ChargeSlot

Template provided by ChargeSlot — chargeslot.app

Workplace EV Charging Policy Template

Customizable Template for Your Organization

ORGANIZATION	EFFECTIVE DATE	VERSION
[Your Company Name]	[Date]	1.0

1. Purpose & Scope

This policy governs the use of electric vehicle (EV) charging stations provided by [Your Company Name] at company premises. It applies to all employees, contractors, and authorized visitors who wish to use the charging infrastructure. The goal is to ensure fair, efficient, and safe access to charging resources for all eligible users.

2. Eligibility & Access

Access to the EV charging system is managed through a digital booking platform. Users must be registered in the system and assigned to the organization by a manager.

User Roles

ROLE	DESCRIPTION
Manager	Configures stations, manages users, sets booking policies, and handles billing.
Employee	Books available charging slots and manages personal bookings.

New users are added via email invitation by a manager and must complete registration before booking.

3. Booking Rules

The following booking parameters apply. Managers may adjust these settings per station or organization-wide.

PARAMETER	DEFAULT	CONFIGURABLE RANGE
Max booking duration	4 hours	30 minutes – 24 hours
Max advance booking window	1 day	1 – 30 days
Open bookings per person (incl. future)	1	1 – 5

Booking Statuses

STATUS	DESCRIPTION
Reserved	Booking is confirmed for a future time slot.
Charging	The booked time slot is currently active.
Completed	The booking time has ended.
Cancelled	The booking was cancelled before the start time.

4. Station Usage

Charging stations have the following operational statuses:

STATUS	MEANING
Available	No active or upcoming bookings — station can be reserved.
Booked	A future booking exists — station is reserved.
Charging	An active booking is in progress — station is in use.
Maintenance	Station is temporarily offline for maintenance.
Out of Service	Station is not operational.

Supported Connector Types

Stations may support the following connector types: Type 1, Type 2, CCS1, CCS2, CHAdeMO, Tesla. Check the station details in the booking system for the specific connector type available.

5. Cancellation Policy

Users may cancel a booking only while it is in "Reserved" status (i.e., before the scheduled start time). Once a booking transitions to "Charging" (active), it cannot be cancelled. Cancellations free the time slot for other users. Repeated late cancellations may result in a review of charging privileges.

6. No-Show Policy

If a user does not connect their vehicle during the booked time slot, the booking will still run its course and automatically complete at the scheduled end time. The station remains blocked for the duration. Frequent no-shows waste shared resources and may result in reduced booking privileges at the manager's discretion.

7. Notifications

The system sends the following automated notifications to users:

NOTIFICATION	WHEN
Booking Confirmed	Immediately after a booking is created.
Booking Reminder	30 minutes before the booking start time.
Charging Complete	When the booking time ends and status moves to Completed.
Booking Cancelled	When a booking is cancelled by the user or manager.

Notifications are delivered via email and in-app notification center.

8. Manager Responsibilities

Managers are responsible for the following:

- Setting up and configuring charging stations (name, power output, connector type).
- Defining booking policies (max duration, advance window, open bookings per person).
- Inviting and managing users within the organization.
- Monitoring station utilization and booking activity.
- Creating maintenance windows when stations need servicing.
- Managing the organization's subscription and billing.

9. Acceptable Use

All users must adhere to the following guidelines:

- Only book a charging slot when you genuinely intend to charge your vehicle.
- Move your vehicle promptly after charging is complete to free the station.
- Do not unplug or interfere with another user's charging session.
- Report any damage or malfunction to a manager immediately.
- Follow all posted safety guidelines at charging stations.
- Cancel bookings you no longer need as early as possible.

10. Customization Notes

This template is a starting point. Customize the following for your organization:

- Replace placeholder fields with your company name and effective date.
- Adjust booking parameters to match your station setup.
- Add internal escalation contacts for disputes or issues.
- Include site-specific safety regulations or parking rules.
- Define consequences for repeated policy violations.
- Add any cost-sharing or reimbursement procedures if applicable.

Approved By

NAME

DATE

TITLE

This policy template was generated using ChargeSlot — the smart EV charging management platform.

chargeslot.app