



WORKPLACE PLUG-IN ELECTRIC VEHICLE (PEV) CHARGING POLICY

Effective: 6/18/2020
Revised: -----

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POLICY

Parking spaces with charging stations for plug-in electric vehicles (PEV) are available on a first come, first serve basis for all employees in accordance with the following use policy and guidelines. There is no fee for vehicle charging at this point in time. The District reserves the right to transition to a pay-to-charge system at its sole discretion.

USE POLICY

- All employees wanting to charge their vehicles on District property must park in designated areas. These areas are alongside of Building No. 7 and upper parking area at the Tapia Water Reclamation Facility. Location at the Rancho Las Virgenes Composting Facility and Westlake Filtration Plant will be identified at a later date.
- No charging is allowed in the HQ parking structure except for the General Manager's designated space. Use of this space shall be reserved for the General Manager or his/her designee.
- Employees parking in designated spaces must limit charging times to no more than four (4) hours per day.
- By using a charging station, the PEV owner consents to his/her vehicle being unplugged when the charging station indicates it is fully charged. Authorized District personnel may disconnect a vehicle while charging at any time or if time limits have been exceeded.
- When charging is completed, employees are required to move their vehicle, so other employees can use the charging station.
- Charging cords shall not create a tripping hazard while in use.

GUIDELINES

- When making the decision to purchase a PEV, the purchase decision should be based on the ability to charge at home and convenience of publicly available charging stations.

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- If an employee can drive his/her entire commute on electricity charged from home or a publicly available charging station, he/she is encouraged to leave the District charging stations for other employees to utilize.
- Charging at locations other than the designated spaces is prohibited. Connecting to outlets for charging at any other locations requires pre-approval in writing from the Facilities Manager.

Approved:



David W. Pedersen, General Manager

6/18/2020

Date