

Electric Vehicle Charging Station Policy

SCOPE

This policy applies to employees, officers, visitors and volunteers, including board/commission members and employees that work at _____ through an interagency agreement.

POLICY

A. Electric vehicle (EV) charging is available.

B. Vehicles must be charging to use the designated electric vehicle parking spots.

Only electric vehicles may use the EV parking spots. Non-electric vehicles or electric vehicles not being charged will be towed at owner's expense.

During normal business hours, electric vehicles must be moved from the spots once charging is complete or after four hours, whichever comes first.

Overnight charging of vehicles will be limited to agency vehicles.

C. Charging stations are available on a first-come first-serve basis.

- Priority is given to the following:
 - State-owned Plug-in Electric Vehicles (PEVs) or Plug-in Hybrid Electric Vehicles (PHEVs).
 - PEVs or PHEVs which must travel to the facility from 25 or more miles away or travel 25 or more miles during the course of the business day.
 - Employees registered in the commute trip reduction (CTR) program using PEV or PHEV for CTR purposes.
 - All other electric vehicles may utilize stations as available. If high priority vehicles are unable to charge due to occupancy by one of these other vehicles, the owner may be asked to interrupt their charge and relocate to one of several nearby chargers.

D. Charging will be free for employees and visitors.

Charging will be available at no cost to employees and business visitors during normal working hours unless chargers are installed or modified to allow advance reservation.

Prior to **DATE**, this policy will be re-evaluated to determine if there have been significant costs to the agency and if the free charging policy needs to be modified.

E. Employees must charge agency vehicles after use.

Employees must maintain an adequate charge in agency vehicles for the next user. Agency vehicles are subject to the same parking rules outlined in this policy.

F. Violations are to be reported to _____ or agency transportation officer.

DEFINITIONS

Electric Vehicles means vehicles offering external electrical charging capability, including plug-in electric vehicles (PEVs) and plug-in hybrid electric vehicles (PHEVs).

RESOURCES

[RCW 43.01.250](#) *Electric vehicles – State purchase of power at state office locations – Report.*

[RCW 43.19.648](#) *Publicly owned vehicles, vessels, and construction equipment – Fuel usage – Advisory committee – Tires.*

[RCW 46.08.185](#) *Electric vehicle charging stations – Signage – Penalty.*

DES:

Enterprise-Wide Transportation Policy

WSDOT:

WSDOT EV Policies, Fleet, and Infrastructure