Employees with EVs will be allowed usage of the charging station for up to \_\_\_\_\_ hours during the regular business hours of \_\_:\_\_AM- \_\_:\_\_ PM

Or

EVs may continue to be parked in the designated EV parking spots if not connected to a charging station during regular business hours

Or

EVs have to be removed from designated EV parking spot after \_\_\_\_\_\_ hours/regular business hours

Or

By using the charging stations, the EV owner consents for their vehicle to be unplugged when the charging station indicates their vehicle is fully charged. This will better enable vehicles parked adjacent to existing charging stations the opportunity to charge. Authorized personnel may disconnect your vehicle at any time

* 1. **User Fees**

[Decide on a Funding Model]

* Free access: Employees have free access to the stations
* Full-time users: Employees with EVs using the charging station as a registered full-time user will be charged a monthly subscription fee of $\_\_\_\_\_\_\_\_\_\_/month. This fee will be deducted as a payroll deduction and revisited annually
* Part-time users: Employees with EVs using the charging station as a registered part-time user shall report to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(email, app-based, other forms) single-use charges following every charge. Part-time users will report the date of use and the number of hours used to charge their EV
* Fees set by the EV Charging Provider: The fees are based on a revenue-neutral, service cost recovery business model and set at $\_\_\_\_\_\_\_\_\_\_\_/charging session. The charging session for charging in the Station Stall is for a full working day
  1. **Responsibilities**
* Employees who wish to use the Stations must:
* Register with the EV Charging Provider & follow its instructions; and,
* Become familiar with this policy and apply the established principles
* EV Workplace Charging Coordinator will:
* Assist employees with any questions related to this document;
* Oversee station usage and aggregated data

1. **Continual Improvement**

[Forward-thinking it is anticipated an approaching future when workplace parking lots are filled with plugged-in EVs. Be ready and plan.]

The [Municipal Subtype] is committed to continuous improvement through regular review of this policy, its scope, and implementation processes on an ongoing basis.

The workplace EV community can collaborate on ideas on how to better share workplace charging stations by reporting to \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Contact**

[Municipal Subtype]s should designate the party responsible for ongoing operation and maintenance issues and any related costs. Provide the contact details and information for the person or department in charge of the EV charging points in case employees have any questions.]

EV Workplace Charging Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Appendix**

**A - EV Workplace Guidelines**

* Clean Air Partnership - [Creating an Effective Workplace Electric Vehicle Charging Policy](https://cleanairpartnership.org/cac/wp-content/uploads/2018/11/Workplace-EV-charging-Policy-V2.pdf)
* ChargePoint - [An Employer's Guide to EV Charging in the Workplace](http://info.chargepoint.com/rs/079-WYC-990/images/Workplace_eBook.pdf)
* New York State Energy Research and Development Authority – [Workplace Electric Vehicle Charging Policies Best Practices Guide](C://Users/DStefanova/Desktop/ChargeNY-Workplace-EV-Charging-Policies.pdf)
* U.S. Department of Energy Vehicle Technologies Office - [Implementing Workplace Charging within Federal Agencies](https://afdc.energy.gov/files/u/publication/federal_wpc_case_study.pdf)
* U.S. Department of Energy - [Plug-In Electric Vehicle Handbook for Workplace Charging](https://afdc.energy.gov/files/u/publication/pev_workplace_charging_hosts.pdf)

**B – Examples of EV Workplace Policy**

* The City of Ottawa, ON – [Corporate EV Charging Policy](https://sustainableeasternontario.ca/wp-content/uploads/2018/02/2_Ottawa_Corporate_Electric_Vehicle_Charging_Station_Policy.pdf) (2017)
* The City of Vaughan, ON - [WORKPLACE ELECTRIC VEHICLE CHARGING POLICY](https://www.vaughan.ca/cityhall/policies/policies/AD%20-%20019%20Workplace%20Electric%20Vehicle%20Charging%20Policy.pdf); an [updated version](https://www.vaughan.ca/cityhall/environmental_sustainability/General%20Documents/2015%20Workplace%20EV%20Charging%20Policy%20Staff%20Report.pdf) (2015)
* The City of Sacramento, USA – [Parking Facilities Division EV Policy Revision](http://www.cityofsacramento.org/-/media/Corporate/Files/Public-Works/Electric-Vehicles/Council-Agenda-Item-Electric-Vehicle-Policy-Revision-10272000.pdf?la=en) (2000); [2020 EV PARKING PROGRAM](https://www.cityofsacramento.org/Public-Works/Electric-Vehicle-Initiatives/EV-Charging-at-City-Facilities)
* The City of Washington, USA, Department of Transportation Headquarters – [EV Charging](https://www.transportation.gov/transerve/ev-charging-station-jm-final-8-4-2015)