

(This sample policy creates procedures for use of Electric Vehicle charging stations consistent with state law. EV charging stations may be used to charge district vehicles and may be accessed by the public. Boards wishing to limit EV charging station use to district vehicles should use Sample Policy 2. The policy sets rules and conditions for use of EV charging stations and assigns responsibility for management of EV charging stations.)

The **Wauwaukee Community** School District is committed to promoting sustainable practices and supporting the use of electric vehicles (EV). EV charging stations will be installed at designated locations on District property. ~~[Choose one of the following options: "This policy outlines the procedures for District use of EV charging stations and, when not being used by the District, any member of the public (including employees, students, and visitors to the schools," or "This policy outlines the procedures for District use of EV charging stations and, when not being used by the District, any current employee, student, or member of the public who is an approved/authorized visitor at the school/facility at which the charging station is located."]~~ **{Editor's Note: State law does not define the term "public," and a district's authority to limit access to subgroups of the public such as employees or students is unclear.}** The ~~[insert appropriate administrative position]~~ **Executive Director of Operations or their designee** is responsible for management of EV charging stations.

Priority for using the EV charging stations will be given to school district vehicles and operations. When not in use by the District and when the EV charging station/charger is otherwise available, individuals may use a District EV charging station to charge a non-District vehicle to the extent consistent with this policy and with any additional rules or conditions that may be established by the administration.

~~Level 3 chargers are used solely to charge district vehicles and are not available to the public.~~

Rules governing use of EV charging stations:

{Editor's Note: The following rules are mostly optional. Section 66.0442 requires school districts to charge non-district users reasonable fees for use of chargers installed on or after March 22, 2024. That statute also requires school districts to not charge fees for chargers installed before March 22, 2024, that are made available to non-district users.}

By using a District EV charging station to charge a non-District vehicle, an individual accepts and must abide by the following rules and conditions, as well as any additional rules and conditions that are established by the administration:

1. EV charging station hours of operation: ***{Editor's Note: select any combination of the following}***
 - ~~a. EV charging stations will be available for use during school district operating hours.~~
 - b. EV charging stations are available for use during the hours of **5:00 AM** and **10:00PM**.
 - ~~c. Hours when EV charging stations are open to individuals to charge non-district vehicles will be posted.~~
 - d. No overnight parking or use of EV charging stations except by district vehicles.

- ~~e. [Insert any additional rules related to EV charging station hours of availability.]~~
2. Limits on an individual's use of EV charging stations: **{Editor's Note: select any combination of the following}**
 - a. Employees, students, visitors to the schools and the public may use EV charging stations on a first come-first serve basis when not required for school district operations.
 - ~~b. Use of an EV charging station is limited to _____ hours per use.~~
 - ~~c. The district reserves discretion to limit an individual's use of EV charging stations.~~
 - ~~d. [Insert any additional rules related to limits on an individual's use of EV charging stations.]~~
3. EV charging station parking spots are reserved for electric vehicles actively charging.
4. The school district shall charge reasonable fees for the use of the charging stations to cover electricity and other costs and maintenance except where such fees are prohibited by law. Fee details and payment methods will be posted at each charging station.
5. Users of the EV charging stations must follow all posted safety guidelines and instructions.
6. The District is not responsible for any damage or theft of vehicles.
- ~~7. [Insert any additional rules.]~~

{Editor's Note: Districts may request municipalities to regulate parking in district parking lots. District authority to issue fines and tow vehicles for violations of parking lot rules without supporting municipal ordinances is unclear.}

Rules governing the use of EV charging stations, guidelines and instructions will be posted. Vehicles parked in EV charging spots in violation of posted rules may be subject to fines or towing at the owner's expense. Individuals who violate rules governing EV charging stations may be prohibited from the use of EV charging stations. Employees and students violating EV charging station rules may be subject to discipline and may be prohibited from the use of EV charging stations.

The ~~[insert appropriate administrative position]~~ **Executive Director of Operations or their designee:**

1. Will determine the availability of chargers, when are the chargers reserved for district use and when they are available to employees, students, visitors to the schools and the public.
2. Will determine and collect fees charged to employees, students, visitors to the schools and the public for use of chargers.
3. May make additional rules for use of EV charging stations consistent with this policy.
4. Will give notice to users of EV charging stations of rules governing the use of EV charging stations through the posting of signs and other means.

5. May grant exceptions for limits on times when EV charging stations are available and for limits on an individual's use of EV charging stations.
6. If required by state law or if otherwise permitted by state law and consistent with District needs, may designate one or more specific charging stations as being exclusively for District use for District vehicles at all times.
7. Shall ensure that District's EV charging stations are registered with the Wisconsin Department of Revenue to the extent required by state law and establish procedures that will ensure the timely payment of any applicable taxes.
8. [Insert additional delegated duties/powers as needed/desired.]

Legal References:

Wisconsin Statutes

[Section 66.0442](#) [local governmental unit ownership, operation, management or lease of an electric vehicle charging station]

[Section 118.105](#) [control of traffic on school premises]

[Section 346.55\(4\)](#) [other restrictions on parking and stopping]

[Subch. XIII of Ch. 77](#) [electronic vehicle charging tax; charging station registration requirements]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date: