

**Fulton-Montgomery Community College**  
**Electric Vehicle Fueling Station Locations & Procedures**  
**Effective November 1, 2019**

These procedures apply to all faculty, students and staff who use the colleges Electric Vehicle (EV) charging stations. The purpose of these procedures are to:

- Ensure the safe operation of the stations for active charging.
- Outline EV charging etiquette and share our procedures for enforcing good etiquette.

**Important Information:**

- EV stations are considered a convenience and are intended as an incentive for our constituents to consider purchasing an EV or Plug-in Hybrid Electric Vehicle (PHEV).
- The parking lot locations are for EV charging only. Non-EV parked in designated parking spaces (“ICEing”) will be considered in violation of the colleges parking policies and will be treated under those guidelines.
- The stations will be made available to the public.
- The interest in charging staff and students for electricity drawn is intended to cover expenses in running the charging stations and not as a revenue driver for the college.

**EV Charging Station Information:**

- The College has installed Level 2 Charging Stations, with standard SAE J1772 “J-Plug” connectors.
- These stations are networked through a third party as a requirement of the original grant funding for the stations. This allows drivers to pay for the electricity with a credit card or app on their smartphone. The transactions in purchasing electricity are between the driver and the third-party (ChargePoint) managing the stations operating software. The college is then reimbursed by ChargePoint. Driver payment information is managed securing with the third-party, not with the college.
- The network functionality also provides the college and grant funding source with visibility on usage and driver practices, including improper charging/parking behaviors (i.e. occupying a space for too long).
- Inquiries made to the college with problems or experiences with the charging station most likely will be forwarded on to ChargePoint initially. The stations are marked with a phone number to ChargePoint to contact directly for driver concerns.

**Responsibility of FM:**

- Ensure that the stations are accessible, year round.
- Work with manufacturer to repair/remedy problems with the stations to maximize the time they are available for use.

**Requirements for Drivers:**

In order to use FM EV Charging Stations, prospective drivers must:

- Follow posted and articulated parking guidelines in accordance with college policies and procedures.
- Report incidents or accidents immediately to the Public Safety Office.
- Observe normal etiquette. Don't charge a vehicle if you don't need the charge and occupy the space unnecessarily. Leave the spot free for another driver. Move your vehicle once your charge session is complete.

**Enforcement:**

In order to maintain fair and impartial charging practices, DPS Officers will:

- While patrolling the parking lots, officer will check the charging locations for usage and duration of usage.
- Officers will ticket all vehicles that are non-EV type vehicles parked within the EV parking spaces.
- DPS will tow vehicles as described in the parking and traffic regulations.
- Authorized campus officials may disconnect vehicles from EV charging stations at any time.

**EV Charging Station Locations:**

- Faculty / Staff Parking Lot 3
- Student Parking Lot A