

	Chinook's Edge School Division – Administrative Procedure	
	AP 1-31 Electric Vehicle Charging on Division Property – NEW – Effective September 1, 2022	
Related Policies:	Initial Approval: May 12, 2022	
Related Procedures:	Last Amended: July 26, 2022	
Exhibits:	Last Reviewed: July 26, 2022	

PURPOSE

Electric vehicles have increased in popularity and are projected to continue to increase in number over the coming years. The infrastructure on most Division properties, including schools, was not designed to handle the electricity load that multiple electric vehicles will demand. The Division does not receive funding to support the added electrical costs associated with electric vehicle charging and will be asking users to pay to help offset additional electrical costs incurred.

SCOPE

This administrative procedure applies to all staff, students and members of the public wishing to charge personal electric vehicles on Division property.

DEFINITIONS

Electric Vehicle Charging Station – electrical vehicle charging stations installed and intended for the purpose of charging electric vehicles.

Normal plugins – electrical outlets that exist on Division property either in parking lots (originally designed for winter block heater use) or other electrical outlets on the property.

PROCEDURES

- 1) Most school parking lots are not designed to handle multiple vehicles charging at the same time and may result in the draw on the electricity tripping the breakers in the building. This becomes even more of an issue in the winter months when non electric vehicles are accessing the plugins for block heaters. If it is determined that the use of electric vehicles cannot be supported by the infrastructure in place at a particular Division property, the use of the normal plugins may be limited to a certain number of vehicles or to certain times of year (March 1 – Nov 15). There may also be the need to not allow electric vehicles to use the normal plugins to charge electric vehicles at some locations at any time.
- 2) Staff wishing to charge a personal electric vehicle on Division property may do so using one of the following methods:
 - a. Access an electric vehicle charging station at schools or other Division property where they are available.
 - i. If the electric vehicle charging station is equipped with a credit card payment system, staff will access it by using the credit card payment on a pay per use basis.
 - ii. If the electric vehicle charging station is not equipped with a credit card payment system, the staff member will request permission to use the charging station through the school Principal or the Division property supervisor. The school principal or supervisor will inform the Associate Superintendent of Corporate Services of the request and arrangements will be made to have \$25.00 a month deducted from the employee's pay.
 - b. Access one of the existing normal plugins on school property using some form of charging cord adaptor that the vehicle owner has purchased. Staff members wishing to use this method to

charge an electric vehicle will request permission to use the charging station through the school Principal or the Division property supervisor. The school principal or supervisor will inform the Associate Superintendent of Corporate Services of the request and arrangements will be made to have \$25.00 a month deducted from the employee's pay. This option may be limited as explained in procedure number 1 above.

- 3) Due to infrastructure concerns, students and members of the public can only access electric vehicle charging stations that have a credit card payment system in place. The use of electric vehicle charging stations without a credit card payment system and the use of a normal plugin to charge vehicles is not permitted for students and members of the public.

REFERENCE AND LINKS

HISTORY

Amended July 26, 2022