# Checklist: Switch to electromobility for companies

Every company has individual mobility needs and requirements for its vehicle fleet. Nevertheless, most companies can benefit from electric mobility. However, the e-fleet requires somewhat different planning than a combustion engine fleet. For an optimal implementation, vehicles, necessary charging infrastructures and an optimised fleet management have to be taken into account.

## 1. Carry out a mobility analysis or have one carried out

The first step towards an e-fleet is usually to determine the individual mobility needs, i.e. total daily mileage, individual routes, planned or unplanned trips, parking situations during the day and at night. From this, among other things, an optimal mix of charging infrastructure in the depot, public charging points or employee charging (against remuneration) at home can be derived.

## 2. Compile an optimised fleet according to technical and economic aspects

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| ☐ | Travel demand and range (average, frequency / distance of "spontaneous trips") |
| ☐ | Personnel allocation of vehicles or open pool |
| ☐ | Consideration of alternative mobility modules (bike sharing, public transport tickets, etc.) |
| ☐ | TCO consideration (e.g. comparison of operating costs, residual values of e-vehicles vs. diesel) Compliance with the charging pole ordinance |

## 3. The selection of an e-vehicle (aspects that should be taken into account when deciding to buy)

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| ☐ | Range incl. buffer for winter/summer use (air conditioning, heating, battery capacity) |
| ☐ | Energy-efficient air conditioning (steering wheel contact heating, seat heating) |
| ☐ | Buying or renting a battery |
| ☐ | Vehicle weight and payload |
| ☐ | Charging plugs and adapters (CCS or CHAdeMO, Schuko emergency charging, AC and DC charging capacity) |
| ☐ | Options and costs for customer service / maintenance |
| ☐ | Insurance with special E-conditions |
| ☐ | Possible subsidies from federal, state or regional governments |

## 4. The use of e-vehicles

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| ☐ | Technical know-how (kWh vs. kW, energy consumption, charging plugs/power/time) |
| ☐ | Charging in the depot and at public charging points (charging cards and other authorisation options) |
| ☐ | Locating charging stations (charging station finder, lists of "charging stations in the vicinity") |
| ☐ | Raising awareness of "actual" ranges |
| ☐ | Technical and financial framework for home charging |
| ☐ | Energy-efficient driving behaviour |

## 5. The right design of the e-parking area

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| ☐ | Goals, target groups and intended use |
| ☐ | Number and charging capacity suitable for the parking situation |
| ☐ | Location of the charging pole (accessibility, restriction, gatekeeper) |
| ☐ | Possibility of reservation for E-vehicles only |
| ☐ | Collision protection |
| ☐ | No (traffic) obstruction in the charging process (e.g. free access routes, visibility) |
| ☐ | Colour marking and signposting of the parking area |
| ☐ | Road safety (e.g. clearing snow) |
| ☐ | Lighting and safety (e.g. can be used at any time during the night) |
| ☐ | Energy supply (e.g. grid connection, energy management, reporting to the grid operator) |
| ☐ | Involvement of protection and rescue forces, public order office, etc. (especially in public spaces) |
| ☐ | Service providers (technical testing, hotline, maintenance) |
| ☐ | Follow-up costs (maintenance costs, backend, securing of paths, etc.) |
| ☐ | Possible subsidies from the federal, state or regional governments |

## 6. The correct use of an e-parking system

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| ☐ | Accessibility (internal use only or public access)<br>Internal use only: LSV not relevant<br>Public: LSV relevant, including standard and notification to Federal Network Agency |
| ☐ | Costs for electricity supply (free of charge or against payment)<br>Free of charge: roaming and calibration law not relevant<br>Payment: LSV relevant, including ad hoc access |
| ☐ | Instruction / training of persons on site (porters, caretakers, reception etc.) |