



# Electric Vehicle Charging Policy

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| Policy              | <b>Electric Vehicle Charging Policy</b> |
| Date of review      | <b>March 2023</b>                       |
| Date of next review | <b>March 2024</b>                       |
| Lead professional   | <b>Chief Financial Officer</b>          |
| Status              | <b>Non-Statutory</b>                    |

## 1. Introduction

This Electric Vehicle Charging Policy (EVCP) sets out how electric and plug-in hybrid vehicles should be recharged whilst on site, whether the vehicle is owned by the organisation, an employee or a visitor.

The policy is part of the trusts' wider Sustainability Strategy and the 'Trinity Earthshot Project', to minimise the impact that the organisation's activities will have on the environment; it also complements the individual sites within the Multi-Academy Trust's (MAT) local travel plans.

The charging points around the MAT are owned and operated by the MAT exclusively. This policy covers arrangements and provides equity of access and provisions in terms of the application of the policy.

## 2. Aims and Objectives

This policy aims to:

- 2.1. Provide a consistent approach to recharging electric vehicles (EVs), including plug-in hybrid electric vehicles (PHEVs).
- 2.2. Clarify users' responsibilities for the safe and efficient use of the charging points, in line with the Terms & Conditions of use.
- 2.3. Establish a clear workplace policy that governs charging point access, security, usage, and other issues associated with EV/PHEV charging.

- 2.4. Place a responsibility on all staff and visitors using MAT-owned (fleet) EVs/PHEVs to charge them correctly.
- 2.5. Contribute to efforts to minimise the impact the organisation's activity has on the environment.
- 2.6. Ensure the MATs' liability in relation to the provision, use and maintenance of the charging points is made clear.
- 2.7. Improve onsite provision to support the MATs' current and future fleet of EVs/PHEVs and employees switch to EVs/PHEVs.

## 3. Definitions

In this policy, 'electric vehicle' includes both pure electric and plug-in hybrid vehicles.

### Electric Vehicle (EV)

- 3.1. A vehicle powered only by electricity. The vehicle is charged by an external power source.

### Plug-In Hybrid Electric Vehicle (PHEV)

- 3.2. A vehicle which combines a battery, electric drive motor and an internal combustion engine (ICE) and the ability to charge the battery from an external power source. The vehicle can be driven by the ICE, the electric drive motor, or both together.

## 4. Installation and use of charging points

- 4.1. The MAT has a growing number of charging points across the estate, of which are owned outright. The forward plan is to ensure all sites have a provision of charging points within the next 5 years.
- 4.2. The location of the charging points at local academies and organisation buildings will be determined by the Estates Department in conjunction with the academy Principal or the CFO/COO. The key constraints will form the provision of power to the location and ease of access for users.
- 4.3. The charging points are for use by staff and visitors to charge their own vehicle and MAT fleet vehicles only. Charging by the public is not permitted.
- 4.4. Dedicated EV charging bays have been, or will be, provided in each local academies and organisation building car park and are clearly marked with signage and lining.

- 4.5. The EV charging bays are to be used only when a vehicle is on charge (as denoted by the vehicle being connected to the charging point and the charging light being illuminated).
- 4.6. Once the user has stopped the charge it should be moved to an alternative parking location.
- 4.7. The EV charging bays are only to be used by non-electric vehicles as overflow car parking spaces. Access to the bays must not be impeded and should be provided in normal operating hours for each site.
- 4.8. The charging points are provided for the purpose of destination 'top-up' charging for MAT employees and visitors and should not be relied upon as the primary charging source. The organisation offers no guarantee of charging point availability at any time for EV or PHEV drivers.
- 4.9. Authorisation for the use of charging points by staff and visitors for private use will be made by the Site Team. Prior to using the charging points for the first time, the user will need to download the relevant App for an individual local academy's and organisation building (i.e. as there may be more than one technology deployed as the sources of funding for the charging points vary) and create an account using their staff, company or personal email address.
- 4.10. The MAT Information Technology Division, in conjunction with the Trust Data Protection Officer, will ensure that the communications and information technologies of the charging point comply with the organisation's cybersecurity and GDPR policies.
- 4.11. The MAT reserves the right to rescind permission to use the charging points if it is the opinion of the Site Team that an individual is misusing the authorisation. Using the charging points is a privilege, not a right.

