



**The  
Three  
Rivers**  
Learning Trust

<b>Name of Policy</b>	<b>Staff Electric Vehicle Workplace Policy</b>
<b>Policy Number</b>	
<b>Trust Schools</b>	
<b>Named Person(s)</b>	<b>Dominique Flint</b>
<b>Review Committee</b>	<b>Academy Council</b>
<b>Last review date</b>	22 March 2021
<b>Next review date</b>	21 March 2022

## 1. Introduction

As part of the Trust's plan to address the climate crisis, we would like to lower carbon footprint by encouraging employees to use electric vehicles (EV) to commute to their place of work by giving them the option to charge electric vehicles at their place of work. This is one project that is part of the Trust's wider strategic planning to do all we can in our day to day work to reduce our impact on the environment and the climate and help to mitigate the effects of climate change.

This policy is a set of guidelines that regulate how EV charging points located on the Trust's premises can be used. The policy lays out the rules for employees' use of workplace charging points and any visitors who may also have access to them.

### Use Policy

- All employee vehicles that are parked on site must be registered using the Pod Point App, which can be downloaded from the App store or Google Play before they can use the charging stations.
- Parking spaces with charging stations for plug-in electric vehicles (PEV) are available on a first come, first serve basis for all employees and visitors in accordance with the principles set out in this policy. The school will not be responsible for dealing with any individual issues regarding space availability.
- Users will be required to bring their own charging cables to use the charge points.
- The charge point is available for a top up charge and not a full charge.
- Employees parking in charging bays must limit charging times to no more than **one hour per day**, with a maximum of **three charging sessions** per week.
- The average range of charge per hour is approximately 30 miles.
- Once finished in the charging bay, users must wrap the charging cable appropriately on the station to prevent any damage.
- Employees must move their vehicle from the charging bay as soon as they are able to do so after their charging session has ended.
- Individuals without an electric vehicle **MUST** not use the dedicated charge point parking spaces.
- Any problems with the functionality of charge points must be reported to the Caretaker.

### Guidelines

- Do not count on workplace charging stations being available when making a decision to purchase a PEV. Your purchase decision should be based on your ability to charge at home and convenience of publicly available charging stations.
- Do not use charging stations if you can drive your entire commute on electricity with charging at home. We encourage PEV owners who park in spaces adjacent to the charging stations to open charge-port covers to let

other PEV owners know they are allowed to plug in your vehicle when they are done. When your charge is complete, move your vehicle so other employees can use the charging station.

- Charging cords and charging station status indicators have matching identification numbers to show which cord goes with which charging station. Neatly replace the charging cords when finished. Cords left on the ground are safety hazards.
- A list of registered PEV owners by school is stored securely by the Central Finance Team.

## **Charging Tariff**

Electricity is not classed as a vehicle fuel by HMRC, so there are no benefits in kind tax implications for providing free charging to employees.

## **The use of charge points will operate using the following payment model:**

- **Energy cost recovery:** Users will be charged based on the energy consumed with the aim of recovering energy costs to the school, but not the capital cost.
- Pod Point will charge the user and the Three Rivers Learning Trust will invoice Pod Point to recover costs.

<https://pod-point.com/guides/driver/cost-of-charging-electric-car>

## [User Guide](#)

## **Maintenance and repairs**

- The charge points will be maintained and serviced in line with the supplier's instructions.
- Users will report any problems regarding the functionality of the charge points to the Caretaker, who will report these problems to the supplier.
- The Caretaker and supplier will arrange for any necessary repairs to take place.

## **Monitoring and review**

- This policy will be reviewed on an annual basis by the Chief Operating Officer and School Business Manager.
- If there are repeated incidents of there not being enough dedicated parking spaces or charge points, the Headteacher and School Business Manager will assess whether the facilities need to be extended.