Implementing an Electric Vehicle Fleet

Implementing an electric vehicle fleet is a strategic, multi-phase transformation, and this document provides guidance on the key considerations, to ensure a smooth, cost effective, and future-proof transition.

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Introduction

Many businesses have already begun to transform their fleets to include Ultra Low Emission Vehicles (ULEV). Before purchasing Electric Vehicles (EVs), organisations should conduct a comprehensive fleet analysis to understand operational needs, vehicle routes, and range requirements. Key considerations include daily mileage and vehicle range, shift patterns, and access to charging stations based on location and availability.

The decision could have been made as part of the organisation's Environmental, Social and Governance (ESG) strategy to lower emissions, the cost reductions in fuel savings and maintenance costs or lower benefit-in-kind tax for company car drivers, as well as the scheduled end of sales for new diesel and petrol fuelled (Internal Combustion Engine ICE]) cars and vans in the UK by 2030, with all new vehicles required to be fully zero-emission by 2035.

Implementing Electric Vehicles to Your Fleet

Many businesses are at varying stages of transitioning to electric (EV) and alternative-fuel vehicles, with successful adoption requiring a framework aligned across operations, finance, and risk.

There are a number of areas requiring consideration to enable a safe and successful implementation of an EV fleet, such as:

- Vehicle selection - Identify the appropriate EVs that are suitable for your business needs and operation
- Payload and capability – Ensuring the selected vehicles meet or exceed the load and towing capacity of your current fleet
- Mileage analysis – Establish current vehicle daily use and mileage
- Charging facilities – Understanding the charging infrastructure required for the workplace and home charging and planning routes around available charging facilities
- Whole Life Cost (WLC) - Identify the total cost of acquiring, operating, and maintaining the vehicle over its entire lifespan or contract period
- Accessibility needs of drivers - Engagement with employees to understanding the adaptations need to be made
- Training – Ensure the provision of vehicle familiarisation training and educate employees on the safe use of EV's

Vehicle Selection and Usage

A vehicle selection and usage analysis involves evaluating each fleet asset to determine whether its operational demands, utilisation patterns, and functional requirements make it suitable for electrification. This process will also help identify those vehicles that are unsuitable for EV transition. Overall decisions will be determined by your current fleet inventory and baseline assessment of each asset and key considerations include vehicle type, age, payload capacity and any specialist equipment fitted to the vehicle.

It is also important to understand the intended purpose of each vehicle; as when selecting EVs, the type of EV available in the market and the need for business capital expenditure (Capex) must be considered. To understand the benefits of each type of EV to your business, it is advisable to arrange for EVs to be made available prior to purchase or lease, for trial and evaluation. This will ensure operational suitability, as well as potential efficiencies, concerns, safety and ergonomics to be addressed

There are different types of EVs available, including:

- **Battery electric vehicle (BEV*)** - powered solely by a rechargeable battery and incorporates regenerative braking which helps to extend the available range
- **Hybrid electric vehicle (HEV*) -** driven by both an electric motor and an ICE, with the ability to recharge the battery whilst in motion
- **Mild electric hybrid (MHEV*)** - features a small battery pack with an integrated starter-generator, which is designed to improve efficiency and to deliver a tiny boost in acceleration
- **Plug-in hybrid electric vehicle (PHEV*)** - like a HEV although having a much larger battery with an extended range and can be charged via the electricity network
- **Hydrogen fuel cell electric vehicle (FCEV*)** - operates by taking hydrogen fuel and reacting it with oxygen to produce electricity. They produce zero CO^2 and air pollutant tailpipe emissions as water is the only waste product

  **all of the above are referenced throughout this document as EV*

It is important to consider whether vehicles operate on predictable or variable routes, as consistency generally improves EV suitability. Additionally, the analysis considers whether the organisation has flexibility to adjust routes or swap vehicles between tasks to improve suitability. By combining insights about vehicle purpose, actual usage patterns, and operational constraints, the analysis identifies which vehicles can be transitioned to EVs immediately, which may need infrastructure or operational changes, and those which are unsuitable in the current environment.

Mileage Analysis

A mileage analysis for implementing an EV fleet involves examining how each vehicle is used on a day-to-day basis to determine whether its operational profile is compatible with the range, charging requirements, and overall capabilities of an EV. The process begins by collecting accurate data on daily mileage, including average distances travelled, maximum daily peaks, and any seasonal fluctuations. This helps identify consistent patterns and outliers that may influence vehicle suitability. Alongside total distance, the analysis should consider the nature of vehicle routes, such as urban, rural, or motorway driving; as these conditions significantly affect EV energy consumption. It is also important to review utilisation levels, looking at how long vehicles are in operation versus stationary, because idling time can also influence charging opportunities. Understanding

whether vehicles would be parked at driver's homes or at company premises forms a key part of determining the charging strategy.

Once the mileage and operational characteristics are mapped out, this information is used to model realistic EV performance, and further adjustments should be applied for additional factors such as:

- Vehicle payload
- Towing and loading requirements
- Shift patterns
- Seasonal weather
- Driver behaviour
- Battery degradation

The analysis will help provide a clear assessment of which vehicles are immediately suitable for EV replacement, which may require changes in journey planning or charging infrastructure, and which are not currently viable for electrification.

Access to Charging Facilities

A charging infrastructure analysis involves evaluating where, when, and how electric vehicles can be reliably charged to meet operational requirements, while identifying the physical, technical, and logistical factors that influence successful implementation. The process starts by mapping current vehicle parking and idle time locations, such as onsite, driver's homes, offices, or public charging areas, to better understand where charging naturally fits into existing daily routes. Checking the power grid conditions involves a comprehensive assessment of existing electrical capacity, often referred to as a site survey or load analysis, to ensure the infrastructure and the electricity demand in the surrounding area can handle the increased demand. This process is crucial to determine if a simple installation is possible or network upgrades are needed.

Initially a review should be undertaken on the electrical capacity and demand by a competent person, at the workplace, to enable the identification on the number and type of charge points that could be introduced alongside current business operations, and if electricity supply upgrades are required to sustain current and future EV on the fleet. To assist businesses, the Institution of Engineering and Technology (IET) Code of Practice for Electric Vehicle Charging Equipment Installation - 4th Edition provides a clear overview of EV charging equipment, s out the considerations required prior to the installation and the necessary physical and electrical installation requirements. Information is detailed for areas that need to be considered when installing electric vehicle charging equipment in different locations.

Following the electrical capacity survey, businesses can determine:

- the type of charge points required,
- when the charge points will be required to charge the vehicles,
- location of the charge points to maximise their use and,
- calculate the number of EVs that can be operated now and in the future.

The Energy Saving Trust has produced a Guide to charge point infrastructure for business users which will further assist in this process.

From there, assessing at-home charging feasibility must also be considered for drivers, including:

- Off-street parking availability
- Driver and landlord permissions
- Charger maintenance provision
- Practicalities of reimbursement

For workplace charging, key considerations include:

- The number and types of chargers needed
- Peak-time energy demand
- Operational scheduling
- Physical layout required to avoid congestion, safe use or downtime

Segregated EV parking is also necessary to mitigate risks related to high-voltage equipment and fire hazards. Key practices include designating specific, well-ventilated, and clearly sign posted parking bays for EV charging, ideally away from main buildings and combustible materials, with added protection against vehicle impact.

The charge points at either business or residential addresses must be installed by an authorised installer, a list of which can be found on the Office for Zero Emission Vehicles website. Businesses should ensure the installer meets their company contractor selection requirements, obtain relevant documentation to ensure a safe and correctly commissioned installation, and the work is monitored throughout. For further information, on managing contractors please refer to the Aviva Loss Prevention Standard entitled *Managing Contractors*.

