**Physical Plant / Life Safety Services**

**ELECTRIC CAR / USE OF ELECTRICAL OUTLET PROTOCOL**

1. **Purpose:**

The purpose of this policy is to outline SJU protocols for usage of indoor or outdoor electric outlets for vehicles on campus.

1. **Policy:**
2. The plugging in of a vehicle to indoor or outdoor outlets on the SJU Campus is not allowed unless approved by SJ Physical Plant and Life Safety Services.
3. Vehicles found in violation will have the electrical cord confiscated and subject to ticketing.
4. SJ Physical Plant will provide an outdoor electrical outlet for plug in/docking station for vehicles (ie, electric, diesel).
5. The outlet location will be at the discretion of SJ Physical Plant.
6. The outlet parking location will have reserved signage posted for the registered vehicle.
   1. The parking location will be reserved, Mon-Fri, 7am-5pm.
7. The vehicle needs to utilize the outlet.
8. Unauthorized vehicles utilizing this space and/or outlet will be ticketed and/or towed.
9. Only CSB/SJU employees will be considered for usage of the electrical outlet.
10. CSB/SJU employee must submit a request via email to Life Safety Services for use of an assigned outlet.
11. Requests will be approved as they are received until all the provided outlets have been filled.
12. Approved vehicles will have priority during each fiscal renewal.
13. The costs associated to the outlet and parking space will be billed once per fiscal year at $300.00.
14. The vehicle must display the appropriate special use permit upon being approved, and appropriate employee permit.
15. The vehicle must be moved when the parking area is closed for maintenance/snow removal. The move will be for a temporary amount of time and an alternate location to plug in will not be provided.
16. The request for use of an assigned outlet must be renewed every fiscal year.

This is being done on a trial basis and changes may occur upon need.

08/24/17