



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Electric Vehicle Charging
NUMBER: BUL-6430
ISSUER: Mark Hovatter
 Chief Facilities Executive
DATE: January 12, 2015

For the purposes of this policy, the Office of the Building (213-241-1320) is the "Head Administrator" for LAUSD Administrative Headquarters and Roybal Office Suites

ROUTING
 All Employees
 All Locations

POLICY: In order to facilitate the District’s environmental stewardship goals, the District shall allow employees to charge their own electric vehicles (EV) at designated District sites on a structured fee basis.

All District employees who wish to participate in the EV charging program shall follow the procedure outlined below. The District shall not be responsible for any injury, damage or vandalism that occurs while an employee charges their vehicle. For questions please contact the Energy Management Unit at (213) 241-0352.

MAJOR CHANGES: This is a new policy.

GUIDELINES: District employees may charge their own EVs at designated District facilities, as long as they obtain prior written permission from the principal or designated site administrator (each a “Head Administrator”) of the site, and comply with the terms of this policy. EV charging shall only be available to District employees and consultants. The District shall only offer Level 1 EV charging (as defined below) at this time, but will continue to study the potential for Level 2 EV charging (as defined below).

At this time, no outlets shall be moved, installed, or modified for the express purpose of EV charging.

Any employee charging a vehicle in violation of the procedure set forth in this policy may be subject to disciplinary action (including, but not limited to a notice of unsatisfactory act, suspension without pay and termination) and may be held liable for any personal injury and property damage that occurs.

School Site Responsibilities

The Head Administrator shall make the determination if Level 1 EV charging shall be allowed at their site. In order for the Head Administrator to decide whether to allow Level 1 EV charging, the following procedure shall be used:



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1. *Interested Employees*

Employees interested in Level 1 EV charging shall contact their Head Administrator in writing to find out if there is an acceptable outlet available at the site where the employee can charge the EV.

2. *Outlet Availability*

The Head Administrator shall request that the plant manager evaluate electrical outlets near the parking area and determine if there are any outlets acceptable for Level 1 EV charging.

- The Head Administrator may, in their sole discretion, designate an outlet as acceptable for Level 1 EV charging if it meets all the following criteria:
 - It is outside or in a covered/indoor parking lot, and
 - It is no more than 20 feet from the center of the nearest parking space, and
 - It is in a location where the charging cord will not interfere with ADA path of travel (where “ADA” means the Americans with Disabilities Act of 1990, as amended), and
 - It is in a location where the cord will not be a safety hazard, such as tripping, and
 - It is grounded (three-pronged) and ground-fault-circuit-interrupter (GFCI)-protected
- If the plant manager has questions regarding the viability of a particular outlet she/he shall contact her/his Complex Project Manager.

3. *Acceptable Outlets*

If the Head Administrator determines that an acceptable outlet has been found, the Head Administrator shall issue the requesting employee an Electric Vehicle Charging Application and Waiver of Liability (Attachment A) and a copy of the EV Charging Log (Attachment B).

- Level 1 EV charging shall cost \$2 per day per vehicle to allow the District to properly recover funds for the use of the electricity.
- No employee shall be allowed to charge any vehicle unless and until such employee has signed and delivered the duly completed application and liability waiver form to the Head Administrator.



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4. *Application*

The application shall be duly completed and signed by the employee and submitted to the Head Administrator. The Head Administrator shall retain the original and forward a copy to:

Maintenance and Operations, Energy Management Unit
333 S. Beaudry Avenue, 22nd Floor
Los Angeles, CA 90017

5. *EV Charging Log*

As part of the application the employee shall agree to log the days he or she charges his or her own vehicle at the school site. This log shall serve as the employee's written record of the days that charging has taken place. The log will be used as a basis to assess applicable fees, which will be collected by the Head Administrator as provided below.

- No later than the seventh (7th) day of each calendar month, employees who charged their EVs at a given site at any time during the prior calendar month shall submit to the Head Administrator their monthly log for the previous calendar month, along with a check for the amount owed for the previous calendar month. The check shall be made payable to LAUSD with "EV Charging" and the applicable calendar month and year written in the memo line.
- Payments shall be made to the Head Administrator at the site no later than the seventh (7th) day of each calendar month. On a monthly basis, the Head Administrator shall send all such payments and copies of all logs received for the previous calendar month to:

Maintenance and Operations, Program Support Services
333 S. Beaudry Avenue, 22nd Floor
Los Angeles CA 90017

- The Head Administrator shall retain a copy of logs and payments.
- If any employee prefers to submit her/his log and make her/his payment twice per year instead of monthly, she/he shall notify the Head Administrator for her/his site in writing in advance, and shall then submit her/his log and payment no later than July 7th (for the months of January through June) and January 7th (for the months of July through December) each year; provided, however, that if the Head Administrator for any site prefers that all employees at her/his site submit logs and make payments twice per year instead of



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monthly, then all employees at her/his site shall comply with the twice per year procedure mentioned above.

6. *Scheduling*

It is the responsibility of the Head Administrator to handle scheduling of charging times in their sole good faith discretion if there are more EV drivers than available outlets.

