



# EV Car Charging Policy



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 1 of 6</i>
<b>RCA</b>	<b>LLT Board</b>	<b>May 2025</b>	<b>May 2027</b>	

# EV Car Charging Policy

1. Introduction .....	3
2. Aims and Objectives .....	3
3. Definitions In this policy, 'electric vehicle' includes both pure electric and plug-in hybrid vehicles. ....	3
4. Installation and use of charging points.....	4
5. Maintenance of charging points.....	5
6. Costs & Payment for Charging.....	5
7. Responsibility for Electric Vehicles .....	5
8. Communication of the policy .....	5
9. Monitoring & Compliance .....	5

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 2 of 6</i>
<b>RCA</b>	<b>LLT Board</b>	<b>May 2025</b>	<b>May 2027</b>	

# EV Car Charging Policy

## 1. Introduction

1.1 This Electric Vehicle Charging Policy (EVCP) sets out how electric and plug-in hybrid vehicles should be recharged whilst on site, whether the vehicle is owned by the organisation, an employee or a visitor.

1.2 The policy is part of the Trusts' wider Sustainability Strategy, to minimise the impact that the organisations' activities will have on the environment; it also complements the individual sites within the Multi Academy Trusts' (MAT) local travel plans.

1.3 The charging points around the MAT are owned and operated by the MAT exclusively. This policy covers arrangements and provides equity of access and provisions in terms of the application of the policy.

## 2. Aims and Objectives

2.1 This policy aims to:

2.1.1 provide a consistent approach to recharging electric vehicles (EVs), including plug-in hybrid electric vehicles (PHEVs).

2.1.2 clarify users' responsibilities for the safe and efficient use of the charging points, in line with the Terms & Conditions of use.

2.1.3 establish a clear workplace policy that governs charging point access, security, usage, and other issues associated with EV/PHEV charging.

2.1.4 place a responsibility on all staff and visitors to charge them correctly.

2.1.5 contribute to efforts to minimise the impact the organisations' activity has on the environment.

2.1.6 ensure the MATs' liability in relation to the provision, use and maintenance of the charging points is made clear.

## 3. Definitions In this policy, 'electric vehicle' includes both pure electric and plug-in hybrid vehicles.

### 3.1 Electric Vehicle (EV)

3.1.1 A vehicle powered only by electricity. The vehicle is charged by an external power source.

### 3.2 Plug-In Hybrid Electric Vehicle (PHEV)

3.2.1 A vehicle which combines a battery, electric drive motor and an internal combustion engine (ICE) and the ability to charge the battery from an external power source. The vehicle can be driven by the ICE, by the electric drive motor, or both together.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 3 of 6</i>
<b>RCA</b>	<b>LLT Board</b>	<b>May 2025</b>	<b>May 2027</b>	

# EV Car Charging Policy

## 4. Installation and use of charging points

4.1 The MAT has a growing number of charging points across the estate, all of which are owned outright.

4.2 The location of the charging points at local academies and organisation buildings will be determined by the Estates Department in conjunction with the Headteacher or the LLT Board. The key constraints will form the provision of power to the location and ease of access for users.

4.3 The charging points are primarily for use by staff and visitors to charge their own vehicle. Charging by the public is permitted within restricted times and may be reviewed or rescinded at any time with no prior notice.

4.4 Dedicated EV charging bays have been, or will be, provided in some local academies and are clearly marked with signage and lining.

4.5 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 charging light being illuminated).

4.6 Once the user has stopped the charge it should be moved to an alternative parking location.

4.7 The EV charging bays are not to be used by non-electric vehicles. Access to the bays must not be impeded and should be provided in normal operating hours for each campus.

4.8 The charging points are provided for the purpose of destination 'top-up' charging for and should not be relied upon as the primary charging source. The organisation offers no guarantee of charging point availability at any time for EV or PHEV drivers.

4.9 Authorisation for the use of charging points by staff and visitors for private use will be made by the Headteacher or delegated staff member. Prior to using the charging points for the first time, the user has the option to:

- Download the relevant App for an individual local academies and organisation building (i.e. as there may be more than one technology deployed, as the sources of funding for the charging points vary) and create an account using their staff, company or personal email address. This will enable a preferential tariff to be used.
- Use the Charge Points on a Pay as You Go basis which may not access a cheaper staff tariff.

4.10 The MAT, in conjunction with the Trust Data Protection Officer, will ensure that the communications and information technologies of the charging point comply with the organisations' cyber security and GDPR policies.

4.11 The MAT reserves the right to rescind permission to use the charging points if it is the opinion of the Headteacher that an individual is misusing the authorisation. Using the charging points is a privilege, not a right.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 4 of 6</i>
<b>RCA</b>	<b>LLT Board</b>	<b>May 2025</b>	<b>May 2027</b>	

# EV Car Charging Policy

## 5. Maintenance of charging points

5.1 No responsibility or liability is accepted by the MAT, its' employees or agents for damage to, or loss of, any vehicle or its' contents parked on Trust property.

5.2 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.

5.3 The MAT reserves the right to recharge the costs to rectify damage caused to the charging point by any user. All damage must be reported at the time it occurred to the Site Team.

## 6. Costs & Payment for Charging

6.1 Authorised private EV/PHEV users will pay for the energy consumed when charging, which will include a contribution to the maintenance costs of the charging point; payment will be made through the App and the user is required to pre-load their account unless provision is made for a Pay as you Go feature on the specific charger.

6.2 Charges will be at a rate of: 63p per Kwh for the first four hours, beyond this the cost will increase to 15p per minute. This is to dissuade drivers from making use of charging points for long periods of time, so they are available for staff. The rate is at the discretion of the MAT and will be regularly reviewed.

## 7. Responsibility for Electric Vehicles

7.1 Private vehicles are the responsibility of the owners. No responsibility can be taken by Lydiate Learning Trust for damage to the vehicle that is caused by a fault in the charging system or the vehicle itself, while recharging.

7.2 The user is responsible for providing a suitable charging cable.

## 8. Communication of the policy

8.1 This policy will be made available to all staff portals or the Trust website.

8.2 When registering to make use of the charging points, MAT staff and visitors will be required to acknowledge that they have read and accept the Terms & Conditions of use of the service provider.

## 9. Monitoring & Compliance

9.1 The car parks are overseen by the site teams on each local academy and organisation building to ensure all drivers are complying with the terms and conditions for parking.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 5 of 6</i>
<b>RCA</b>	<b>LLT Board</b>	<b>May 2025</b>	<b>May 2027</b>	

# EV Car Charging Policy

9.2 Any drivers who are found to have parked their vehicles in breach of these terms and conditions will be asked to take corrective action by the site team.

9.3 This policy will be reviewed bi-annually and updated when required to reflect changing policies and legislation.

9.4 In particular, the following will be monitored:

9.4.1 Use of charging points - times, costs.

9.4.2 Use of charging points by fleet and private electric vehicles.

9.4.3 If areas of non-compliance are identified, an action plan to prevent further non-compliance with the policy will be implemented or identified on a risk register. Progress against actions will be monitored as part of routine business.

9.4.4 Compliance with organisational strategies, policies, procedures and standards is a condition of employment for MAT staff. Failure to comply could result in disciplinary actions being taken against employees.

<i>Origination</i>	<i>Authorised by</i>	<i>Policy Date</i>	<i>Review Date</i>	<i>Page 6 of 6</i>
<b>RCA</b>	<b>LLT Board</b>	<b>May 2025</b>	<b>May 2027</b>	