Public charging access should also be analysed, considering local availability, peak-hour reliability, and cost implications if drivers need to rely on rapid charging. Finally, the analysis should incorporate future growth, ensuring the selected infrastructure is scalable and resilient as fleet size or energy needs increase. Together, these elements create a clear picture of the charging solutions required, the investment needed, and any operational changes necessary to support a smooth transition to an electric fleet.

Installing an EV Charging Infrastructure

There are many factors to consider when installing your EV charging infrastructure, including:

Vehicle Operations

- Number and types of charge points required now, and in the future
- When the charge points will be used, during and outside of normal operations
- Would charge point load management technology, which monitors the charge level of the vehicles connected and can adjust the power provided to individual charge points in real time, enabling certain vehicles to have priority charging, be of benefit?
- Sufficient space to park the vehicle, use the charge points safely, enable safe circulation of other vehicles and pedestrians and spaced to reduce the spread of fire
- Review and update the workplace transport risk assessment to enable safe movement of vehicles and pedestrians in the vicinity of the charge points

Infrastructure

- Electricity capacity at site and load management for charge points and business operations
- Impact on other activities taking place in the vicinity
- Electrical protection built into charging points
- Where to locate the charge points – externally or inside buildings/segregation
- Sufficient lighting levels for safe operation of the charge points
- Appropriate signage and location agreed
- Competent contractor engaged
- Ability to install charge points on leased sites
- Futureproof for further fleet expansion or new charging technology
- Review and update the fire risk assessment
- Review and update the DSEAR assessment to ensure that charging areas are sufficiently remote from any hazard zones and locations used for the storage of hazardous or flammable liquids and gases

Financial

- Available budget for the installations and running costs, including maintenance, inspection and testing during their life cycle
- Whether to purchase or lease the charge points
- Whether to charge drivers for using the charge points for non-commercial vehicles
- Whether to provide home charge points and maintenance, inspection and testing programme
- Review government grants for workplace and home EV charging points and the eligibility of zero emission vehicles (ZEVs)

Ongoing Management

- Day to day management of the charge points including identifying damage, defects and a reporting procedure
- Requirements for passive, active and management control measures to prevent a fire occurring and in the event of fire
- Implement a maintenance, inspection and testing programme
- Whether to have a reciprocal arrangement for shared use of charge points with other partners

Offsite Charge Points

- Use of offsite charge points using networks or entering into collaborative partnerships
- Provision or not of home charge points for employees
- Identify alternative solutions for employees, who take company car/vans home, and are unable to have a charge point installed as they live in flats, rented accommodation, or do not have a drive

Further guidance on the installation and maintenance of EV charge points can be found in the Aviva Loss Prevention Standard *Electric and Hybrid Vehicle Charging – Property Risk Management Guidance.*

Location of Charge Points – On Site

When developing the infrastructure, the location of the charge points is critical and should ideally be located external to buildings. The proposed area should be assessed to ensure that the charge points are accessible, can be operated safely, reducing the risk of injury to EV users and pedestrians in the vicinity, as well as preventing damage to other vehicles and to the charge point from vehicle impact as well as from vandalism and cable theft.

At commercial or industrial sites there may not be an external area to place the charge points. If this is the case, the RC59: Recommendations for Fire Safety When Charging Electric Vehicles document produced by the RISCAuthority provides recommendations to reduce the likelihood of a fire occurring and preventing the spread of fire and will assist when updating the fire risk assessment.

As there will be an increase in the amount of vehicle movements within the charge point zone, this could potentially lead to a higher frequency of vehicle on vehicle and/or vehicle and pedestrian incidents. A workplace transport risk assessment should be utilised as it will assist in identifying the safest places to locate the charge point. This risk assessment should be reviewed when the charge point zone(s) opens and at regular intervals thereafter, to ensure safe operations remain.

