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The San Diego County Superintendent of Schools (SDCSS) establishes this administrative regulation to provide procedures for the proper use of Electric Vehicle Charging Stations (EVCS) available at San Diego County Office of Education (SDCOE) facilities.

Electric vehicles are steadily increasing in popularity, have no tailpipe emissions of greenhouse-contributing gases, are powered by an increasing proportion of renewably-generated sources of electricity such as solar and wind, offer many desirable features and performance characteristics, entail lower maintenance, and are consistent with SDCOE's sustainability program.

These charging facilities are provided as a service, and the availability and rules for their use are subject to change. The SDCSS or his/her designee has the right to disable or enable these stations without prior notice, levy fees to cover costs incurred, and to ensure acceptable use.

Rules for the use of the charging facilities outlined herein shall be considered supplemental and do not supersede existing policies or administrative regulations regarding vehicles at SDCOE sites nor related employee policies or administrative regulations.

### **APPLICABILITY**

Methods and utilization of authorized electric vehicle charging available to SDCOE employees and guest using SDCOE facilities applies, but is not limited to the following:

1. EVCS located at selected SDCOE sites that are owned and operated by the SDCSS.
2. Privately-owned electric vehicles of SDCOE employees and/or authorized SDCOE guests.
3. Fleet or privately-owned electric vehicles of San Diego county school district employees.

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4. Electric vehicles are the only vehicle types permitted to park in an Electric Vehicle Charging Space (EV Space).

### **DEFINITIONS**

***ELECTRIC VEHICLE (EV)*** – An automotive-type vehicle for on-road use, such as passenger automobiles, buses, trucks, vans, neighborhood electric vehicles, electric motorcycles, and the like, primarily powered by an electric motor that draws current from a rechargeable storage battery, fuel cell, photovoltaic array, or other source of electric current. Plug-in hybrid electric vehicles (PHEV) are considered electric vehicles. Off-road, self-propelled electric vehicles, such as industrial trucks, hoists, lifts, transports, golf carts, airline ground support equipment, tractors, boats, and the like, are not included.

***ELECTRIC VEHICLE CHARGING SPACE (EV Space)*** – A space intended for charging EVs, which shall be considered a temporary parking space used only for the purposes of EV charging. Note the height limit for an EV in an EV Space is limited to 9'-0" overhead clearance or as indicated.

***ELECTRIC VEHICLE CHARGING STATION (EVCS)*** – One or more EV Space served by an EV charger or other charging equipment. Where a multiport EV charger can simultaneously charge more than one vehicle, the number of EVCS shall be considered equivalent to the number of EVs that can be simultaneously charged.

***ELECTRIC VEHICLE CONNECTOR (EV Connector)*** – A device that, when electrically coupled (conductive or inductive) to an EV inlet, establishes an electrical connection to the EV for the purpose of power transfer and information exchange. This device is part of the EV coupler.

***ELECTRIC VEHICLE CHARGING STATION Provider (EVCS Provider)*** – The SDCSS has chosen to utilize ChargePoint as the equipment and services provider for the EVCS.

***ELECTRIC VEHICLE CHARGING STATION USER ACCOUNT (EVCS Account)*** – Each individual must sign up to establish a user account through ChargePoint to have

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*access to and utilize the EVCS. Users will be given the option to be issued a ChargePoint Card with an embedded Radio Frequency Identification chip and/or a smartphone mobile application. Users signing up must enter in their chosen payment method and information. Associated with this account for transactions, various EV driver assistance features are offered, including visibility of other non-SDCOE located ChargePoint EVCSs in their geographic network.*

***ELECTRIC VEHICLE CHARGING STATION Users (EVCS Users)*** – SDCOE-authorized users of the EVCSs include SDCOE employees, San Diego county school district employees, and other authorized users.

***EVCS Personnel*** – SDCOE staff responsible for managing the station, consisting of administration personnel managing the network configuration and use of the station, financial personnel monitoring payment transactions, and facilities personnel in conjunction with the EVCS Provider supporting the proper maintenance and operation of the station hardware and its components.

### **USE OF EVCS FACILITIES**

The SDCSS or his/her designee(s) provides and maintains EVCS for use by SDCOE employees, San Diego county school district employees, and other authorized users. The use of such EVCS is a privilege, not a right. Employees and authorized guests are expected to be careful with such equipment and respectful of others.

Use of the EVCS will be approved at the discretion of the SDCOE facilities team. The SDCOE facilities team may institute EVCS hours of operation limiting availability of charging stations.

SDCOE employees, San Diego county school district employees, and other authorized guests intending to use the EVCS must be informed of and comply with the following requirements prior to authorized access to, and use of, the EVCS:

1. Read and adhere to this EVCS use policy.
2. Review all applicable EVCS user-training materials provided.

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3. Sign up to establish and be in good standing with a ChargePoint user account.

Each EVCS includes an easy to use onboard touchscreen offering an instructional video on how to use the station, offered in English, French or Spanish. EV driver interaction with the EVCS includes other information with the touchscreen such as status, including audio feedback.

EV Spaces are for EV use only, and are specifically for the purpose of temporary EV charging. These spaces shall therefore be considered “Charging Spaces” and not “Parking Spaces,” as the EV only remains in a parked state temporarily to recharge. Note that the “Van Accessible EV Charging Space” is only for use by those with appropriate State of California placards/licenses.

Care shall be taken by EVCS Users when handling the EV Connector cord, including but not limited to safely detaching/re-attaching the EV Connector. EVCS Users shall ensure the EV Connector is securely placed back in the designated holster located on the EVCS pedestal upon completion of his/her charging session.

Each EV Space has been allocated one (1) EV Connector via two-port EVCS pedestals (each capable of serving two EV Spaces). EV Connectors or cords shall never cross nor be used across adjacent EV Spaces.

