

POLICIES AND PROCEDURES

POLICY: Electric Vehicle (EV) Charging Stations

Date Approved: May 24, 2022

Last Reviewed:

Dates of Amendment:

Cross Reference: [Energy Management](#)

POLICY:

1. The Board is committed to energy efficiency initiatives, greenhouse gas emission reductions and protecting the environment, through available infrastructure, by creating electric vehicle recharging opportunities, to individuals requiring the service, at a Board facility on a cost recovery basis during occupied hours of the building.
2. The Board shall permit employees and the general public access to the car charge station located at 570 West Hunt Club Road and other OCSB school sites at times set out by the Planning and Facilities department. All vehicles must first register with the reception personnel within the building to access the charging station account. Use of charging stations are at the user's own risk and will be made available during work hours when possible.
3. The Board is committed to supporting the installation of Electric Vehicle (EV) charging stations at our facilities as time and resources permit. The Board makes no guarantee of availability of charging stations or reliability of the equipment. The Board will not be liable for any damages associated with loss of service or defective charging equipment.
4. The Board strives to provide a safe environment for the area of the charging station, however, users that access the EV charging stations do so at their own risk. The board will not be responsible for personal injury while accessing EV charging stations on Board property.

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ADMINISTRATIVE PROCEDURES:

1. Users will advise the office at the school/site of their vehicle registration information, a contact number that the user can be reached at, and be able to return to unhook or relocate their vehicle within 15 minutes from the time receiving a call or if the related parking spaces need to be accessed.
2. By using the charging station, the user agrees to the terms and conditions of use and consent to having their vehicle unplugged if the charging station indicates their vehicle is fully charged prior to the 4 hour time limit.
3. Those choosing to utilize the charging station will be permitted to do so on a first come first serve basis for a maximum of 4 hours daily. Additional charges may be applied to those exceeding the 4 hour limit.
4. Hourly electrical charging rates will be based on average market conditions in the Ottawa market. Costs for service will be billed through third party vendors connected to the charging unit on site.
5. The Board will make reasonable efforts to provide access to the charging station, however, users must not rely on the workplace charger station being available when making decisions to commute. The opportunity to use the station should be based on its availability to do so when the opportunity presents itself.
6. Do not rely on the on-site charging station if you cannot drive your entire round trip commute on electricity from home or from other charging off-site locations. When your charge is complete your vehicle should be moved to allow others the same opportunity. A charging etiquette for sharing the charging station is expected to be respected by all users.
7. Charging cords and charging station status indicators have matching identification numbers to show which cord goes with which charging station. Users are to neatly return the charging station plugs to their original position when finished with charging their vehicle. Charging plugs left on the ground may pose a safety hazard and must be securely returned to the charging stand upon completion of charging activity.
8. When services that are normally available to users at the charging station become

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temporarily unavailable, a disruption-of-service notice will be posted at the facility and online.

9. Overnight charging or blocking of the charging station is not permitted.
10. The Board will develop a process for receiving and responding to feedback information and monitor the effectiveness of this service. Information about the feedback process will be made available to the public in such a way that allows users to access the process.