Charge points should ideally be located external to the building and to maximise usage not placed in corners of car parks. Such placement limits the use of the charger, as there may be short cables installed and depending on where the EV inlet port is located on the EV, could result in the EV having to park at an awkward angle or block walkways to reach the charge point, creating additional hazards for car park users. Charge points, especially wall mounted points, should not be positioned where the cable trails across a walkway as this will create a trip hazard when the charge point is in use and if cables are not returned to the charge point.

Creating clearly signed EV charge point zones and bays, will encourage use by EV drivers and should reduce the likelihood of non-EV drivers using the area. The charge points should be signed with the charge point sign placed in the eye line of the driver, as this reduces the opportunity of the defence of ignorance from any inappropriate use. Effective use of painting the parking bay space either completely or partially will also assist in identifying EV spaces. These measures will raise road users, including pedestrians, awareness of EVs in the area.

When there are multiple charge points, erect a sign detailing the type of charger present and reminding users to replace the cable after use, as this will assist in preventing the cables becoming a trip hazard or being damaged. Trip hazards can also be created at poorly positioned wall mounted points, where the cable has to trail across a walkway. If a trip incident should occur when the cable is connected to the vehicle, and a claim is received this should be reported under the motor policy.

EV inlet ports are not located at the same position, resulting in EVs approaching the charge points either by reversing or forward parking which could result in damage to the charge point. To prevent vehicle impact damage, protect charge points either by installing barriers or by raising the kerb. Whichever damage protection method is installed, ensure that it does not hinder the maintenance and inspection of the charge points or the access and use of the charge point.

If your vehicle parking areas have been designated as reversing only parking, the EV area will need to be reviewed as EVs may have to forward park due to the location of the inlet port. Further guidance on designing charge point infrastructures can be found within the OREF Charging Infrastructure Design Guide.

The business should implement a documented inspection process of the EV zone and the condition of the charge points to prevent build-up of storage or waste, and to ensure damaged cables or charge points are identified and where necessary taken out of use until repairs are completed. As the charge points are a fixed electrical installation, Duty Holders are required under the Electricity at Work Regulations 1989 (EAWR) to ensure the safety of EV charging points. This includes maintaining electric vehicle systems to prevent, so far as is reasonably practicable, any danger to employees, visitors or other persons. An inspection and testing programme, by a competent person, should be implemented throughout the charge points life cycle.

Charge Points at Employees Homes

Some businesses provide the charge points for employees whilst other organisations require the employee to fund the charge point. There will be occasions when employees cannot install a charge point, be it if they live in a flat, have a house without a drive or rent the property. When this situation occurs employees should be encouraged to plan the task of charging EVs into their daily life. This can be achieved through charging the EV at work, using chargeable charge points and using free charge points such as those found at some supermarkets, hotels, attractions and car parks. Chargeable and free charge points can be found on EV charge point locater sites.

Another option is to recommend employees contact their local authority about the on-street residential changepoint scheme. Local authorities have access to grant funding through the On-street Residential Chargepoint Scheme to assist with the transition towards zero emission vehicles. These chargers can be standard ground, wall mounted, or double headed charge points capable of charging two vehicles, where possible. The charge points are being located in public car parks or on street with some located within lampposts.

Whole Life Cost

A whole life cost (WLC) analysis provides a complete picture of the long-term financial impact of implementing EVs, allowing businesses to compare EVs and ICE vehicles on a true cost-to-operate basis. To carry out the analysis, begin by:

- Establishing the total acquisition cost for each vehicle, including purchase price or lease costs, as well as any available grants or manufacturer incentives

Next:

- Assess all charging infrastructure requirements, covering the installation of workplace or employee chargers, expected grid connection upgrades, charge-point management software and any associated maintenance contracts

These costs form part of the upfront and ongoing investment required to support an EV fleet.