## 5. Maintenance of charging points

- 5.1. The MAT has appointed Pod Point, via the free school programme, who have supplied and will maintain some of the charging points on Trinity Academy Leeds site; Pod Point are responsible for the warranty validation of the hardware. Additionally, the MAT will be appointing a range of providers to supply, fit and maintain the charging points to the remaining local academies and organisation buildings. The appointed providers are responsible for the warranty validation of the hardware.
- 5.2. No responsibility or liability is accepted by the MAT, it's employees or agents for damage to, or loss of, any vehicle or it's contents parked on trust property.
- 5.3. Use of a charging point is at the driver's own risk. Damage allegedly caused by the charging point to the vehicle is a matter solely between the device manufacturer and/or the device maintenance company and the user.

- 5.4. The MAT reserves the right to recharge the costs to rectify damage caused to the charging point by any user. All damage must be reported at the time it occurred to the Site Team.

## 6. Costs & Payment for Charging

- 6.1. Authorised private EV/PHEV users will pay for the energy consumed when charging, which will include a contribution to the maintenance costs of the charging point; payment will be made through the App and the user is required to pre-load their account.
- 6.2. All staff will be charged at a rate of 15p per Kwh. This rate is projected to promote the use of carbon footprint friendly vehicles in conjunction with the Trinity MAT Earthshot campaign. The rate is at the discretion of the MAT and will be regularly reviewed at operational level in line with electricity contracts per site and updated based on approval by the CEO and CFO/COO.
- 6.3. Visitors will be charged at a rate of double the rate in point 6.2, if each charging point allows. This is to dissuade drivers from making use of charging points for long periods of time, so they are available for staff. The rate is at the discretion of the MAT and will be regularly reviewed as per 6.2 above.
- 6.4. EV/PHEV users travelling on MAT business will receive the standard mileage reimbursement rates for company leased vehicles if through a salary sacrifice scheme, or owned vehicles rates as determined by the organisation policies and in line with HMRC guidance.
- 6.5. The MAT's electric fleet vehicle(s) will be permitted to make use of the charging points overnight. There will be no cost for fleet vehicles to make use of the charging points; access will be granted by way of the relevant App.

## 7. Responsibility for Electric Vehicles

- 7.1. Private vehicles are the responsibility of the owners/leasees. No responsibility can be taken by Trinity Multi-Academy Trust for damage to the vehicle that is caused by a fault in the charging system or the vehicle itself, while recharging.
- 7.2. The user is responsible for providing a suitable charging cable.
- 7.3. The MAT's fleet EVs/PHEVs should be treated with respect and recharged when required. Li-ion batteries should be operated in accordance with manufacturers' instructions to prolong battery life and reduce the risk of incidents during battery charging. Any issues should be brought to the attention of the person in charge of the particular fleet vehicle (or the team to which it is leased).

## 8. Communication of the policy

- 8.1. This policy will be made available to all staff portals or the trust website.

- 8.2. When registering to make use of the charging points, MAT staff and visitors will be required to acknowledge that they have read and accept the Terms & Conditions of Use as set out within this policy.
- 8.3. MAT staff and visitors will be made aware of the launch of the Electric Vehicle Charging Point Policy and any subsequent amendments through appropriate internal or website communications.

## 9. Monitoring & Compliance

- 9.1. The car parks are overseen by the site teams on each local academy's and organisation building to ensure all drivers are complying with the terms and conditions for parking.
- 9.2. Any drivers who are found to have parked their vehicles in breach of these terms and conditions will be asked to take corrective action by the site team.
- 9.3. This policy will be reviewed annually and updated when required to reflect changing policies and legislation.

### In particular, the following will be monitored:

- 9.4. Use of charging points - times, costs.
- 9.5. Use of charging points by fleet and private electric vehicles.
- 9.6. If areas of non-compliance are identified, an action plan to prevent further non-compliance with the policy will be implemented or identified on a risk register. Progress against actions will be monitored as part of routine business.
- 9.7. Compliance with organisational strategies, policies, procedures and standards is a condition of employment for MAT staff. Failure to comply could result in disciplinary actions being taken against employees.