

Electric Vehicle Charging Station Users Guide

As Owned And Operated By The San Diego County Superintendent Of Schools

This document outlines instructions on how to get started using the San Diego County Office of Education (SDCOE) ChargePoint Electric Vehicle Charging Stations (EVCS).

Description of SDCOE's EVCS Facilities

Each Dual-Port Bollard Mount ChargePoint CT4021 station pedestal includes two standard weather-sealed SAE J1772™ Level-2 charging ports with the Power Select/Power Share configuration rated at 208 volts/24 amps per station shared amongst the two locking holsters. Each EV Connector port supplies up to 5.0 kW of electrical capacity, and should be able to charge any commercially available EV.

These stations provide, on average, up to 20 miles of range per hour of charging time for one EVCS user per station; or up to 10 miles of range per hour of charging time with two EVCS users simultaneously using the station.

Note: Each station shares an electrical circuit such that when *both* ports are in use at once, the amount of charging kW per port *and* Range Per Hour of charge (RPH) is reduced by about half, so allow for this.

Current stations:

- a. Linda Vista Main Campus: Three dual-port stations / six EV spaces:



Authorized Access and Use

EVCS Users must be authorized by SDCOE before access and use of the EVCS.

Refer to SDCOE [Administration Regulation No. 3511.1](#): “Electric Vehicle Charging Systems Use.” A reminder that EV Spaces are not “Parking Spaces,” and are intended for use during EV charging only. Any vehicles parked but not charging are subject to being towed away at owner’s expense per California Vehicle Code Section [25111](#) and [25111.1](#).

In particular, note that the City of San Diego actively enforces compliance with all Disabled Person’s parking spaces in all areas of the City, including our Linda Vista campus, of which there is one such reserved space for this use serving our EVCS.

To request access to be reviewed and accepted as an EV user at our EVCS facilities, please:

1. Read the above listed SDCOE Administrative Regulation.
2. Review all applicable EVCS user-training materials provided (i.e. this User’s Guide).
3. Establish a ChargePoint account. Although ChargePoint account holders can use the phone application only, we recommend that they select the RFID Card also as a backup option. Typical receipt of this card from ChargePoint takes 5-7 business days.
4. Go to [“Electric Vehicle Charging at SDCOE”](#) to obtain the current EVCS “Connection Code.”
5. Have the following ready to enter:
 - a. SDCOE’s EVCS Connection Code
 - b. Full Name
 - c. Employee Work Email Address
 - d. Electric Vehicle License Plate Number
 - e. Do you Require Access to the Disabled Person’s Space (Y/N)?
6. Go to the ChargePoint Menu’s “Account” button and “Connections” tab (Mobile App) or “Got a Connection Code” field (Website) and enter the current SDCOE EVCS Connection Code. Note that this is a one-time task at your initial access request; thereafter you can proceed as normal. Also, ensure you enable “NFC” on your phone’s Connections setting so it can “talk to the EVCS.
7. Review and Agree to both Terms and Conditions to access the EVCS, and submit the request.
8. SDCOE staff will review and approve EV drivers to access and use SDCOE’s EVCS.
9. Follow the EVCS touchscreen prompts and use the mobile app and Waitlist features as needed.

EVCS Hours of Operation

SDCOE’s EVCS is available to authorized EV drivers according to the following schedule:

1. 6 a.m. to 8 p.m. Monday through Saturday, year round.
2. Note that the EVCS is deactivated outside of these hours and will not charge an EV. Please ensure you have obtained an adequate charge before leaving at the stated closing time.

EVCS User Groups

SDCOE has allocated use of its EVCS facilities according to three unique EVCS User Groups, collectively referred to in the ChargePoint system as “SDCOE EVCS Users:”

1. SDCOE Employees Only (Phase 1, effective as of April 19, 2018)

- a. SDCOE employees of the San Diego County Superintendent of Schools (SDCSS).
2. SDCOE Customers (Phase 2, effective as of July 1, 2018):
 - a. Employees of the K-14 public school districts served by the SDCSS.
3. SDCOE Guests (Phase 2, effective as of July 1, 2018):
 - a. Other authorized individuals as determined on a case-by-case basis by the SDCSS.

Fees

The system fees reflect a normal cost-recovery-based fee structure for EV users who wish to use the EVCS.

SDCOE levies fees associated with costs incurred by operating and maintaining the EVCS. These costs include electricity, transaction processing, extended warranty coverage, maintenance, repair allowance, and SDCOE staff administration. Since the operating cost portion associated with electrical rates are variable, they are apportioned into “Summer” (June 1 – Oct. 31) vs “Winter” (Nov. 1 – May 31) seasons.

Note: Pricing is subject to change at any time, but can always be viewed by EV Users in advance on the ChargePoint app or station screen. EVCS fees are set separately according to usage and parking fees, as outlined below. Any confusion regarding applicable fees in place shall default to the ChargePoint app or Station, not this User’s Guide.

Regular Period (July 1, 2018 – onward)

1. Usage Fees:
 - a. Summer: \$0.40/kWh
 - b. Winter: \$0.37/kWh
 - c. Minimum Fee: \$1.50/session
2. Parking Penalty Fines:
 - a. While Charging ~ Free
 - b. Thereafter ~ \$3/hour (45-minute grace period to move EV)

EVCS Operational Issues

In the event an EV driver is having technical, operational, or safety issues with the EVCS, mobile application, website, or issued RFID card, please refer to the posted ChargePoint phone number on the EVCS pedestal.

The toll-free EV Driver Assistance number to call is 1-888-758-4389 (24 hours). Optionally, EV drivers may use the online message center form at: https://na.chargepoint.com/guest/chargepoint_help.