



LDBS Academies Trust

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LDBS Academies Trust 2

EV Charging Policy

DATE APPROVED	May 2026		
NEXT REVIEW DATE (Biennial)	May 2028		
SIGNED (EXECUTIVE) HEADTEACHER		DATE	
SIGNED CHAIR OF THE LOCAL ACADEMY COMMITTEE		DATE	



LDBS Academies Trust

Vision Statement

Grounded in faith, growing beyond expectations, serving with love

At LDBS Academies Trust, our vision is inspired by the parable of The Mustard Seed (Matthew 13: 31-32). Every school within our Trust, like the mustard seed, holds the potential to grow beyond expectations. Through careful nurture and high aspirations, we create the right environment for this growth. Just as the mustard seed in the parable becomes a thriving tree where birds perch in the branches, so too will our schools be broad and inclusive places of blessing and belonging, in which pupils and adults alike can flourish.

Grounded in faith, inspired by hope and walking in love, we work together to broaden our horizons, to equip one another for action and to empower all for service. As we grow beyond expectations, we bring the transforming presence of the kingdom of God into our communities.



1 Introduction

- 1.1 This Electric Vehicle Charging Policy (EVCP) sets out how electric and plug-in hybrid vehicles should be recharged whilst on-site, whether owned by the organisation or the employee.
- 1.2 The policy forms part of the Trusts future plan of reaching Net Zero. Encouraging use of EV's will help to minimise the impact that the organisation's activities will have on the environment; it also complements school travel plans.
- 1.3 The charging points at the University complement the City Council's broader EV charging strategy, aimed at improving accessibility to charging points as the number of EV / PHEV vehicles in the city grows.

2 Aims and Objectives this policy aims to:

- provide a consistent approach to recharging electric vehicles (EVs), including plug-in hybrid electric vehicles (PHEVs).
- clarify users' responsibilities for the safe and efficient use of the charging points, in line with the Terms & Conditions of use.
- establish a clear workplace policy that governs charging point access, security, usage and other issues associated with EV / PHEV charging.
- contribute to efforts to minimise the impact the organisation's activity has on the environment.
- ensure the Trust's liability in relation to the provision, use and maintenance of the charging points is made clear.
- Improve on-site provision to encourage and support staff transition to EV's as a choice.

3 Definitions

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

Electric Vehicle (EV) : A vehicle powered only by electricity. The vehicle is charged by an external power source.

Plug-In Hybrid Electric Vehicle (PHEV) : A vehicle which combines a battery, electric drive motor and an internal combustion engine (ICE) and the ability to charge the battery from an



external power source. The vehicle can be driven by the ICE, by the electric drive motor, or both together.

4 Installation and use of charging points

- 4.1 The Trust has a minimum of 2 charging points (4 schools have 4 or more), located within the school car parks.
- 4.2 The charging points are for use by University staff permit holders charging their own vehicle and University fleet vehicles only. Charging by the general public is not permitted.
- 4.3 Dedicated EV charging bays have been provided and are clearly marked with signage and lining.
- 4.4 Access to charging bays should be available to visitors. If visitors wish to access the charging bays they will need to be informed of the charging policy before they start charging.
- 4.5 The EV charging bays are to be used only when a vehicle is on charge (as denoted by the vehicle being connected to the charging point and the green light being illuminated).
- 4.6 Once the user has stopped the charge the charged vehicle should be moved to an alternative parking location allowing other EV's to access the charger.
- 4.7 The EV charging bays are not to be used by non-electric vehicles. Access to the bays must not be impeded and should be provided during the school day.
- 4.8 The charging points are provided for the purpose of destination 'top-up' charging for Trust employees and should not be relied upon as the primary charging source. The Trust/school offers no guarantee of charging point availability at any time for EV or PHEV drivers.
- 4.9 Authorisation for the use of charging points by staff for private use will be made by appropriate Trust/school appointed person. Prior to using the charging points for the first time, the user will need to:
 - Download the appropriate App and create an account using their school email address.
 - Visitors will need to inform school office staff of their intention to use the charger. Office staff can inform visitors of the appropriate App to access the charger.
- 4.10 The Trust has ensured that the communications and information technologies of the charging point comply with the Trust's cyber security and GDPR policies.
- 4.11 As a precaution, smoking is not allowed in the vicinity of the charging points.
- 4.12 The Trust/school reserves the right to rescind permission to use the charging points if it is the opinion that an individual is misusing the authorisation. Using the charging points is a privilege, not a right.

5 Pricing and payment

For uniformity and fairness one price will be set for all charging points across the Trust.

Pricing will be set by the Finance Manager of the Trust and will be reviewed annually, with



pricing changes being made from the 1st April. The price charged will cover the kWh cost as well as the cost of the transaction processing fee.

Two prices will be applied for all charging points:

- A staff charge which will be a non profit rate;
- A non staff rate for visitors which will be competitive to other publicly available charging points.

Payment for use of a charging point will be via the appropriate App that users will need to download.

6 Maintenance of charging points

- 6.1 The University has appointed ECC UK Ltd to supply and operate the charging points; ECC UK Ltd are responsible for the supply, fix, commission and warranty validation of the hardware.
- 6.2 The charging points benefit from a -year warranty with xxxx, subject to their General Terms & Conditions.
- 6.3 The Trust has entered into a x-year contract for the use of ECC UK Ltd Data and Management Information System.
- 6.4 No responsibility or liability is accepted by the Trust/school, its employees or agents for damage to or loss of any vehicle or its contents parked on Trust property.
- 6.5 Use of a charging point is at the driver's own risk. Damage allegedly caused by the charging point to the vehicle is a matter solely between the device manufacturer and/or the device maintenance company and the user.
- 6.6 The Trust reserves the right to re-charge the costs to rectify damage caused to the charging point by any user. All damage must be reported at the time it occurred to the school.

7 Responsibility for Electric Vehicles

- 7.1 Private vehicles are the responsibility of the owners/leasees. No responsibility can be taken by the Trust/school for damage to the vehicle that is caused by a fault in the charging system or the vehicle itself, while recharging.
- 7.2 The user is responsible for providing a suitable charging cable.

8 Monitoring & Compliance

- 8.1 The car parks will be monitored by CCTV to ensure all drivers are complying with the terms and conditions for parking.
- 8.2 This policy will be reviewed annually and updated when required to reflect changing policies and legislation.
- 8.3 In particular, the following will be monitored:
 - Use of charging points – times, costs.
 - Use of charging points by staff and visitors electric vehicles.
- 8.4 If areas of non-compliance are identified, an action plan to prevent further noncompliance with the policy will be implemented or identified on a risk register. Progress against actions will be monitored as part of routine business.



- 8.5 Compliance with organisational strategies, policies, procedures and standards is a condition of employment. Failure to comply could result in disciplinary actions being taken against employees.
- 9 Communication of the policy
 - 9.1 This policy will be made available to all staff on the intranet system and Trust website.
 - 9.2 When registering to make use of the charging points, staff will be required to acknowledge that they have read and accept the Terms & Conditions of use set out within this policy.
 - 9.3 Staff will be made aware of the launch of the Electric Vehicle Charging Point Policy and any subsequent amendments through appropriate internal communications.