3-06/140.06 â€“ Electric Vehicle Usage Policy

This policy applies to all electric vehicles owned or operated by the Department, including those used for official duties, public transportation, utility services, and fleet maintenance. It covers the operation, maintenance, and charging of electric vehicles.

DEFINITIONS

- Electric Vehicle (EV): A vehicle that operates entirely on electric power, using a rechargeable battery.
- EV Fleet: The collection of electric vehicles in the Department's transportation fleet.
- Plug-in Hybrid Electric Vehicle (PHEV): A vehicle that combines both an internal combustion engine and an electric motor, with the ability to be plugged into an external power source to recharge the battery.
- PowerFlex: PowerFlex is a mobile application related to EV charging and energy management. Internal Services Department manages the infrastructure and charging for EVs using the PowerFlex app. PowerFlex offers smart charging solutions, primarily for EV's, and its app provides features to monitor and manage EV charging stations.

OPERATION OF ELECTRIC VEHICLES

Driver Training

All employees operating EV's will be required to attend an EVOC, 4-hour course on basic and specific operating procedures of electric vehicles, including how to monitor battery levels, proper charging techniques, and energy-efficient driving practices. Some EV's are equipped with "hands free" driving options. Personnel are prohibited from using this function if it is available on any County-owned vehicle.

Range Management

Drivers must ensure that EV's are charged in advance of any work assignments to ensure the vehicle has sufficient range. If an EV runs out of charge while on duty, the employee will be responsible for initiating appropriate measures to return the vehicle to a charging station.

CHARGING

Employees using EV's are required to follow established charging protocols, including ensuring vehicles are plugged into the correct charging station and adhering to time limits to avoid blocking other vehicles.

All Department members regularly using or managing EV's are required to download the PowerFlex app on their Department-issued phones to charge Department EV Vehicles.

AUTHORIZED CHARGING LOCATIONS

All government-owned electric vehicles are to be charged at authorized government facilities or approved public charging stations designated by the Internal Services Department. Where government facilities are

unavailable, the use of public charging stations that are compatible with the EV's is authorized, provided the charging process is connected through PowerFlex and complies with all safety protocols and local laws.

PROHIBITED CHARGING

Government-owned electric vehicles are prohibited from being charged at private residences or any other non-approved charging station.

- Charging government-owned vehicles at private residences presents significant risks, including potential damage to the vehicle or residence by improper use of residential electrical systems and safety hazards that could result in liability for the local government. To mitigate these risks, all government-owned EVs must be charged only at designated government-owned or approved charging stations.

EMERGENCY CHARGING

In rare cases where charging at a government facility or approved public station is not feasible, employees shall request special authorization from the Fleet Management Unit to charge the vehicle at another location. Such requests must be documented and reviewed and approved by the Fleet Management Unit. Unauthorized charging will be considered a violation of this policy.

Charging at an employee's personal residence remains prohibited, even if the residence is properly wired and equipped for electric vehicle charging. In such cases, the employee shall place a call to the Fleet Office and have the vehicle towed to the closest approved charging location.

MAINTENANCE AND INSPECTIONS

EV's will undergo regular maintenance as per the manufacturer's recommendations. Fleet maintenance personnel will be trained to handle the unique requirements of EV's, including battery inspections and software updates.

Any malfunction or operational issue related to an EV must be immediately reported to the Fleet Management Unit for evaluation and repair.

MONITORING AND ENFORCEMENT

- Monitoring: Fleet Management will conduct periodic checks to ensure compliance with this policy. Data may be collected regarding the charging locations of government EV's to monitor proper use of charging stations.

- Consequences of Non-Compliance: Any employee or contractor found to be charging a government-owned EV at a private residence or non-approved location without proper authorization may be subject to disciplinary action, including suspension of vehicle access, or other measures as deemed appropriate by Department policies.

- Failure to attend an EV Certified Training Class at EVOC will result in disciplinary action in the event of an accident or knowledge of driving without a training certification.