As soon as the EV has completed charging, the EVCS User shall promptly move his/her vehicle to a non-EVCS Space or location. Charging status can be verified at the EVCS and/or through the ChargePoint mobile application.

While waiting for an available EV Space, EVs must not be double-parked or blocking paths of pedestrian or vehicle travel.

SDCOE recommends EVCS Users utilize the ChargePoint “Waitlist” feature for their convenience. This option can be accessed through the actual EVCS or ChargePoint mobile application. SDCOE allows a grace period of 15 minutes to plug-in after “Accepting” a reserved EV Space through the “Waitlist” feature.

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EVCS Users shall not unplug the EV Connector/Holster while it is connected to another EV.

EVCS Users are required to move their EV after completing either a partial-charge or a full-charge session, and shall do so within 45 minutes after notification of completion of their charge.

#### **SAFETY**

1. It is important that the driver of an EV pay attention to the maximum height of his/her EV. The height limit for EVs in EV Spaces is limited to **9'-0" overhead clearance**.
2. Manage the EV Connector cord properly, including but not limited to neatly winding up the cord when done, placing the EV Connector back in the designated EVCS holster, and ensuring the EV Connector is not a trip hazard to yourself or others.
3. The EVCS has been designed, tested and certified for safe, reliable operation, and includes multiple safety features. EVCS Users are expected to observe the EVCS condition prior to use. Do not operate the EVCS if it appears to have been damaged, such as broken EV Connector holsters or frayed cables. Operational, functional and/or safety issues associated with the EVCS shall immediately be brought to the attention of SDCOE's Transportation Services Unit.
4. Vehicle accidents involving SDCOE employees driving privately-owned vehicles and SDCOE EVCSs shall be reported immediately to the Transportation Services Unit. The employee shall also report the accident to the employee's insurance company, and within ten days to the California Department of Motor Vehicles if damage exceeds \$750 or there is a death or injury. Personal injuries shall be reported as soon as possible to the Human Resources Unit, and Form 231 - Supervisor's Report of Accident, shall be completed and submitted.
5. For San Diego county school district employees or other authorized guest users: Vehicle accidents involving our EVCS shall be reported immediately to the district employee's supervisor, SDCOE's Transportation Services Unit and Purchasing Supervisor, regardless of fault or amount of damage. Personal injuries shall be

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reported as soon as possible to the Human Resources Unit of the SDCSS, and Form 231, Supervisor's Report of Accident, shall be completed and submitted.

In the event that an EVCS User fails to follow the regulations specified above or otherwise abuses the privilege of using an SDCOE fleet vehicle, the Assistant Superintendent, Business Services, or his/her designee, may suspend or deny the EVCS User's privileges.

### **FEE BASED TRANSACTIONS**

The SDCSS has the right to levy fees to cover costs incurred by operating and maintaining the EVCS. Such fees shall be paid by the EVCS User through their EVCS Account authorized for access to SDCOE's EVCS facilities. A concerted effort has been undertaken to ensure that such fees are fair and reasonable for the service provided. In addition to these usage-based fees, SDCOE also reserves the right to incur penalties, including but not limited to fines for continued parking in EV Spaces while their EV is not charging.

**Board Policy: 3511**

**Administrative Regulation: 3511**

**Legal Reference: Education Code**

**1081**

**Government Code**

**14678, 65850.7**

**Health and Safety Code**

**44268, 44268.2**

**Insurance Code**

**11580**

**Public Utilities Code**

**216, 740.2, 740.13**

**Vehicle Code**

**16020, 16056, 16430, 22511-22511.1, 23123-23124, 23152-23153**

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Management Resources:

Web Sites:

ChargePoint EV Driver Sign Up: <https://www.chargepoint.com/drivers/join/>  
Charging Your EV on ChargePoint <https://www.chargepoint.com/support/how-to-charge/>

ChargePoint EV Driver Support: <https://www.chargepoint.com/support/driver-faq/>

ChargePoint Waitlist Feature Instructional Video for EV Drivers:

<https://youtu.be/lsy33yBmq6s>

ChargePoint Waitlist FAQ for EV Drivers:

[https://na.chargepoint.com/waitlist\\_driver\\_faq](https://na.chargepoint.com/waitlist_driver_faq)

SDCOE Electric Vehicle Charging Station Users Guide: By location  
California Department of Education, Office of School Transportation:

[www.cde.ca.gov/ls/tn](http://www.cde.ca.gov/ls/tn)

National Highway Traffic Safety Administration: [www.nhtsa.gov](http://www.nhtsa.gov)

San Diego County Office of Education Fleet Vehicle Safety Training:

<http://stream1.sdcoe.net/wc/vehicle070207/index.php>

Assembly Bill No. 2414, Ting. Parking facilities: electric vehicle charging:

<http://projectcleanair.us/wp-content/uploads/2015/05/AB-2414-Bill-2014-08-19-Chaptered.pdf>

EV & PHEV Resources:

Alternative Fuels Data Center:

<https://www.afdc.energy.gov/laws/all?state=CA#State%20Incentives>

CarStations: <http://carstations.com/>

DriveClean Plug-in Electric Vehicle Resource Center:

<https://www.driveclean.ca.gov/pev/>

Plug In America: <https://pluginamerica.org/vehicles/>

PlugShare: <https://www.plugshare.com/>

California Clean Vehicle Rebate Project: <https://cleanvehiclerebate.org/eng>

California Electric Vehicle Climate Credit:

<https://www.sdge.com/clean-energy/electric-vehicles/electric-vehicle-climate-credit>

The Electric Vehicle Association of San Diego: [www.electrcauto.org/evaosd](http://www.electrcauto.org/evaosd)