

ADMINISTRATIVE PROCEDURES



Procedure Number: 49-10

Effective Date: 06/06/2020

Revision Date: _____

C. DeWitt
County Administrator

SUBJECT: **ELECTRIC VEHICLE CHARGING**

DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

1. STATEMENT

This procedure has been established to:

- 1.1 Set forth guidelines for the use of electric vehicle charging stations located throughout Pima County.
- 1.2 Establish and maintain a fair and equitable system for assignment and enforcement related activities for the use of charging locations.

2. DEFINITIONS

- 2.1 Charging Station – Location where an electric vehicle can be plugged in to recharge, either a Level 2 or Level 3 charger and may service one or more vehicles.
- 2.2 Convenience Charging – Charging when possible to top off an electric vehicle that does not need the extra range to reach a destination.
- 2.3 Levels 1, 2, and 3 Charging – Levels at which an electric vehicle can charge.

Level 1 - 4 miles per hour of charge
Level 2 - 25 miles per hour of charge
Level 3 – 90 miles per 30 minutes of charge
- 2.4 Necessity Charging – Charging that is necessary to reach a destination.

3. PROCEDURE

- 3.1 Electric Vehicle (EV) charging stations are located throughout Pima County and are provided to County employees using County electric vehicles for work related travel. EVs are not recommended for long distance travel, alternate transportation should be considered. Proper operation and use of charging stations, equipment and vehicles is each employee's responsibility.

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- 3.2 EV charging stations are typically installed at a ratio of one charger per three electric vehicles. Majority of County EV charging stations will have Level 2 chargers.
 - 3.3 Due to limitations of existing electrical infrastructure, it will not always be feasible to install electrical chargers at certain County owned locations.
 - 3.4 In the event of Necessity Charging, all charging stations locations are to be made available for use by all County drivers of electrical vehicles.
 - 3.5 By using County charging stations, drivers acknowledge the following conditions:
 - 3.5.1 Pima County charging stations can be located on the Fleet Services Intranet website. It is the driver's responsibility to plan trips for out of town travel. Multiple apps and websites are available to help to identify charging station locations.
 - 3.5.2 Every effort will be made to unplug from a charging station once a charge has been completed.
 - 3.5.3 The use of an EV charging etiquette placard is recommended to indicate if an electric vehicle is Convenience Charging or Necessity Charging.
 - 3.5.4 Electric vehicles that use shared charging stations are not permitted to remove a charging plug from another electric vehicle without first getting approval from the currently charging EV driver, or if otherwise noted such as by EV charging placard.
 - 3.5.5 Any charging cords and plugs will be stored properly once charging is completed to reduce risk of damage to cords, charging stations and prevent tripping hazards.
 - 3.5.6 Electric vehicles should only charge at Level 3 stations long enough to complete a scheduled trip and proceed to the driver's final destination. Level 2 charging stations should be used to complete a full charge.
 - 3.5.7 When possible, every attempt should be made to charge EVs during off peak hours and only when necessary.
 - 3.5.8 Internal combustion vehicles, to include hybrids, are not permitted to park in electric vehicle and plug-in electric vehicle charging spaces. Plug-in hybrids are exempt from this.
 - 3.5.9 Employees with County Administration approval to use County charging stations for personal vehicles, acknowledges charging stations are the property of Pima County, and the privilege to use these stations may be revoked if the conditions above are not met.

- 3.5.10 Any employee(s) causing damage to electric vehicle charging stations or related equipment, may have repairs charged to their department and/or possible disciplinary action.
- 3.5.11 Departments must notify Fleet Services of employees no longer requiring access to the electric vehicle charging system.
- 3.5.12 Any fraudulent use, purposeful damage, or vandalism of an EV County charging station will be reported to the appropriate law enforcement agency. In addition, these actions may result in disciplinary action up to and including dismissal.

4. RESPONSIBILITIES

All departments using electric vehicles and EV charging stations are responsible for complying with this procedure.