



Electric vehicle charging policy

Tees Valley Education Trust

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Purpose

Tees Valley Education is committed to promoting sustainability and reducing our carbon footprint. As part of our environmental initiatives, we have installed Electric Vehicle (EV) charging stations on academy premises. These facilities are intended for use by visitors, employees, and parents/carers, providing a convenient and accessible way to charge electric vehicles. This policy outlines the guidelines for using the EV charging stations.

Aims and Objectives

- 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 and Conditions of use.
- Establish a clear workplace policy that governs charging point access, security, usage and other issues associated with EV / PHEV charging.
- Contribute to efforts to minimise the impact the organisation's activity has on the environment.
- Improve on-site provision for visitors, employees, and parents/carers growing use of EVs / PHEVs.

Definitions

- **Electric Vehicles (EV)** – a term that can be used for battery-powered electric vehicles, plug-in hybrid electric vehicles and range extended vehicles, but that is often used to refer to wholly electric vehicles, i.e battery-powered electric vehicles.
- **EV charge point** – a single upstand or wall-mounted structure offering one or more socket outlets or tethered plugs suitable for charging EVs.
- **Fast charging** – a type of charging offering 7kW-22kW. This type of charging is ideal for cars where dwell times are several hours.
- **Active charge point** – an actual socket connected to the electrical supply system that EVs can be plugged into.

Passive charge point – the network of cables and power supply necessary so that a socket can be added easily at a future date

Related Trust policies

This policy operates in conjunction with the following Trust policies:

- Academy Handbook
- Trust Procurement Policy
- Trust HR Handbook including Work Related Road Safety policy within the handbook

Use of charge points

- Charge points may be used by the following:
 - Visitors
 - Parents/Carers
 - Employees including Trustees, Members and Local Academy Committee Members
- 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).
- The EV parking spaces are clearly marked.
- Once the user has stopped the charge it should be moved to an alternative parking location.
- EV parking spaces operate on a first come, first served basis and the academy will not be responsible for any individual issue regarding space availability.
- Vehicles must be parked safely and in accordance with school parking policies.
- Charge points are only available for use during academy operating hours.
- The charging points are provided for the purpose of destination 'top-up' charging for visitors, parents/carers and employees and should not be relied upon as the primary charging source. The Trust offers no guarantee of charging point availability at any time for EV or PHEV drivers.
- As a precaution, smoking is not allowed in the vicinity of the charging points, in accordance with academy policy.
- 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.
- Users are required to bring their own charging cables to use the charge points.
- Full usage instructions will be clearly outlined to all users.
- If a user repeatedly damages or dangerously misuses the charging points, the individuals permission to use them will be revoked by the Executive Headteacher/Headteacher and if employee may require action under the Trust's code of conduct or disciplinary procedures.
- The Trust reserves the right to re-charge the costs to rectify damage caused to the charging point by any user

Charging Fees and Payment

- Charging fees will be paid directly by the individual using the station.
- The pricing structure will be clearly displayed at the charging points.
- Payment must be made via the designated payment system (e.g., contactless card, mobile app, or RFID card).
- Any misuse or failure to pay may result in revocation of charging privileges.

Benefits of EV Charging

- Encourages sustainable transportation, reducing emissions and improving local air quality.
- Supports employees, parents/carers, and visitors who drive electric vehicles.

- Demonstrates the academies and Trust's commitment to environmental sustainability and climate action.
- Promotes awareness of green energy and environmental responsibility among children and students.

Location of EV Charging Points across the Trust

There are the following charging points across academy sites:

- Brambles Primary Academy pending scoping and commissioning
- Discovery Special Academy has charging points within the main car park to the right
- Dormanstown Primary Academy has 2 charging points within the main staff car park
- Pennyman Primary Academy pending scoping and commissioning
- Wilton Primary Academy has 1 charging point within the staff car park

Responsibilities and Enforcement

- Users must ensure that their vehicle and charging equipment are in good working condition.
- Any faults or issues should be reported to the academy's office immediately.
- The academy reserves the right to suspend or withdraw access to charging facilities in cases of misuse.

By using the EV charging stations, individuals agree to abide by the terms set forth in this policy. The Trust appreciates the cooperation of all users in maintaining a fair and efficient charging environment.

Maintenance and repairs

- The charge points will be maintained and serviced in line with the supplier's instructions via the academy.
- The Senior Academy Business Manager, Caretaker and supplier will arrange for any necessary repairs to take place in accordance with manufacturers requirements.

Communication of the policy

- This policy will be made available on the Trust's website and internally via Teams and internal communication methods i.e. email.
- When registering to make use of the charging points, staff will be required to acknowledge that they have read and accept the Terms and Conditions of use set out within this policy.
- This policy will be reviewed annually and updated when required to reflect changing policies and legislation. In particular, the following will be monitored: Use of charging points – times, costs.

Appendix One

Addresses of the academies where the EV charging points are situated:

Brambles Primary Academy

Kedward Avenue

Middlesbrough

TS3 9DB

Discovery Special Academy

Sandy Flatts Lane

Middlesbrough

TS5 7YN

Dormanstown Primary Academy

South Avenue

Redcar

TS10 5LY

Pennyman Primary Academy

Fulbeck Road

Middlesbrough

TS3 0QS

Wilton Primary Academy

Pastures Lane

Redcar

TS6 8DY