

<b>Title:</b>	<b>POLICY AND PROCEDURES ON THE USAGE OF ELECTRIC CHARGING STATIONS</b>
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<b>CLASSIFICATION:</b>	FACILITIES MANAGEMENT
<b>FIRST ADOPTED:</b>	January 18, 2023
<b>AMENDED:</b>	January 28, 2025

**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 the parking users who drive electric or plug-in hybrid electric vehicles regarding the fair use of charging stations.

**Article 2 Scope**

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

**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 **charging station user** 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 users who have access to the parking lot when the college is open. Charging stations are free of charge during the introductory period. Any change will be communicated to users and posted on the Dawson website.

Parking users who drive a BEV or PHEV to the college 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.

Users are expected to move their vehicle from the charging station parking space as soon as charging is complete or after four hours of charging, whichever comes first. However, if no other user is waiting to charge, vehicles may remain at the charging station. Users are encouraged to communicate and cooperate with one another to share the charging station fairly and ensure equitable access for all.

## **Article 6      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 7      Final provisions**

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