

**Pitzer College**  
**Electric Vehicle and Hybrid Driver Instructions and Contract**

Pitzer College is pleased to provide nine Electric Vehicle Charging Stations for eligible vehicles. According to the U.S. Department of Energy, hybrid and plug-in electric vehicles can help increase energy security, improve fuel economy, lower fuel costs and reduce emissions. Please recognize that the Charging Stations are a shared resource for all members of the Pitzer College community.

**TO OBTAIN CHARGING CARD Electric Vehicles and Hybrid Drivers must**

- 1) Show proof of Pitzer parking permit number to the Facilities Office, McConnell Center Room, 113.
- 2) Sign an EV Charging Policy Contract, renewed annually, which includes contact information.
- 3) Keep records of unique charging card numbers when issued.

**Charging Station Stalls**

There are nine Electric Vehicle Charging Stations conveniently located in the East Mesa Parking Lot adjacent to Pitzer Hall (outside the Admission Office). These stations are for the charging of electric and hybrid vehicles only, and should not be considered parking spots.

**Citations**

Campus Safety will issue citations for vehicles not actively charging. This could be from a few minutes after the vehicle charge has ended up to a few hours. The EV Charging Stations do not indicate how long a vehicle has been connected post charge, only that the vehicle has completed the charge. To limit your citation risk, please remove your vehicle immediately upon charge completion.

**Contact**

By participating in the Electric Vehicle Charging Station Program, you grant permission to have your name, vehicle information and mobile number shared amongst participants. You may be contacted by a fellow participant to move your vehicle any time you are parked at an Electric Vehicle Charging Station and not actively charging if that spot is needed by a fellow Electric Vehicle Charging Station participant.

**Eligibility**

All faculty, staff and students who have permission for a parking permit are eligible to participate in the Electric Vehicle Charging Station Program. All vehicles must have a current parking permit issued by Campus Safety before a charging card will be issued. No exceptions. Approved visitors must coordinate through the sponsoring department for authorization to use the charging stations.

**Loss of Access**

Any vehicle receiving 3 or more parking citations at a Charging Station while not actively charging (even if vehicle is plugged in) may have their charging card revoked and charging privileges suspended for the current and subsequent semester(s). Again, keep in mind that Campus Safety will issue citations for vehicles not actively charging. The EV Charging Stations do not indicate how long a vehicle has been

connected post charge, only that the vehicle has completed the charge. To limit your citation risk, please remove your vehicle immediately upon charge completion.

**Safety**

All Electric Vehicle Charging Station participants are expected to neatly coil up the cables back onto the charging unit when done charging to avoid cables from getting crushed under car wheels (these cables cost upwards of \$600 to replace).

**Time Limits**

Vehicles eligible for the Electric Vehicle Charging Stations are limited to five hours of charge time per 24-hour period (time limits are subject to change). Recognizing that most hybrids require less than the charge time in order to achieve a full charge, it is your responsibility to know the charge time your vehicle requires, and move your vehicle promptly when done charging- even if this is well before the maximum allotted time. Students living on campus are encouraged to utilize the charging stations in the evening when there is less demand for usage. Please note that Campus Safety issues citations Monday-Friday during regular business hours and will issue citations anytime upon request.

**Tow**

Electric Vehicles parked at an Electric Vehicle Charging Station for 24 hours or more are subject to citation and tow. Non-electric and non-hybrid vehicles parked at the charging stations are subject to immediate citation and tow. There will be no warning issued.

Students: Parking is restricted for first-year and second-year students. Only students in their third or fourth year of college will be able to obtain a parking permit unless an exemption has been granted by the Office of Student Affairs. To fill out waiver form, please contact [Alayna\\_Session-Goins@pitzer.edu](mailto:Alayna_Session-Goins@pitzer.edu).

I agree to adhere to the Electric Vehicle Charging Station Program policy.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Fac/Staff/Student (please circle)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Cell phone with area code

\_\_\_\_\_  
Vehicle Make, Model, Color

\_\_\_\_\_  
License Plate #

\_\_\_\_\_  
Pitzer College Parking Permit #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date