The next step is to calculate operational energy costs:

- Estimate electricity consumption based on typical daily mileage, vehicle efficiency (kWh per mile) and expected charging locations
- Compare these figures with current fuel usage to identify potential fuel savings

Remember, to factor in changes to running costs such as:

- Fuel (ICE vehicles)
- Maintenance and servicing (including tyre replacement and breakdown cover)
- Road Fund Licence
- Insurance premiums and as required gap insurance
- Telematics and cameras
- Any other internal administrative or compliance related costs to provide a consistent comparison across vehicle types

It is important to account for:

- residual value and depreciation, including the impact of battery performance over time and any warranties that may offset long term risk
- Consider whether the organisation intends to retain vehicles for their full operational life or cycle them earlier, as this influences resale value
- Include any operational adjustments required for EV adoption, such as driver accessibility needs, changes to route planning and shift pattern, or temporary downtime during infrastructure installation

Once all cost elements have been identified, project them over the expected lifespan of each vehicle relevant to your procurement cycle and calculate the total cost of ownership for EV and ICE equivalents. This provides a clear, evidence based view of whether implementing EVs will deliver cost efficiencies, or where additional investment may be required, and which parts of the fleet offer the strongest financial case for electrification.
Your vehicle supplier/manufacturer should be able to support your business in exploring any relevant concerns and help you to ensure that your EV fleet will be operationally fit for purpose.

Accessibility Needs of Drivers

Carrying out an accessibility needs analysis of drivers involves evaluating whether all drivers can safely, comfortably, and confidently operate an EV and use charging infrastructure; considering any physical, cognitive, or situational requirements. The process begins by identifying drivers who may need specific vehicle adaptions such as those with reduced mobility, limited grip strength, or other health related needs that could affect tasks like access and egress into and from vehicles, handling charging cables, or managing long charging sessions.

The suitability of EV models must then be assessed in terms of ergonomics, including adjustable seating, accessible controls, visibility, and ease of entry and exit. Charging infrastructure accessibility is also critical, requiring chargers to be positioned at comfortable heights, equipped with cable supports where necessary, and located in safe, well-lit areas.

Training and education
Alongside physical and operational accessibility, driver training requirements should be evaluated to ensure all drivers understand EV operation, regenerative braking, range management, efficient driving techniques, and safe charging practices. Training should also address the needs of drivers who may be unfamiliar with technology or require more structured support. By combining accessibility considerations with tailored EV training programmes, organisations can ensure the EV transition is inclusive, safe, and practical for all drivers.

Electric Vans - Key Regulatory Changes for UK Fleet Operators (2026)

In late 2025, the Department for Transport released its formal response to the Zero Emission Vans: Regulatory Flexibility consultation, confirming the Government's planned approach to managing zero-emission goods vehicles (ZEGVs) in the 3.5–4.25 tonne category.
Although the legislative changes have not yet been finalised, the direction has been now established. Fleet operators should prepare for updates to vehicle testing requirements, drivers' hours rules and tachograph obligations. These adjustments are intended to streamline the operation of 4.25T electric vans and remove many of the barriers and concerns raised by Operators, that currently make ZEGVs more complex to use than ICE vans.

Fleet managers should monitor upcoming legislation and begin assessing how these changes may affect scheduling, compliance processes, and driver deployment once the new regulations take effect. The requirements and exemptions in scope of Operator Licence requirements remain unchanged.

Vehicle Testing Requirements
One of the most significant proposed changes is the Government's intention to shift electric vans from the HGV testing regime into the standard Class 7 MOT system. Under this new approach, these vehicles would no longer require annual HGV tests at Authorised Testing Facilities (ATF) and would instead be tested at more widely available Class 7 MOT centres. Their first test would fall three years after registration, followed by annual tests, mirroring the existing schedule for ICE vans up to 3.5 tonnes.

Tachograph Requirements
The Government has indicated that it is considering removing the requirement for tachographs to be fitted in electric vans operating within Great Britain, although this decision will ultimately depend on road safety assessments and has not yet been confirmed. The update also makes clear that there will be no immediate changes to speed limiter rules, meaning that the mandatory 56mph limit for electric vans will remain in place.

