

Electric Vehicles & Charging

Policy and Arrangements 2023

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Summary

What is this policy about?

This Electric Vehicle Fleet and Charging policy supports Swansea University's Path to Zero plan, targeting scope 1 & 2 decarbonisation through provision of Zero Emission Electric Vehicles (EV) and charging facilities for university fleet and authorised persons to meet business-critical needs and legislative requirements. Contributing to the Welsh Government's [Net Zero Public Sector Strategic Plan](#) and [University's Sustainability Strategy](#) – climate emergency commitments and sustainable travel plan.

The policy also identifies provision of charging facilities for other campus electric vehicle users, supporting our scope 3 indirect emissions decarbonisation targets for commuting, such as local authority charging points off campus.

Who is this policy for?

University community: staff, students, visitors and contractors.

How does the University ensure the policy is implemented?

The policy is authorised by the University Senior Leadership Team (SLT) and implemented by Estates and Campus Services (E&CS).

Compliance with policy and arrangements monitored and controlled through the following systems:

- **Fleet EV charger access** is granted through university issued, RFID card permission (similar to door access permissions), monitored and controlled through Estates QUEMIS Helpdesk system requests.
- **E&CS Security** through ANPR systems will monitor compliance with this policy and arrangements.
- **E&CS Infrastructure Services** team will collect data and monitor usage through EV charger system to ensure capacity and efficiency of charging.
- **E&CS Management** will review usage and capacity data to ensure EV charging facilitates meet university business needs and travel planning and climate emergency strategy.

Who can you contact for enquiries about this policy?

Any Questions about this policy can be directed to Estates and Campus Services Helpdesk estates-customerservices@swansea.ac.uk.

Introduction

Electric Vehicles (EVs) benefit the environment and provide economic efficiencies for the University by reducing carbon emissions from, and operational cost of fleet vehicles.

Environmental sustainability is recognised as a key enabler in realising [Swansea University's strategic vision and purpose](#). To realise this the [Sustainability and Climate Emergency Strategy \(2021-2025\)](#) set out key commitments. This policy and arrangements enable achievement of carbon targets through provision of zero tail pipe emission electric vehicles and charging facilities, for fleet and authorised persons to fulfil continuity of university business-critical needs.

Roles and Responsibilities:

- **All university owned/leased vehicle fleet drivers** with an approved business-critical or justified need, may request use of the university charging facilities.
- **Other person** with a university business-critical or justified need, can request temporary use of the campus EV charging facilities through the approved system and are subject to formal approvals.
- **Estates and Campus Services (E&CS) administration team** are responsible for administering requests for the use of campus EV charging, enquiries and providing data to E&CS management to ensure capacity and efficiency of charging points.
- **Security Team** shall monitor the [ANPR](#) system and enforcing parking and charging compliance in line with this policy and arrangements through routine checks of EV charging point use.
- **E&CS Projects and Infrastructure Services** shall make provision for: installation, inspection and maintenance of EV charging points. Ensuring capacity, accessibility, and continuity of facilities.
- **E&CS Management** shall review associated Management Information (MI) and ensure sufficient EV charging resources and facilities.
- **Sustainability & Commercial services** will gather EV charging data to fulfil strategic and legislative reporting of fleet, scope 1 and 2 carbon emission and to review adequacy of this policy and arrangements.

Policy Statement

The University has cut fleet emissions by 80% since 2015, and will continue to transition from diesel and petrol to zero tailpipe emission vehicles, such as Electric Vehicles (EV) and hydrogen vehicles as part of our Climate Emergency and Travel strategy and aligned with legislation¹ and government transition plan for zero emission cars and vans by 2035².

Principally provision of EV vehicles and charging infrastructure supports our aim of achieving 100% “Zero Emission Vehicle” (ZEV) fleet by 2035 as per our path to zero target and supports economic efficiencies for these approved business-critical journeys.

The policy and arrangements identify other charging facilities for non-business-critical use, supporting scope 3 decarbonisation. This includes signposting of local public charging facilities e.g. Recreation Ground carpark and Fabian Way, Park and Ride carpark.

