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