7. *Cancellation of Participation*

Staff who no longer wish to participate in EV charging or who change their District employment location may cancel their participation at any site by filling out the lower portion of the application form in Attachment A.

Employees who change their place of District employment who wish to have access to Level 1 EV charging at their new District location shall fill out and submit a new application and waiver of liability form at their new location following the same procedure outlined above.

8. *Additional Terms*

All charging shall be done at the employee's sole risk (including, without limitation, the risks of personal injury and damage to the employee's EV and other property). An employee's permission to charge their EV may be suspended or revoked by the District at any time for any reason, without advanced notice, in the Head Administrator's sole discretion. The District may adjust any and all fees payable hereunder from time to time in the sole discretion of the District without advanced notice. The District in its sole discretion may at any time for any reason (and without advanced notice) revoke or suspend the prior designation of any electric outlet for use for Level 1 EV charging. The District will revoke EV charging privileges for any employee if payment is not made or a completed charging log is not submitted on or before any required date under Section 5 above (and such revocation shall be effective upon delivery of notice of such revocation to the employee, whether by e-mail, fax, mail, or delivery to the employee's vehicle, workspace or person). An employee's use of District EV charging facilities is conditioned on the following: (1) the employee must comply with applicable laws and the terms of this policy, (2) no employee may charge any vehicle owned by a third party, (3) daily EV charging rates shall apply for charging during any portion of a day (with no minimum duration), and may be increased from time to time in the sole discretion of the District without advanced notice, (4) employees shall only be permitted to charge their



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vehicles during the days and hours they are actually on duty performing services as employees of the District, (5) if a Head Administrator in good faith believes that an employee's charging log does not include all days on which the employee charged his or her vehicle at the District site, the Head Administrator may contest the accuracy of the log and present the employee with evidence of the actual days of charging (including, without limitation, a written affidavit of the Head Administrator, plant manager or other District employee working at the site), and (6) if an employee changes sites, an employee's participation in EV charging at their prior District site shall be no guaranty that the employee shall be able to participate in EV charging at their new District site (for example, because no EV charging is offered at the new site, or no openings exist in the schedule for EV charging at the new site, among other reasons).

M&O Program Support Service Responsibilities

- M&O Program Support Services shall process all payments for electricity used for EV charging, and shall deposit funds into the District's General Fund utility budget.
- M&O Program Support Services shall send a copy of the log and deposits to the Energy Management Unit (EMU), which copies may be electronic if M&O Program Support Services so desires.

Energy Management Unit Responsibilities

- EMU shall track and analyze all EV charging no less than quarterly so that the District can use this data to inform any future expansion or contraction of EV charging.

Technical Specifications and Definitions:

Americans with Disabilities Act Path of Travel:

A continuous, unobstructed way of pedestrian passage by means of which the area may be approached, entered, and exited, and which connects the area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility.

Electric Vehicle:*

An electric vehicle is defined as either:

- An all-electric vehicle that runs on electricity only. These vehicles are propelled by an electric motor (or motors) powered by rechargeable battery packs; or



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- Plug-in Hybrid Electric Vehicles (PHEVs), which are hybrids with high capacity batteries that can be charged by plugging them into an electrical outlet or charging station.

*As defined by the Environmental Protection Agency (EPA) at www.fueleconomy.gov.

Level 1 EV Charging:

Charging by plugging into a 120 volt (V) alternating current (AC) electric outlet designated for such purpose by the District in writing; based on the battery type and vehicle, Level 1 EV charging adds about 2 to 5 miles of range per hour of charging time.

Level 2 EV Charging:

Charging by plugging into a dedicated 240 V or 208 V electrical service charging station designated for such purpose by the District in writing. Level 2 EV charging requires installation of charging equipment and a dedicated circuit.

Vehicle Charging Cord:

All charging cords shall be in good condition and free of any defect that might result in a safety hazard to persons or any damage to the vehicle or District or employee property. Employees may only use the charging cord supplied by their electric vehicle manufacturer or a cord expressly approved in writing by their vehicle's manufacturer.

AUTHORITY: This is a policy of Facilities Services Division.

RELATED RESOURCES: Alternative Fuels Data Center. "Los Angeles' Sets the Stage for Plug-In Electric Vehicles." U.S. Department of Energy. 2014
Web. <http://www.afdc.energy.gov/case/1002>.

Alternative Fuels Data Center. "Developing Infrastructure to Charge Plug-In Electric Vehicles." U.S. Department of Energy. 2014
Web. http://www.afdc.energy.gov/fuels/electricity_infrastructure.html

CALSTART. *Best Practices for Workplace Charging*. September 2013.

Plug-In Electric Vehicle Collaborative. "Workplace Charging." Plug-In Electric Vehicle Collaborative. Web. <http://www.pevcollaborative.org/workplace-charging>.

ASSISTANCE: For assistance or further information please contact:
Energy Management Unit, (213) 241-2226.

Attachment A

Please complete and submit the electric vehicle charging application (page 1 of Attachment A) and the waiver of liability (page 2 of Attachment A) together. Both pages shall be kept on file together.

