



# EV Readiness Toolkit for Workplace Charging

An EV charging station planning resource for employers



Central Coast  
Community  
Energy

CLEAN ENERGY. LOCAL CONTROL.

## Survey Questions

If you drive to work, what's your typical one-way commute distance to work?

- Less than 10 miles
- 10-25 miles
- 26-50 miles
- More than 50 miles

During the workday, what is your usual travel pattern?

- I stay at the work site until the end of the day
- I leave the work site at least once a day at least two days a week
- I leave the work site more than once a day at least two days a week
- I regularly leave the work site throughout the day
- Other: \_\_\_\_\_

Do you own a plug-in hybrid electric vehicle (PHEV) or battery-electric vehicle (EV)?

- No
- Yes What model? \_\_\_\_\_

If you answered no, would you consider buying or leasing a PHEV or EV? If so, when?

- This year
- Next year
- Within two years
- Longer than two years
- Not considering a PHEV or EV

Do you have or could you install a charging station at home?

- No
- Yes
- Not sure

Would you consider the ability to charge an EV at work a perk?

- No
- Yes
- Not sure

If workplace charging were an option, would you be willing to pay to use the charging station?

- No
- Yes
- Not sure

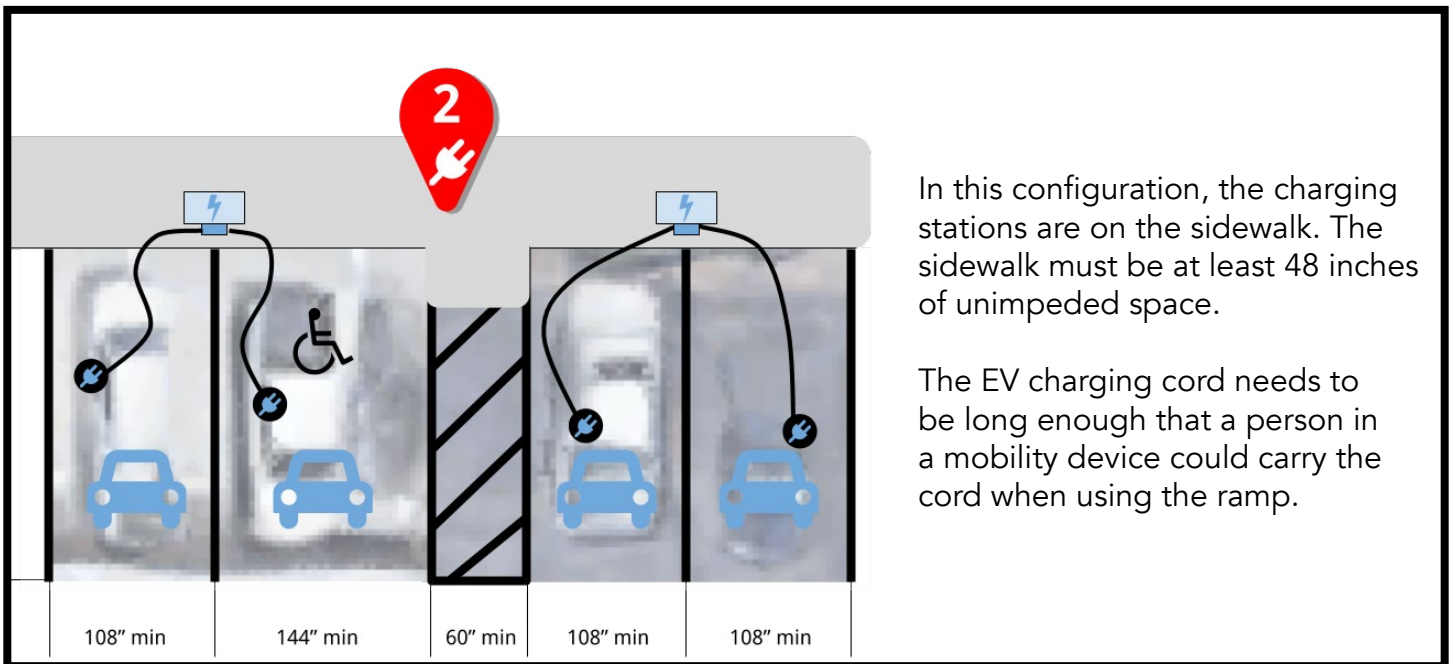
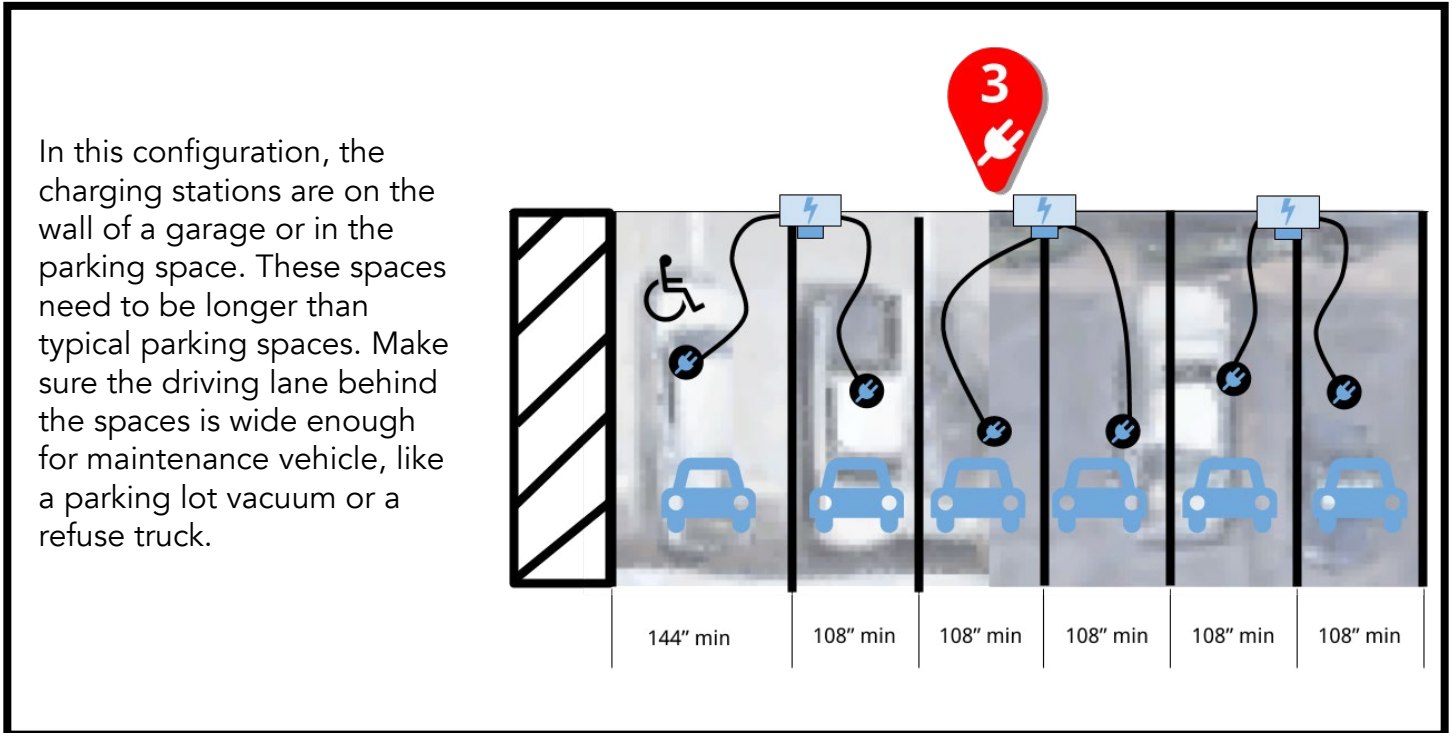
## Policies