Policy Principles

- All fleet shall be 100% Zero Emission Vehicles (ZEVs) by 2035 at the latest.
- Provide [EV charging infrastructure](#) for university fleet and approved business-critical needs.
- Facilitate scope 3 decarbonisation through [signposting](#) and provision of [public "pay to charge" type points](#).
- EV charging facilities shall ensure equality for accessibility.

Monitoring & Compliance

Any unauthorised vehicle found to be parking in the EV charging bays will be in receipt of a parking ticket through the ANPR system.

Failure to adhere to this policy represents a breach of university policy and as such, those persons committing the breach may be liable to the relevant staff or student conduct and behaviour proceedings.

- [Students General Conduct and Behaviour - Obligations of Students/ Ymddygiad Cyffredinol - Rhwymedigaethau'r Myfyrwyr](#)
- [Staff Policies and Procedures - Conduct-and Disciplinary-Proceedings-Ordinance/ Polusiau a Gweithdrefnau Staff - Gweithrediadau ymddygiad a disgyblu](#)

Communication and Engagement

This policy and arrangements shall be communicated through specifically designed webpages and signage.

¹ [Environment \(Wales\) Act 2016 \(SI 2016/anaw 3\)](#)

² [Transitioning to zero emission cars and vans: 2035 delivery plan](#)

Accessibility

The university shall ensure accessibility of EV charging facilities to charge and to facilitate “vehicle to campus” accessibility where necessary and in line with fleet EV charging business-critical or justified needs.

Campus Events and Temporary Changes

The University reserves the right, where there is a business need to restrict access to campus charging points for events this will be communicated internally as and when required.

Policy Consultation

E&CS, Disability, Faculties/PSUs, Students Union, Sustainability Committee, Finance & Procurement and SLT.

