



Electric Vehicle (EV) Charging Policy

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| FREQUENCY OF REVIEW: | Annually |
| COMMITTEE: | Estates & Finance Committee |
| RATIFICATION DATE: | Spring Term 2026 |
| DATE OF NEXT REVIEW: | Spring 2027 unless material change |

1. Purpose

This policy outlines the Terms and Conditions for using electric vehicle (EV) chargers installed at any school within the Trust.

The policy ensures fair and efficient usage while supporting the Trust's sustainability initiatives.

The EV charging points are owned and operated exclusively by the Trust. Any new EV charging points must be approved by the Trust Estates Manager before agreement to install is made by a school.

This policy establishes clear arrangements for access, equitable use and operational provisions.

This policy applies to all staff members and visitors of the school/Trust.

The chargers are available for:

- TrustEd staff
- Authorised school visitors

Charging by the general public is not permitted.

When registering to make use of the charging points, TrustEd staff and authorised visitors will be required to acknowledge that they have read and accept the Terms and Conditions of use set out within this policy

2. Definitions

EV – In this policy, electric vehicle includes both pure electric and plug-in hybrid vehicles.

Staff – all staff employed by TrustEd

Visitors – external professionals and official guests

Trust – TrustEd Schools Alliance (TrustEd)

3. Usage

Dedicated EV charging bays are provided in each school's car park and are clearly marked with signage and line markings.

The EV charging bays are for active charging of EVs only and must not be used as general parking.

Once charging is complete, the vehicle must be moved to a standard parking space within a reasonable amount of time to allow access for other users.

The EV charging bays must not be used by non-electric vehicles or EVs that are not actively charging. Access must remain clear and available when not in active use.

The charging points are available for both top-up and full charging but should not be relied upon as a guaranteed primary charging source. The Trust does not guarantee charging point availability at any time.

Under no circumstances should electric vehicles be connected to any power source other than the designated EV charging points provided on site.

4. Authorisation and Access

Prior authorisation is required for staff and visitors to use the chargers by reception staff.

Users must download the relevant app, create an account using their staff or personal email address, and follow the registration process before first use.

Clear signage detailing how to use the car chargers to be displayed by the car charging points to ensure easy use by users.

The Trust reserves the right to revoke permission to use the charging points if an individual is found to be misusing the facility.

5. Liability Disclaimer

The Trust, its employees and agents accept no responsibility for any damage to or loss of vehicles or their contents while on MAT property.

Use of the charging points is at the driver's own risk. Any alleged damage caused by the charger to a vehicle is a matter between the user and the charging device manufacturer or maintenance provider.

6. Damage to Chargers

Users are responsible for any damage they cause to the charging equipment.

All damage must be reported immediately to the school reception.

The Trust reserves the right to charge users for the cost of repairs.

7. Availability

The EV chargers are available at the discretion to the Trust. The intended availability is Monday to Friday during school term time hours.

Chargers are available on a first come, first served basis unless a booking system is introduced by the school.

Users must promptly move their vehicle once charging is complete to ensure availability for others.

8. Responsibility

The Trust accepts no responsibility for any damage caused to private vehicles due to faults in the charging system or the vehicle itself during charging.

The user is responsible for providing a suitable charging cable. Charging cables must be of an appropriate length and positioned to avoid creating obstruction, trip hazard or health and safety risk to users, staff, students or the public.

Any faults or issues should be reported immediately to the school reception.

9. Cost and Payment

Charging stations operate using an App, which displays the applicable rates. The Trust reserves the right to review the pricing structure at any time. Pricing may differ depending on the school site but will be based on cost plus 25%.

Payments will be taken via the App at the time of charging.

Users must adhere to the allocated charging time, with staff moving their vehicles as soon as possible around their lesson and meeting schedules.

10. Policy Review

This policy will be reviewed annually or as necessary to reflect changes in usage, costs or operational requirements.