Written policies ensure that everyone has the same understanding about responsibilities and communication. These can be as simple as a one-page agreement that all EV drivers sign or included into a company manual. You might not need all these policies. Choose which items you'll address.

- Clarify users' responsibility for safety, like making sure the cord isn't a tripping hazard and replacing the connector when done charging.
- Communicate how can drivers report a charging station that is damaged or not working and who is responsible for resolving the problem.
- Decide if you will require drivers to register to be able to use the workplace charging stations. If so, how drivers will register and with whom. Will you issue permits or placards to authorized vehicles?
- Determine the times of day that charging stations are available to employees, which might be:
  - Always
  - Only during business hours
  - Between 8:00am and 8:00pm
  - Not during peak hours of 4:00pm to 9:00pm
- Set clear rules for sharing charging stations and decide how to make sure everyone knows the rules. Policies might include:
  - Time limits for charging station use, like four hours per day per employee
  - Giving priority to battery EVs over plug-in hybrid EV
  - Requiring that EVs be actively charging when parked at a charging station (and moved thereafter)
  - Stating if employees are permitted to unplug each other's cars
- Create a grievance process: how do charging station users file a complaint? Who is the arbitrator of disputes? What are the consequences for drivers who abuse the policies?
- If charging is free, is it part of a benefits package? Do you have similar benefits for employees who carpool, take transit, bike, or walk?
- If your charging station will also be available to customers, visitors, or the public, consider how you'll communicate your rules to them.

## What you need to know about ADA

In parking lots with shared parking (spaces are not assigned to a person or a unit), one charging port must be adjacent to a van-accessible ADA parking spot. The images below show two options that are ADA compliant. Your project designer will make sure your charging stations meet the requirements, which include an accessible route from the charging station to the building.



## Charging Station Planning Checklist

Your project designer will help you identify a location that is close to the electrical supply and meets all state and local design requirements. This checklist prepares you to help the designer with charging station placement.

- Does your electric panel have space to add a breaker? (If all the spaces are filled, an electrician can add a second panel.)
- Are the parking spaces somewhat close to the panel or an outdoor electrical supply?
- To run the electric wires from the panel to the charging station, will the electrician need to trench through concrete or walls?
- If you have shared parking, will at least one charging port be adjacent to an ADA parking space?
- If a two-foot-square pedestal is installed, is the route from the parking spot to the door of the building at least 48-inches wide?
- Can maintenance vehicles navigate around the charging stations and EVs?
- When a car is charging, will the cord extend over a walkway and create a tripping hazard?
- Do the parking spaces have lighting? Will drivers feel safe plugging in and unplugging at night?
- Are the parking spaces in the line of sight of a building, the street, or a parking lot attendant?
- Are the parking spaces level and well-drained, or will drivers stand in a puddle after a storm?
- Would the screen of the charging station be in the direct path of the afternoon sun?



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**Rebates for charging stations and electric vehicles**

**Concierge help with siting and installing charging stations**

