

Fleet Electric Vehicle Implementation Checklist

Use this checklist to ensure your fleet is prepared to implement electric vehicles and charging infrastructure.

Selecting Vehicles

- ✓ Assess the fleet's driving/duty requirements, including daily driving requirements, environmental factors, heating/cooling loads, and auxiliary loads
- ✓ Assess applicable mandates or policies
- ✓ Explore federal, state, and local incentives, and determine budget
- ✓ Determine which [EVs are available](#) (considering both all-electric vehicle and PHEV options) that meet the requirements above
- ✓ Work with the vehicle provider(s) to verify the vehicle's:
 - Availability, cost, and warranty (including battery coverage)
 - Applicability to fleet needs
 - Charging needs and options for the number of vehicles needed
 - Maintenance and support, including local servicing availability and repair/maintenance beyond the warranty period
 - Driver and technician training
 - Delivery timeline

Installing Infrastructure

- ✓ Establish the fleet's charging needs and equipment options, including hard-wired vs. portable charging units, networked solutions, and equipment ownership options
- ✓ Coordinate with the utility to confirm charging requirements (both near and long term) and pricing (including impacts on utility rates and any electrical upgrades needed at the charging site)
- ✓ Select a charging site location, considering:
 - Number and type of charging units required (both near and long term)
 - Proximity to electrical service panel and potential metering enhancements
 - Proximity to a wireless internet connection, if needed
 - Accessibility, safety, signage, and vandalism prevention
 - Weather impacts
 - Future expansion
- ✓ Select vehicle and charging equipment vendors so that they can provide input to the plan and timeline
- ✓ Finalize the project plan:
 - Consult with the vehicle provider, charging equipment vendor, and utility on project logistics (e.g., vehicle and charging equipment delivery) and needs
 - Establish a charging plan, including networking requirements, electricity rate implications, and charging equipment ownership responsibilities
 - Select construction and electrical contractors
 - Determine applicable codes and standards and their impact (e.g., for permitting and inspections) on the project timeline
 - Estimate costs, including available incentives, project costs, and ongoing expenses/fees
 - Establish a final site plan and budget
- ✓ Conduct engineering and construction, including permitting and inspections
- ✓ Develop a charging plan/policy
- ✓ Conduct staff and driver training