

ELECTRIC VEHICLE CHARGING STATION USAGE PROCEDURES

New Jersey City University (NJCU) through programs offered by NJDEP and PSE&G installed a (five-charger) Electric Vehicle Charging Station on campus. These two programs support and encourage NJCU employees and students to purchase or lease electric vehicles (EVs) for commuting to and from our campus which reduces emissions.

Scope:

This document outlines the procedures and etiquette for the usage of the NJCU Electric Vehicle Charging Stations by faculty, staff, and students for their electric vehicles – known as “workplace charging.” This is a pilot program and is subject to change.

Eligibility:

Employees and students, if you own or lease an electric or plug-in hybrid vehicle that would be used in your commute to the NJCU campus, please complete the electric vehicle charging station & parking registration form, along with a copy of your vehicle’s registration. This program is for electric or plug-in hybrid vehicles users only.

Location:

The EV Charging Station is conveniently located in the Gilligan Student Building Garage (GSUB) lower level “A” with five (5) dedicated EV parking spaces. NJCU has five (5) available EV charging station parking spaces that will be available on a first-come, first-serve basis. If EV spaces are unavailable, then you must park your EV in an alternate NJCU parking space or lot.

GSUB Garage Parking Fees:

Workplace charging is available to enrolled participants at no cost for electricity. In Addition, NJCU is offering free parking for registered participants of the NJCU EV Charging Stations Program through December 31, 2017. Standard parking rates and/or fees will apply after December 31, 2017. This procedures document is subject to change at any time.

Authorized Use:

Workplace charging is only available at the designated charging station – always refer to posted signage. In general the following rules apply:

- NJCU employees and students who own or lease an electric vehicle may use the charging station only if they are an enrolled participant in the workplace charging program.
- Registered visitors with electric vehicles may use the charging stations.
- Electric vehicles must be plugged in and charging! If EV is not plugged in parking fees will be charged.

EV Charging Station Procedures:

The University supports your commuting decision to drive electric vehicles and asks that you follow the following procedures:

- For safety reasons, please remember to properly manage the EV charger cord during and after charging. Do not overstretch the cord and when done charging roll the cord properly back in place on the charger.
- Never park your personal gasoline vehicle in an electric vehicle parking space! The charging station is for electric or plug-in hybrid vehicles only. If a non-plug in vehicle is parked in EV station spaces, please contact Public Safety (201) 200-3128.
- The University anticipates that the number of electric vehicles could exceed the availability of our charging station; therefore please only charge when necessary and keep the parking space free for another electric vehicle requiring a charge.
- Please utilize your residence as your primary charging location, if possible, and only use NJCU charging station as a required supplement.
- EV charging at NJCU is a privilege, not a right: Remember, charging your vehicle is a privilege and is available on a first-come-first served basis.
- The University can't guarantee that a charging station will be available for your use.
- NJCU will monitor and audit your usage of the NJCU EV Station; failure to comply with these procedures will result in your suspension from the EV program.
- NJCU, PSE&G, and NJDEP will be monitoring usage and analyzing the EV charging system data.

EV Charging Enrollment Process:

Please review the procedures information and submit a Signed Electric Vehicle Charging Station & Parking Registration Form to:

Patrick M. Bartole, CAFM - Automotive Fleet Manager
Automotive Fleet Management Services
Dept. of Facilities & Construction Management.
Fleet Office Tel# 201-200-3559 – Fax# 201-200-2328 –
Submit Form to E-mail: [EV Charging Station Registration](#)
NJCU EV Website: [EV Charging Station](#)

- Once enrolled, participants will be emailed a confirmation for approval and access with instructions.
- EV charging is being rolled out as a limited pilot program based on availability. Registration does not guarantee approval, NJCU reserves the right to deny, terminate, or reject participants as required.
- Please contact the [EV Administrator](#) with any questions concerning this program.

EV Charge Authorization Codes and Instructions:

In order to use the NJCU electric vehicle chargers (available in the GSUB parking garage on the lower level), you must obtain an authorization code, as explained below.

- Complete the Electric Vehicle Charging Station & Parking Registration Form.
- Once approved and enrolled in the EV Program an email will be sent by the EV Charging Station Administrator (NJCU Fleet Manager of Liaison).
- The email will provide the EV users with an assigned login ID and password for the Liberty Hydra website or the Liberty Hydra App.
 - [Liberty Hydra Website](#)
 - [Google Play App](#)
 - [Apple iTunes App](#)

The Liberty Hydra App allows registered users to manage charging their vehicles on their electronic device instead of the using the onsite EV keypad. Note: poor cell phone reception inside the lower level GSUB Garage.

EV Charging Procedure Instructions:

EV charging with a “Liberty Enabled” EV charger consists of the following steps:

- Remove the connector from the EV charger dock.
- Plug the connector into the charging port on the EV.
- Enter your assigned code at the keypad on the EV charger (see user guide below).

Basic EV Keypad Usage Guide:

1. Press the * key and then enter an EV charger number (e.g. 1, 2, 3, 4, 5), then press the # key. (A green light and short “beep” indicates a valid charger number)
2. Enter your assigned PIN codes then press the # key. (A green light and short “beep” indicates a valid PIN code)
3. Confirm that the corresponding EV Charger power light illuminates and begin charging your EV.

NOTE: a single PIN cannot be used to operate more than one EV charger simultaneously.

- Once you have finished charging, remove the connector from the vehicle and put it back into the dock.