Dawson COLLEGE

No. FAMA-03

Title:	**POLICY AND PROCEDURES ON THE USAGE OF ELECTRIC CHARGING STATIONS**

CLASSIFICATION: FACILITIES MANAGEMENT
FIRST ADOPTED: January 18, 2023
AMENDED: N/A

Article 1 Purpose and Principles

Dawson College recognizes its responsibility as an educational institution to model environmentally sound practices and is committed to the concept of sustainability and well-being for all by promoting low carbon transportation methods.

This policy establishes the principles and conditions to encourage the use of electric light vehicles and existing charging infrastructure on campus.

The purpose of this policy is to provide guidance to employees who park on campus and drive an electric or plug-in hybrid electric vehicles on the fair use of charging stations.

Article 2 Scope

This policy applies to employees who use charging stations for an electric vehicle parking space.

Article 3 Definition

Battery-Electric Vehicles (BEV) are vehicles equipped with an electric motor and a battery that is recharged with grid electricity. They operate without emitting any greenhouse gas emissions.

Plug-in Hybrid Electric Vehicles (PHEV) are vehicles equipped with a combination of gasoline and electric motor. They have a battery, an electric motor, a gasoline tank, and an internal combustion engine that operates with a lower greenhouse gas emission than internal combustion engine vehicles.

Charging Stations (CS) are publicly or privately-owned parking space that provide access to equipment that supplies a source of electricity for charging electric vehicles.

Article 4 Roles and Responsibilities

The Employee is required to respect this policy and to follow the procedures established by the Facilities Management department.

The Facilities Management (FAMA) Auxiliary Services Coordinator is responsible for:

- Implementing this policy and overseeing its application.
- Resolving issues such as routine maintenance and any other issues that may arise related to the charging stations.
- Maintaining parking spaces for drivers of electric vehicles, which may include the removal of internal combustion engine vehicle from spaces in the event that these vehicles are blocking the stations from being used.
- Providing usage data to the Sustainable Office

The Communication Office Coordinator, in collaboration with the Sustainability office, is responsible to promote the use of electric light vehicles across various channels, including but not limited to the website and social media information/updates.

The Sustainability Coordinator is responsible for the analysis and reporting on the use of the charging stations, as well as to review and publish information or results.

Article 5 Procedures and conditions

Charging will be available to employees who have access to the parking lot during working hours. Charging stations are free of charge during the introductory period. Any change will be communicated to employees and posted on the Dawson website.

Employees who drive a BEV or PHEV to work and wish to use the charging station must send a request to the Auxiliary Services Coordinator in the FAMA office. Each request must include a FLO card or FLO mobile application digital identification number so that access can be activated.

Employees must move their vehicle from the charging station parking space as soon as charging is complete or after four hours of charge, whichever comes first.

Article 5 Policy Statement

Only electric vehicles may use the EV parking spaces. Non-electric vehicles or electric vehicles not being charged may be towed at owner’s expense.

Violations to this policy are to be reported to the FAMA Auxiliary Services Coordinator.

The College reserves the right to withdraw any access privileges to charging stations in the event of non-compliance with the foregoing instructions.

Article 8 Final provisions

The Director of Facilities Management is responsible for reviewing and, if required, revising and approving this policy.