Drivers Hours
The assimilated EU drivers' hours rules require the use of tachographs and prescribe maximum limits on driving time and minimum requirements for breaks and rest periods. The rules apply to drivers of most vehicles used for the carriage of goods where the maximum permissible weight of the vehicle (or combinations of vehicle and trailer) exceeds 3.5 tonnes. However, EVs that carry goods within a 100 km (62 mile) radius of the company base, and do not exceed 7.5 tonnes (maximum authorised mass) including the mass of a trailer, are exempt from assimilated EU drivers' rules regulation. Details of all

the exemptions/national derogations can be found in Guidance on drivers' hours for goods vehicles.

If a vehicle meets one of the exemptions/derogations, including EVs, then the driver is exempt from assimilated EU drivers' hours rules. Normally drivers out of scope of assimilated EU drivers' hours rules would automatically come under scope of the GB domestic drivers' hours rules.

Driving Licence Requirements
Drivers who hold a category B driving licence are legally permitted to drive an alternatively fuelled vehicle with a maximum gross vehicle weight of up to 4.25 tonnes. Drivers are also allowed the same towing capacity as an ICE equivalent vehicle. No formal additional training is required; however, it is advisable for all drivers to complete familiarisation training to further educate themselves on the functionality of alternatively fuelled vehicles and how they differ from ICE vehicles. Differences include familiarisation with the increased weight; advanced driver assistance systems (ADAS) often fitted in newer vehicles and other specific electric vehicle features such as regenerative braking and eco-mode driving.

EV Implementation: Overall Fleet and Operational Readiness
A strong way to conclude your overall analysis is to bring together the findings from each of the above areas into a clear, evidence based summary, that highlights fleet readiness, risks, and recommended next steps. A comprehensive review of mileage patterns, vehicle usage, charging infrastructure, and driver training and accessibility needs, will help indicate whether an organisation is broadly well positioned to begin transitioning to an electric vehicle fleet. If EV implementation is both operationally suitable and strategically viable, recommended next steps will include a phased rollout, focused infrastructure upgrades, tailored training programmes, and continued monitoring to ensure long term suitability and performance.

Within the evidence based summary include quantifiable data and information wherever possible, such as average daily mileage, percentage of routes within EV range, projected charging availability, and cost comparisons. This forms the foundation of your operational, financial, and risk-aligned framework, where you summarise the extent to which current operations align with EV capabilities.

Based on the findings of the above, the business will be able to identify which parts of the fleet are suitable for transition, however you may still require to implement operational changes and acknowledge that some elements of the fleet could remain unsuitable for EV's at this moment in time.

Next, outline the operational, financial and compliance risks identified during the analysis. These may include the following:

- Insufficient charging capacity at key locations
- Vehicles with irregular or long-distance routes
- Lack of home charging eligibility for certain drivers
- Infrastructure delays, or uncertainties around maintenance
- Residual value

Where relevant, highlight potential mitigation measures and translate the findings into a set of clear, actionable next steps. These should be practical and prioritised according to readiness and impact. Examples include:

- Initiating infrastructure upgrades at key sites for charging
- Piloting EV's in the most suitable vehicle groups
- Formalising home charging processes through a designated policy
- Launching driver training and education programmes
- Conduct any further trials for complex operational areas

Where necessary, include recommendations for ongoing monitoring; such as telematics based tracking or periodic suitability reviews, to ensure the transition remains aligned with operational needs as technologies and business requirements evolve.

Bringing these elements together creates a concise, evidence based conclusion that delivers clarity to all key stakeholders, supports informed decision making and guides the organisation through the initial stages of EV implementation.

Checklist

A generic Implementing an Electric Vehicle Fleet Checklist is presented in Appendix 1 which can be tailored to your own organisation.

