

Electric Vehicle Workplace Charging Policy

Department of Natural Resources

October 11, 2019

1. BACKGROUND

The Department of Natural Resources (the Department) has installed two non-networked Level 2 Electric Vehicle (EV) charging stations at the Natural Resources Building. These charging stations are open to both employees and the public on a no charge basis. Staff and the public may use the stations to charge hybrid/electric vehicles.

2. PURPOSE

The Department recognizes that EVs contribute to achieving the Province's environmental and energy policy goals.

The purpose of this policy is to:

- provide guidance to employees and visitors driving EVs on the safe and fair use of charging stations;
- identify employee safety as the highest priority in the offering of this service;
- provide information on use agreements and waivers associated with charge station usage; and
- visibly demonstrate the Department's commitment to sustainable energy.

3. POLICY STATEMENT

The Department of Natural Resources offers the usage of two Level 2 electric vehicle charging stations based on the following:

- There will be no charge for use of the electric vehicle charging stations.
- All users will be required to sign a Registration Agreement and Waiver prior to usage and will be given a permit to display in the front window of the vehicle while charging.
- Registration agreements and waivers will be required at initial registration and again at set intervals as determined by officials at the Department of Natural Resources; however users will be required to sign in for each use.
- Once a Registration Agreement and Waiver has been signed, the user will be provided with a permit to hang from the rearview mirror.
- Each electric vehicle is limited to four (4) hours parking in the charging station space between 8:30 a.m. and 4:00 p.m.
- Charging of electric vehicles is limited to charging station spaces only.
- Spaces are available to staff and visitors on a first-come, first-serve basis.
- Information collected through registration procedures will be limited, stored in a locked drawer, and shredded at the end of the retention cycle to ensure protection of personal

information. This information will be held by security personnel and will only be shared with other officials as required.

4. RESTRICTIONS

- Parking in electrical charging stations is restricted to vehicles actively charging. Authorized security personnel and/or other designated government officials may disconnect a vehicle at any time.
- The Department of Natural Resources and the Government of Newfoundland and Labrador assume no responsibility or liability whatsoever for any damage to vehicles using the electrical charging stations.
- The Department of Natural Resources and the Government of Newfoundland and Labrador assume no responsibility or liability whatsoever for any personal injury resulting from use of the charging devices.
- Users will be expected to use the honor system in the use of designated spaces, however if concerns are reported there may be a more active role played by building staff. Maximum charge time has been set to allow employees to move vehicles during lunch breaks to avoid disruption during working hours.
- Charging station usage will be limited or not available during regular maintenance periods or if there has been any damage reported.
- Any user, staff or visitor, not following the four (4) hour charging maximum will be provided a warning, and repeated abuse of this policy could result in a loss of use privileges.
- Electric vehicle drivers whose vehicles do not require charging should be conscientious of the needs of drivers who do require a charge in order to make it to their next destination, and not use available charging stations, if not needed.
- Users are not permitted to use extension cords or personal cords when using the charging stations.

5. SCOPE

This policy applies to employees and the public who use the charging stations at the Natural Resources Building on 50 Elizabeth Avenue.

6. GENERAL CONDITIONS

- EV parking spaces are clearly delineated by the parking space with the green EV symbol and by appropriate signage.
- Each user must take extra care to ensure that cords are coiled and safely returned to the station and are not left in a position where they could be a tripping hazard. Safety of charging station users and building staff is paramount.

- Any operational issues related to the charging stations, including any damage to the cord, should be reported to the security desk immediately where it can then be documented in writing and forwarded to building staff for further action.
- Building staff will be expected to respond to operational issues as quickly as possible.
- Registration and Liability Waivers will be kept until a revised/new version is signed and used in place of a previous one.

7. RESPONSIBILITY OF DEPARTMENT STAFF

Department employees are responsible for becoming familiar with this policy and managing their use of the charging stations accordingly. Employees must be aware that availability of the charging station is not guaranteed, and does not equate to a designated parking space as the four-hour charging/parking limit will be monitored.

8. CONTINUAL IMPROVEMENT

The Department is committed to a process of continuous improvement through regular review of this policy, its scope and implementation processes on an ongoing basis. Reviews will occur annually or as circumstances warrant.

Policy Revision Number: 1.0

Approved: 

Date: Oct 15/19