



Administrative Policy No. 14.26

Subject: DSHS Electric Vehicle Management

Information Contact: Leased Facilities and Maintenance Operations
Facilities, Finance & Analytics Administration
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Authorizing Source: Executive Order [EO 21-04](#) – Zero Emission Vehicles
Executive Order [EO 20-01](#) – State Efficiency & Environmental Performance
Electric Vehicles Purchase of Power - [RCW 43.01.250](#)
Accountability of State Vehicles [DSHS-AP-14-12.pdf](#)

Effective Date: January 28, 2025 i housekeeping 2/14/25

Revised: NEW

Approved By: **Original approved by Pearlette J. Ramos**
Senior Director, Office of Justice and Civil Rights

Purpose

This policy provides direction to Department of Social and Health Services (DSHS) staff for using electric vehicle charging stations located on DSHS sites. The primary purpose of the electric vehicle charging stations is to charge state vehicles.

Scope

This policy applies to all DSHS administrations whose facilities have electric vehicle charging stations. It also applies to all state fleet, staff, client, and visitor vehicles that use DSHS electric vehicle charging stations.

Additional Guidance

[EV charging management guide](#)

Definitions

DSHS fleet vehicles are motor vehicles owned, leased, or otherwise under the possession and control of DSHS. A rental vehicle is a DSHS fleet vehicle if it is rented by a duly authorized employee at the cost of the state and is solely for official state business. The use of a DSHS fleet vehicle must be authorized by the agency head or authorized designee and used only for official state business.

Electric vehicle (EV) means a full battery electric vehicle and does not include hybrid or other alternative fuel types.

Electric vehicle supply equipment (EVSE) provides power to charge electric vehicles.

EVSE coordinator(s) is staff designated by the administration or program at an owned or leased facility to be, responsible for compliance and enforcement of the DSHS electric vehicle management policy. If a staff is not designated the responsibility will default to the building manager for leased facilities and facility manager at owned facilities.

RFID card is a radio frequency identification card used to initiate the vehicles charge.

Policy

Use of electric vehicle charging stations at DSHS leased and owned facilities

1. The primary function of EVSE at DSHS owned and leased facilities is to charge DSHS fleet vehicles.
2. When not in use by DSHS fleet vehicles, EVSE may be used to charge DSHS employee personal vehicles and DSHS client vehicles per RCW [43.01.250](#).
 - a. To access charging, visitors (clients or state fleet vehicles not stationed at the facility) and employees (charging personal vehicles) must sign in with their name, license plate number, phone number and time in/out.
 - b. Visitors and employees will be advised to immediately start charging and return the RFID card before conducting business.
 - c. EVSE coordinator(s) may start charge for visitors in lieu of handing out RFID cards.
 - d. By using DSHS EVSE, visitors and employees consent to the EVSE coordinator or other authorized personnel to disconnect the vehicle from the charging station at any time.
3. Fleet vehicles that are based at the facility have priority for charging over visitors and personal employee vehicles. Only fleet vehicles may charge overnight.
4. Only electric vehicles are permitted to use the parking stalls with chargers. Stalls will be signed with this limitation.

Management of EVSE at DSHS leased and owned facilities

1. Drivers will be responsible for charging the fleet vehicles they are using and moving them when charging is complete.
2. The designated EVSE coordinator(s) will maintain a communications group consisting of all employees at the facility that drive EVs (private or fleet) to be used to communicate issues with chargers and monitor EVSE usage.
3. Employees will report all EVSE issues to the EVSE coordinator. The report should include the charger serial number (located on the front of the charger), a description of the issue, and error codes, and pictures (if applicable).
4. The EVSE coordinator shall contact the DSHS EVSE energy efficiency specialist for guidance in resolving EVSE issues.
5. For leased facilities, the costs of electricity for EVSE shall be split according to space allocations for the facility (master index).

¹Housekeeping to update link

DSHS Official