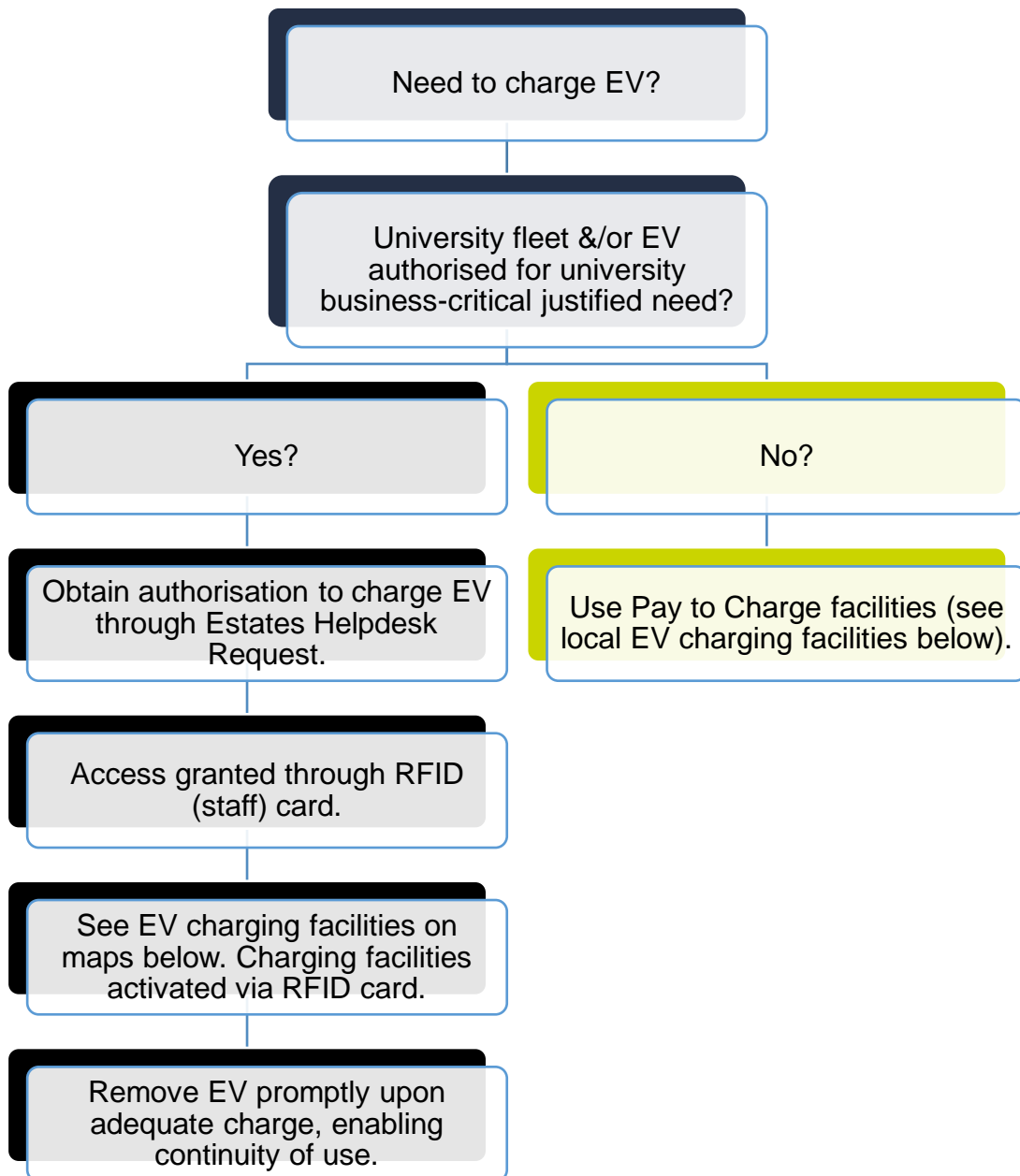
Key Policy Stakeholders

- Estates and Campus Services
 - Projects,
 - Campus Services,
 - Infrastructure Services
 - Security teams
 - Residential Services
 - Sustainability
- Faculties and Professional Service Units (PSUs)
- Key Contractors
- Tenants
- Student and staff unions
- Sustainability Committee

Relevant legislation and Guidance

- Welsh Government Public Sector Net Zero Strategic Plan
- University’s Sustainability Strategy – climate emergency commitments
- Electrical Vehicle Charging Strategy for Wales
- Transitioning to zero emission cars and vans: 2035 delivery plan
- Swansea University – Car travel Guidance
- Environment (Wales) Act 2016 (SI 2016/anaw 3)
- The Electric Vehicles (Smart Charge Points) Regulations 2021

Annex 1: Access to EV chargers



Estates Helpdesk

Request access to campus fleet charging facilities via Estates helpdesk:
https://quemis.swan.ac.uk/Q2_Live/helpdesk/new-request

Local EV charging facilities

- [Swansea City and County charge points information](#)
- [Neath Port Talbot County Borough Council charging points information](#)

Annex 2.1: Singleton Campus - Electric Vehicle Charging Points



EV charger location key:



Fleet chargers



Open chargers
"Pay to Charge"



N.B. Open, "Pay to Charge" facilities are planned for installation at Singleton Campus subject to procurement

Annex 2.2: Bay Campus - Electric Vehicle Charging Points



N.B. Open, "Pay to Charge" facilities to be planned at Bay Campus subject to provision of a location and procurement



Definitions

1. **EV** – Electric Vehicle
2. **GHG** – Greenhouse Gas Emissions e.g. CO₂
3. **ZEV** – Zero Emission Vehicle (no GHG tailpipe emissions)
4. **ULEVs** - Zero and Ultra Low Emission Vehicles
5. **E&CS** – Estates and Campus Services
6. **RFID** - Radio Frequency Identification refers to a wireless system comprised of two components: tags (ID cards) and readers.
7. **ANPR** – Automatic Number Plate Recognition (Parking Management System)
8. **Scope 1 & 2 emissions** – Direct and Indirect GHG emissions from combustion of fossil fuel to heat, light and power university buildings and fleet.
9. **Scope 3 emissions** – Indirect GHG emissions from products and services purchased and consumed in supply chain and upstream processes such as business travel, commuting, procured goods, hired services, waste produced and water consumed.
10. **University Fleet** – Approved and authorised university owned or leased vehicles.
11. **Business-critical or justified needs** – Approved and authorised activities and process deemed essential to fulfil strategic and operational requirements of the university, including supporting accessibility of campuses.