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For more information please visit:

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Sources and Useful Links

- RC59: Recommendations for Fire Safety When Charging Electric Vehicles – RISCAuthority
- Energy Saving Trust
- The Institution of Engineering and Technology (IET) Code of Practice for Electric Vehicle Charging Equipment Installation - 4th Edition
- Zero emission goods vehicles: regulatory flexibility consultation response - GOV.UK

Additional Information

Relevant Loss Prevention Standards include:

- Operating an Electric Vehicle Fleet
- Electric and Hybrid Vehicle Charging
- Electrical Installations Inspection and Testing
- Fire Safety Legislation
- Managing Change - Property
- Managing Change - Liability

- Managing Contractors - Property
- Workplace Transport Safety

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Appendix 1 - Implementing an Electric Vehicle Fleet Checklist **i**

Location	
Date	
Completed by (name and signature)	

	Implementing an Electric Vehicle Fleet	Y/N	Comments
1.	**Operational and Compliance Risk Analysis** • Have you clearly summarised operational strengths that support the EV transition? • Are identified risks backed by evidence from the analysis? • Are mitigation actions in place for each identified risk? • Have you identified segments for immediate transition and those needing further review? • Are recommendations practical, prioritised and linked to operational needs?		
2.	**Implementation Planning** • Is there a clear phased rollout plan (pilot → expansion → full rollout)? • Have timelines been set for infrastructure installation and vehicle deployment? • Is there a contingency plan to manage operational disruption during transition? • Is a monitoring plan in place to track EV performance and suitability over time?		
3.	**Vehicle Selection and Usage Analysis** • Have you reviewed all fleet assets, including age, payload and specialist equipment? • Have you reviewed the latest government EV grant schemes? • Do you understand how each vehicle is used in terms of daily utilisation and downtime? • Are any vehicles frequently towing or carrying heavy loads that may impact EV suitability? • Can routes, shifts or allocation patterns be adjusted to support EV deployment? • Have vehicles been grouped together by function to determine which are most suitable for electrification?		

	Implementing an Electric Vehicle Fleet	Y/N	Comments
4.	**Mileage Assessment** • Have you collected accurate daily mileage data, including averages, peaks and seasonal variations? • Do you know which routes are predictable and which are variable or long-distance? • Which vehicles consistently operate within realistic EV range (including seasonal impacts)? • Do all vehicles have adequate down time to support charging? • Have you identified mileage outliers that may require different EV models or retention of ICE vehicles?		
5.	**Charging Infrastructure Assessment** • Have you reviewed the latest government EV grant schemes? • Do you have a clear understanding of where vehicles park (driver's homes, workplace)? • Can each driver safely install and use a home charger (parking type, permissions, supply)? • Does each premises have sufficient electrical capacity, or are upgrades required? • Have you identified the types and numbers of chargers needed (slow, fast, rapid)? • Is reliance on public charging necessary, and is local availability sufficient? • Have you included software, maintenance and long-term operational requirements?		
6.	**Whole Life Cost (WLC) Analysis** • Have you calculated total acquisition or lease costs for EV's and ICE vehicles? • Are all charging infrastructure costs included (installation, upgrades, software)? • Have you compared projected electricity costs with current fuel spend? • Have you included EV maintenance savings in the analysis? • Are insurance, tyres, telematics and admin costs captured consistently? • Have you estimated depreciation and residual values, including battery performance? • Are costs projected for your internal procurement cycle for accurate comparison?		

	Implementing an Electric Vehicle Fleet	Y/N	Comments
7.	**Driver Accessibility Analysis** • Have you identified any drivers with mobility or ergonomic considerations? • Do current EV models meet accessibility needs (entry height, visibility, seating)? • Can all drivers safely handle charging cables? • Are charging locations accessible, well-lit and safe for all users? • Have you identified any other adaptations or alternative vehicle types needed?		

8.	**Driver Training and Education**
	• Have you identified the driver training and education required for the transition to EV's?
	  • Including familiarisation of the vehicle and ancillary equipment
	  • Using charge points
	  • Internal communication plan to include tool box talks		

xx.	Additional comments:

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