


**UPDATED 5 April 2023**

## **SAS Electric Vehicle Supply Equipment Use Policy and Guidelines**

SAS Electric Vehicle Supply Equipment (“EVSE”) - commonly known as charging stations and plug-in electric vehicle (“EV”) parking spaces are available on a first come, first serve basis for all SAS employees and visitors who drive EVs in accordance with the following Use Policy and Guidelines. There is no fee for vehicle charging.

### **Use Policy**

1. **All employee vehicles parked on campus must be registered in the [Vehicle Registration System](#) and display a SAS-issued vehicle sticker before using SAS EVSE.** Visitors must also be [registered](#) before they can use SAS EVSE.
2. **Employees and visitors parking in EV marked spaces  must limit charging times to 4 hours per day.** Employees and visitors may also use these spaces if their charging ports are open while waiting for available EVSE. This is the only scenario where combined waiting and charging times may exceed 4 hours.
3. **EV owners must have their charging ports unlocked while charging.** By using SAS EVSE, EV drivers consent for their vehicle to be unplugged when the EVSE indicates their vehicle is not charging or has been charging for at least 4 hours. This allows vehicles parked in adjacent EV spaces an opportunity to charge. Authorized SAS personnel may disconnect your vehicle at any time.

### **Guidelines**

- **Do not park in EV spaces if you do not plan to charge.**
- **To better share available EVSE, move your vehicle after the 4-hour charging limit or sooner if your charge is complete.**
- **Do not count on the availability of SAS EVSE as a primary justification in your decision to purchase a plug-in electric vehicle.** Your purchase decision should be based on your ability to charge at home and convenience of publicly available EVSE.
- **If you are parked in an EV space while waiting to charge, leave your charge-port cover open so other EV owners know it is ok to plug in your vehicle.**
- **Cords left on the ground are safety hazards.** Neatly return charging cords to matching EVSE charging plug holders when finished.
- **Helpful information about SAS EVSE infrastructure and plug-in EVs can be found on the [SAS Green Initiative Site](#) and [Electric Vehicle Enthusiasts](#) Yammer Community.**
- **Contact [The Environmental Management Program](#) for SAS EVSE & EV parking questions.**