

University of York

Electric Vehicle Charging Policy

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1 Introduction

- 1.1 This Electric Vehicle Charging Policy (EVCP) sets out how electric and plug-in hybrid vehicles should be recharged whilst on-site, whether owned by the organisation or the employee.
- 1.2 The policy is part of the University's wider Sustainability Strategy, to minimise the impact that the organisation's activities will have on the environment; it also complements the University's Travel Plan.
- 1.3 The charging points at the University complement the City Council's broader EV charging strategy, aimed at improving accessibility to charging points as the number of EV / PHEV vehicles in the city grows.

2 Aims and Objectives

This policy aims to:

- provide a consistent approach to recharging electric vehicles (EVs), including plug-in hybrid electric vehicles (PHEVs).
- clarify users' responsibilities for the safe and efficient use of the charging points, in line with the Terms & Conditions of use.
- establish a clear workplace policy that governs charging point access, security, usage and other issues associated with EV / PHEV charging.
- place a responsibility on all staff using University-owned (fleet) EVs / PHEVs to charge them correctly.
- contribute to efforts to minimise the impact the organisation's activity has on the environment.
- ensure the University's liability in relation to the provision, use and maintenance of the charging points is made clear.
- Improve on-site provision to support the University's growing fleet of EVs / PHEVs amongst existing and prospective employees.

3 Definitions

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

Electric Vehicle (EV)

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

Plug-In Hybrid Electric Vehicle (PHEV)

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, by the electric drive motor, or both together.

4 Installation and use of charging points

- 4.1 The University has 5 charging points (each being a twin charger, able to charge two cars simultaneously), located within the car park of the former Smith & Nephew building.
- 4.2 The location of the charging points is based on a planning requirement, set by City of York Council.
- 4.3 The charging points are for use by University staff permit holders charging their own vehicle and University fleet vehicles only. Charging by the general public is not permitted.
- 4.4 Dedicated EV charging bays have been provided (10 in total) and are clearly marked with signage and lining.
- 4.5 Two of the initial parking spaces will also be accessible parking bays, recognising the need for accessible EV charging. Non-EV drivers requiring an accessible bay will also be permitted to use these parking bays (i.e. they offer a dual purpose), when displaying a blue badge within their vehicle.
- 4.6 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 green light being illuminated).
- 4.7 Once the user has stopped the charge it should be moved to an alternative parking location. The University's parking policy does not guarantee staff permit holders a parking space on campus, nor can it assure EV/PHEV drivers of an alternative parking location, following a period of charging.
- 4.8 The EV charging bays are not to be used by non-electric vehicles. Access to the bays must not be impeded and should be provided 24/7.
- 4.9 The charging points are provided for the purpose of destination 'top-up' charging for University employees 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.
- 4.10 Authorisation for the use of charging points by staff for private use will be made by the Transport Team. Prior to using the charging points for the first time, the user will need to:
 - Download the Pod Point App and create an account using their University email address.
 - Visit York.ac.uk/ev-charging to request access to the private scheme and agree to the University's terms and conditions of use (set out in this EVCP).
- 4.11 The University has ensured that the communications and information technologies of the charging point comply with the organisation's cyber security and GDPR policies.
- 4.12 As a precaution, smoking is not allowed in the vicinity of the charging points.

- 4.13 University reserves the right to rescind permission to use the charging points if it is the opinion of the Parking Manager 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 University has appointed Pod Point to supply and operate the charging points; Pod Point are responsible for the supply, fix, commission and warranty validation of the hardware.
- 5.2 The charging points benefit from a 3-year warranty with Pod Point, subject to their General Terms & Conditions.
- 5.3 The University has entered into a 3-year contract for the use of Pod Point's Data and Management Information System.
- 5.4 No responsibility or liability is accepted by The University, its employees or agents for damage to or loss of any vehicle or its contents parked on University property.
- 5.5 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.
- 5.6 The University reserves the right to re-charge 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 Parking Team (parking-permits@york.ac.uk)

6 Costs & Payment for Charging

- 6.1 Authorised private EV / PHEV users will pay for the energy consumed when charging; payment will be made through the App and the user is required to pre-load their account.
- 6.2 Private users will be charged at a rate of 39p per hour for the first four hours; beyond this the cost will increase to £2 / hour. This is to dissuade drivers from making use of charging points for a prolonged period, thereby precluding other users from charging. The rate is at the discretion of the University and will be regularly reviewed.
- 6.3 EV / PHEV users travelling on University business will receive the standard mileage reimbursement rates for leased or owned vehicles as determined by the organisation.
- 6.4 The University's electric fleet vehicle(s) will be permitted to make use of the charging points over night. There will be no cost for fleet vehicles to make use of the charging points; access will be granted by way of the Pod Point App.

7 Responsibility for Electric Vehicles

- 7.1 Private vehicles are the responsibility of the owners/leasees. No responsibility can be taken by University of York 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 University'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 on the intranet system and University website.
- 8.2 When registering to make use of the charging points, University staff will be required to acknowledge that they have read and accept the Terms & Conditions of use set out within this policy.
- 8.3 Staff will be made aware of the launch of the Electric Vehicle Charging Point Policy and any subsequent amendments through appropriate internal communications.

9 Monitoring & Compliance

- 9.1 The car parks are patrolled by the University Travel and Transport team to ensure all drivers are complying with the terms and conditions for parking.
- 9.2 Parking Charge Notices (PCNs) will be issued to drivers who are found to have parked their vehicles in breach of these terms and conditions. The University's full terms and conditions for use of its car parks can be found at: york.ac.uk/about/transport-maps-parking/parking/conditions-and-charges/
- 9.3 This policy will be reviewed annually and updated when required to reflect changing policies and legislation.
- 9.4 In particular, the following will be monitored:
- Use of charging points – times, costs.
 - Use of charging points by fleet and private electric vehicles.
- 9.5 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.
- 9.6 Compliance with organisational strategies, policies, procedures and standards is a condition of employment. Failure to comply could result in disciplinary actions being taken against employees. For serious breaches criminal prosecution could follow.