

Policy Name: UNIVERSITY Charge Point® ELECTRIC VEHICLE CHARGING STATION (EVCS)	Effective Date: August 30, 2017 Updated:
Access: Internal and External usage	Position responsible for compliance: Campus Safety, Facilities Services, and IT

INTRODUCTION:

This policy defines driver responsibility, driver etiquette, charging station safety requirements, and restrictions for privately owned electric vehicle (POEV) while charging at the designated dual EVCS locations on campus.

Scope: In support of the University's commitment to sustainable energy and other environmentally-friendly campus initiatives, this EVCS pilot program applies to all Niagara University employees, students, alumni, and visitors actively charging their POEV and will be subject to revisions as needed.

Policy: Charging your vehicle at an EVCS is a privilege and is available on a first-come-first-served basis. The University does not guarantee that a charging station will be available and it should not be depended on as a sole means of charging a POEV. The University assumes no responsibility or liability for damage to a POEV using the Charge Point® stations.

Procedure: The two EVCS are located on campus in the following lots:
 (1) At the west side of O'Shea lot by Timon Hall;
 (2) At the northeast end of Castellani Lot near Castellani Art Museum.

Each EVCS has dual retractable cords supporting two actively charging POEVs.

To use the station, drivers must:

(1) Have or establish an account with ChargePoint®. You may activate an account either by calling EV Driver and ChargePoint® Account Assistance U.S. and Canada Toll Free: 1-888-758-4389 (24 hours) or open <http://www.chargepoint.com/support/driver-faq/>.

(2) Utilize ChargePoint's® virtual waitlist mobile app which informs drivers when an EVCS is available for charging.

(3) Utilize ChargePoint's® virtual waitlist mobile app which alerts drivers via text message that the POEV is fully charged requiring relocation.

(4) There is a pro-rated \$1.50/hr. for the first 3 hours, after which the rate increases to \$5.00/hr. and will continue even after the charge is completed until POEV is unplugged. Maximum fee is \$50.00.

Etiquette: Only POEVs that are actively charging may park in the EVCS reserved spots. Drivers are required to use the features of the waitlist app to maximize the POEV utilization and the University's investment into sustainable energy.

When your POEV charge is complete, relocate POEV to a non-EVCS parking spot.

This policy does not supersede Niagara University's parking and snow removal policies.

Safety Requirements:

If a ChargePoint's® unit malfunctions, please report the problem to ChargePoint® at Account Assistance using their U.S. and Canada Toll Free: 1-888-758-4389 (24 hours). If there are any safety concerns, immediately notify Campus Safety at 716-286-8111.

Charging cords must be retracted into unit prior to leaving station.

Restrictions: Parking in electrical charging station is restricted to vehicles plugged in **and** charging. These spaces are dedicated charging stations only.

Charging of POEV is prohibited anywhere on campus other than the Charge Point® station locations identified in this policy.

RESPONSIBILITY:

ACTION:

IT

Systems administrator
Kenny Homdarack khomdarack@niagara.edu

CHARGEPOINT®

If unit malfunctions drivers should call the
1-888-758-4389 for technical support

CAMPUS SAFETY

CS will enforce parking etiquette, policy
compliance, and respond to reported safety
concerns. 716-286-1111

FACILITY SERVICES

Program Administrator and maintenance requests
submitted through work order system. 716-286-
8431