LAUSD Electric Vehicle Charging Application and Waiver of Liability

Site Name:	Location Code:	Date:
Employee Name:	Employee ID:	
Employee Email:	Employee Daytime Phone Number:	
Principal or Designated Site Administrator:		
Vehicle 1 Year/Make/Model:	Vehicle 1 License Plate:	
Vehicle 2 Year/Make/Model (if applicable):	Vehicle 2 License Plate (if applicable):	
Location of Parking Lot/Outlet:		

The fee for charging a vehicle at an LAUSD site is \$2.00 a day at this time, but may be adjusted from time to time in the sole discretion of LAUSD without advanced notice. An employee will be charged for the full amount per day regardless of the number of hours spent charging.

I agree to abide by the rules and processes identified in the Electric Vehicle Charging Bulletin (BUL-####.#), as the same may be amended from time to time.

Signature

Cancellation of Participation

If you wish to cancel your participation in electric vehicle charging, please sign and date below. If you are changing the location of your employment, please fill out a new application and waiver of liability at your new location.

I will no longer participate in electric vehicle charging at the location listed above as of the date listed below.

Signature

Date

**AGREEMENT AND RELEASE FROM
LIABILITY FOR ELECTRIC VEHICLE
CHARGING
(VOLUNTARY SELF-SERVICE ACTIVITY)**

I understand that the Los Angeles Unified School District will provide:

VOLUNTARY SELF-SERVICE ELECTRIC VEHICLE CHARGING

1. I AM AWARE THAT THE ABOVE ACTIVITY MAY RISK INJURY TO PERSONS OR DAMAGE TO PROPERTY. I AM PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THAT POSSIBILITY. I HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF (AND LIABILITY FOR) ANY INJURY TO PERSONS OR DAMAGE TO PROPERTY ASSOCIATED WITH THE ACTIVITY DESCRIBED ABOVE, AND VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE:_____.

2. As consideration for being permitted by the Los Angeles Unified School District (“LAUSD”) or one of its affiliated schools to engage in this activity, I hereby agree that I, my assignees, heirs, guardians, and legal representatives will not make a claim against, sue, or attach the property of LAUSD or any of its affiliated schools for (and hereby indemnify and hold LAUSD and its affiliated schools harmless from) injury to persons or damage to property, however caused, whether arising from any acts or omissions by any employee, agent, or contractor of LAUSD or any of its affiliated schools or sites, or arising from any of my acts or omissions in connection with my utilization of any voluntary self-service electric vehicle charging made available on any LAUSD property or site. I hereby release LAUSD, its Board of Education, any of its affiliated schools or sites, and each of the foregoing’s employees, contractors, parents and students, from any and all actions, claims, or demands that I, my assignees, heirs, guardians, and legal representatives now have or may hereafter have for injury to persons or damage to property arising from my participation in any way in the activity described above.

3. I understand that I am required to maintain and carry automobile insurance in accordance with applicable law and with any applicable LAUSD policy. LAUSD will not be responsible for any injury to persons or for any damage to my vehicle or any other vehicle utilized in this voluntary activity. I understand that any costs or bills whatsoever associated with property damage, bodily injury or illness arising from this activity will be paid for by me or by my legal guardians, heirs or assigns by whatever manner I/they may choose. LAUSD is not responsible for paying automobile, personal or medical bills resulting from my engaging in this activity.

4. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND LAUSD AND/OR ITS AFFILIATED SCHOOLS AND SIGN IT OF MY OWN FREE WILL. I ALSO VERIFY THAT I AM OF LEGAL AGE AND ABLE TO SIGN THIS AGREEMENT AND RELEASE ON MY OWN BEHALF.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Attachment B

LAUSD Electric Vehicle Charging Log

Employees charging their electric vehicles at LAUSD facilities shall complete the top portion of this log and track the dates that their electric vehicles are charged on the bottom portion of this log.

No later than the 7th day of each calendar month (or twice yearly when due, if applicable under Section 5 of this policy), employees shall submit to the principal or designated site administrator their log for the previous calendar month (or 6 months, if applicable under Section 5 of this policy) and a check for the amount owed for the previous calendar month (or 6 months, if applicable under Section 5 of this policy). The check shall be made payable to “LAUSD” with “EV Charging” and the applicable calendar month (or six-month period, if applicable under Section 5 of this policy) and year written in the memo line.

Please sign the log and mark the date and check number at the time that the log and payment are being submitted to the principal or designated site administrator.

Site Name:	Location Code:	Month(s)/Year:
Employee Name:	Employee ID:	
Employee Email:	Employee Daytime Phone Number:	
Principal or Designated Site Administrator:		
Vehicle 1 Year/Make/Model:	Vehicle 1 License Plate:	
Vehicle 2 Year/Make/Model (if applicable):	Vehicle 2 License Plate (if applicable):	
Location of Parking Lot/Outlet:		

Date EV Charged:	Date EV Charged:	Date EV Charged:
Total Number of Days Charged:		
Total Cost for Month(s) (multiply number of days by \$2):		

Signature
 BUL-6430
 Facilities Services Division

Date

Check Number
 January 12, 2015