

Christopher Newport University

Policy: Electric Vehicle Charging Station Usage Policy

Policy Number: 7010

Executive Oversight: Executive Vice President
Contact Office: Auxiliary Services
Frequency of Review: Biennially
Date of Last Review: September 2018

A. PURPOSE

As part of our commitment to sustainability, Christopher Newport University provides access to electric vehicle charging station(s) necessary to charge electric, gas-alternative vehicles.

B. POLICY STATEMENT

This policy provides rules for the use of Christopher Newport electric vehicle charging station(s). Any person that utilizes any Christopher Newport electric vehicle charging station is subject to the policy.

C. DEFINITIONS

Electric Vehicle (EV): A vehicle that uses one or more electric motors for propulsion and which provides a receptacle for electric charging.

Charging Station: The parking space and charging equipment (unit, cord, signage) used to charge an EV.

Overflow Space: The marked parking space to the left or right of the car being charged where users may wait for their turn to plug their vehicle in for charging.

Users: Members of the Christopher Newport community with a valid parking decal who own an electric vehicle may use an EV charging station.

D. PROCEDURES

- 1. Liability**: Christopher Newport University assumes no responsibility or liability for damage to vehicles while using the EV charging station or while parked in the overflow space.

2. **Safety:** Electric vehicle charging station users must observe proper safety procedures while charging their vehicles. These include, but are not limited to the following:
 - a. This unit is an electrically charged piece of equipment and users shall exercise all appropriate precautions while operating the charging station.
 - b. To reduce tripping hazard, users must wrap the cord neatly on the hooks when finished and are encouraged to avoid stepping over the cord whenever possible.
 - c. If at any time a user notices a crack, break, or tear in the charging cord, the user should report it to the Parking and Transportation Office during regular business hours and University Police after hours.
3. **Usage Fee:** At this time there is no fee for charging; however, Christopher Newport reserves the right to implement a fee for EV charging in the future.
4. **User Registration:** Users must indicate on their campus parking registration that their vehicle is an EV.
5. **Rules for Charging** - The following rules are designed to make EV charging available to as many users as possible.
 - a. Only vehicles currently charging or waiting in the overflow space to charge shall park in the EV charging station spaces.
 - b. EV charging station users should only use the EV charging station when a charge is necessary to operate the vehicle. “Topping off” is prohibited.
 - c. Preference for charging should be given to 100% electric vehicles. Plug-in hybrids are encouraged to use their battery/fuel alternative when possible.
 - d. By opening their charge port while waiting in the overflow space, persons parking a vehicle in the overflow space are indicating consent for the previous user to plug their vehicle into the charging station when the previous user’s vehicle charging time is completed. No charging station users are to plug/unplug any vehicles without this signal of consent.
 - e. Once a charge is complete, wind up the cord or plug in the next vehicle, if the next vehicle’s charging port is open. Then, move the charged vehicle to another parking space or exit the charged vehicle from the parking facility or campus.
 - f. No vehicle shall remain plugged in for more than four (4) hours. No vehicle shall wait for charge in the overflow space longer than four (4) hours. Combined charge and wait time, shall be up to 8 hours.
 - g. Users consent to their vehicle being unplugged by authorized Christopher Newport personnel at any time.

6. **Restrictions:** The electric vehicle charging station is available on a first come, first served basis. Christopher Newport University is not responsible for the lack of availability for charging nor for insufficiently charged vehicles. The electric vehicle station may be closed during special events, repairs, construction, holidays, and/or any other closures determined appropriate by the University.

7. **Violations:** Any driver who has a vehicle parked in an EV charging station space and the vehicle is not charging or waiting to be charged will be issued a parking citation/fine. Any user that exceeds charging limitations or is consistently in violation of these rules will be issued a parking citation/fine and/or have EV charging privileges at Christopher Newport University revoked.

E. APPROVAL AND REVISIONS

Approved By: Policy Committee, September 5, 2018

F. DATE OF NEXT REVIEW: Fall 2020