ELECTRIC VEHICLE CHARGING STATION USE POLICY

California Lutheran University is providing four (4) electric vehicle (EV) charging stations for use by students, staff, faculty, and visitors to support the use of electric vehicles as part of the University’s commitment to a more sustainable campus and presence in the community. The charging stations are not available to the general public.

Location of Charging Stations
The four charging stations are located between the Student Union (Building 8) and Mt. Clef Hall (Building 10).

Access and Registration for Use
Access to the EV charging station program is administered through the Campus Safety office. All students, staff and faculty are eligible to use the program. The cost for program enrollment is $25 per academic semester and $25 for the summer months. Use fees will be collected at the beginning of each semester and the beginning of summer in order to validate the charge access card. At the time of initial activation and fee payment, Campus Safety will issue users an electric vehicle sticker and a charge access card. The EVS sticker should be placed adjacent to the CLU parking permit sticker in the rear window of the vehicle.

Temporary outside visitors to the University are allowed free access to EV charging stations on a temporary basis by registering at the Campus Safety office. University employees and registered students are not visitors to campus. Visitors are required to obtain the temporary access card each day if multiple days are requested from the Campus Safety office. Temporary users will be subject to the same rules as regular users. A fee of $5 per usage may be charged if the visitor requests more than 3 uses.

Rules for EV Charging Station Use
- Only cars with valid EV stickers or a EV guest pass are allowed to park and charge.
- Vehicles in charging spaces must be actively charging.
- Maximum use time of a charge station is 4 hours.
- Once the vehicle reaches full charge, it must be moved out of the charging space to allow for other users.
- Electric vehicles may not be charged by any other means outside of the designated charging stations.

Violation of any these rules will result in a fine of $35 per occurrence.

Charging Station Use and Activation
Charging stations are activated by holding the charge access card close to the activation reader located on the lower front portion of the charger faceplate. This may be done before or after the charger has been connected to the vehicle. If the vehicle is connected prior to the activation, the reader will beep and the RFID indicator light will glow green, indicating that it is ready. At this
time, the charger may be activated by placing the charge access card in the aforementioned location and the indicator light will blink blue, indicating that charging has begun.

If the charger has been activated prior to connecting the car, the user will have 2 minutes to make the connection after activating the charger with the charge access card. Once the charging has begun, the blue indicator light will blink.

Once charging is complete, the blinking blue light will change to solid blue.

In the event that the indicator light is red or amber, please report to Campus Safety immediately.

**Lost or Damaged Charge Access Card**
If a charge access card is lost or destroyed, a new card may be obtained from Campus Safety at a replacement cost of $15.

**Responsibilities**
California Lutheran University is not responsible for any damage to vehicles or injury to persons as a result of any malfunction of the electric charging station or improper use by the user or others. Operators assume all risk and liability for their use of the electric charging stations. Any damage or malfunctioning of the charging stations should be reported to Campus Safety immediately.

Cabinet Approved: August 23, 2017