**User Agreement**

DOER disclaims any liability from any damages associated with installation of state-owned charging stations or installation of state funded electrical upgrades.

I, *(insert first and last name)*, an employee of *(insert agency name)* understand and acknowledge that by participating in the Domicile Electric Vehicle Charging Policy, I am committing myself to the care of a newly installed, dedicated outlet or charging station that has been installed by the state. I acknowledge that this will require the allowance of state work within my residence. I attest that I am the owner of my home or have written authorization from the owner of the home to make these changes and have homeowners’ liability insurance of at least $100,000. I attest I have homeowners’ combined dwelling and other structures insurance coverage of at least $100,000 if such structures are the location of the EVSE installation or are adjacent to such installation.

I acknowledge that any electrical upgrades, outlets, and/or internal wiring installed at my residence are my own property. If my state employment were to cease or I no longer require a domicile vehicle, any maintenance or repair and associated costs are my responsibility.

I acknowledge that any external equipment, including but not limited to plug-in charging stations and/or charging cords, installed through the pilot program are property of the state. If my state employment were to cease or I no longer require a domicile vehicle, I will return any external equipment, such as charging cords and/or plug-in charging stations, to the state.

I acknowledge that if, at any point, I am found to not be appropriately maintaining or utilizing any external equipment acquired through this policy properly, the agency of my employment may elect to remove the external equipment, including charging cords and/or plug-in charging stations, from my residence.

I acknowledge that any normal damage or alterations to my residence in connection with the removal of plug-in charging equipment shall be my responsibility.

I acknowledge that my agency of employment shall be responsible to pay for any repairs and maintenance that may be required but the I am responsible for periodically inspecting program equipment to ensure it is in working condition.

I acknowledge and agree that any changes or upgrade to my electric system following installation of charging infrastructure are my responsibility, and the agency and State shall have no responsibility or liability in connection with the same.

I acknowledge and agree that participation in this program and subsequent installation of and use of Program Equipment at the employee’s residence, shall not create a separate cause of action against my agency or the State for liability in connection with such Program Equipment and that I shall rely on my home insurance and liability coverage in connection with any damage that might occur in connection with the use of Program Equipment.

I acknowledge the vendor liability and insurance coverage as outlined and described in the *Massachusetts Domicile Electric Vehicle Charging Policy: Guidelines for State Fleets*.

I acknowledge that my agency of employment will be responsible for reimbursing employees, including myself, only for electricity usage associated with domicile electric vehicle charging as identified through the MoveEV software and monthly reports.

I acknowledge the responsibilities that will come with participation in the Domicile Vehicle Home Charging Program, which include but are not limited to:

* Ensure that the state-owned domicile vehicle has priority for the use of the state installed charging outlet or station over any other electric vehicle.
* Plug in the domicile vehicle for as long as possible to ensure that they battery is charged to maximize charging capacity.
* Ensure the outlet and/or charging station is well maintained and protected from damage.
* Report any damage or issues with functionality of the outlet or station as soon as possible to my fleet manager.
* Upload my monthly electricity bill to the MoveEV platform to ensure that the correct electricity rates used for reimbursement are accurate and up-to-date.

Signed,

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 Signature of employee Date