

Capitol Campus Electric Vehicle Charging Policy

Applies to: This policy applies to anyone:

- Parking on the State Capitol Campus. This includes the use of government vehicles, private vehicles and commercial vehicles;
- Overseeing, managing or enforcing parking on the State Capitol Campus.

Information contact: Office of Parking Services, Business Resources Division, Department of Enterprise Services

Governance: Listed below are some, but not all, applicable governing requirements. See Appendix BR.04.02.A2.

Note: Laws and rules may change over time and such changes may take precedence over this policy.

- [RCW 43.01.250 Electric vehicles—State purchase of power at state office locations—Report;](#)
- [RCW 43.19.648 publicly owned vehicles, vessels, and construction equipment—Fuel usage—Advisory committee—Tires;](#)
- [RCW 46.19.185 Electric vehicle charging stations—Signage—Penalty;](#)
- [WAC 200-200-015 Definitions;](#)
- [WAC 200-200-080 Regulatory signs and directions;](#)
- [WAC 200-200-187 Parking spaces;](#)
- [WAC 200-200-350 General;](#)
- [DES Enterprise Policy BR.04.01 Parking on the Capitol Campus;](#)
- [DES Enterprise Policy BR.01.01 Enterprise-Wide Transportation Policy.](#)

Effective date: October 18, 2019

Sunset date: This policy expires upon amendment of the Parking on the State Campus Policy to include a new section governing use of electric vehicle supply equipment on the State Campus.

Last update: N/A

Approved by: _____ Chris Liu, Director

Reason for Policy

This is a pilot policy and is intended to provide clarity regarding the use of available electric vehicle charging stations pending adoption of permanent policy.

The information learned from this pilot will be used to develop a Campus-wide electric vehicle charging station installation, use, and maintenance policy. When developing the permanent policy, The Department of Enterprise Services (DES) will also consider if there have been significant costs to the agency and if a no-cost charging policy needs to be amended.

This policy is used together with the governing requirements listed above.

Definitions

Electric Vehicles means vehicles offering external electrical charging capability, including plug-in electric vehicles and plug-in hybrid electric vehicles.

Electric Vehicle Supply Equipment (charging station) means equipment that delivers electrical energy from an electricity source to charge plug-in electric vehicle batteries.

Policy Statement

Parkers may use [charging stations](#) in parking garages or lots for charging privately-owned [electric vehicles](#). This policy makes no guarantee regarding the working condition of the charging stations. The State of Washington does not assume or imply any liability for damages incurred while utilizing the charging stations.

Policy

- A. Only employees registered with the DES Parking Office and agencies assigned to park in applicable garages and lots may use Level II electric vehicle charging stations. Employees may only use charging stations in employee parking stalls for charging personal vehicles, unless their agency allows use of the reserved parking stalls for employee charging.
- B. Vehicles must be charging to use the designated electric vehicle parking spots.
- Personal electric vehicles must be moved from the stalls once charging is complete or after four hours, whichever comes first.
 - Overnight charging of vehicles is limited to state-owned vehicles.
- C. Charging stations are available on a first-come first-serve basis. Priority to use the charging stations is given in the following order:
1. State-owned Electric Vehicles (EVs) or Plug-in Hybrid Electric Vehicles (PHEVs);
 2. Employees registered with the DES Parking Office to use the charging stations;
 3. All other electric vehicles may utilize stations as available. If high priority vehicles under this section are unable to charge due to occupancy by one of these other vehicles, the owner may be asked to interrupt their charge and relocate the vehicle.
- D. Employees registered with the DES Parking Office, visitors, and agencies may charge electric vehicles using DC Fast Chargers in visitor lots. Vehicles must be moved from the station after 30 minutes or when charging is complete, whichever comes first. If not moved, vehicles may be cited or towed at owner's expense per [RCW 46.08.185](#).
- E. Charging will be provided at no cost until otherwise notified. Charging will be available at no cost to employees and business visitors during normal business hours.
- F. Enforcement
This policy will be enforced under the requirements of [DES Policy Parking on the State Campus Section 5](#).
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Procedures

- BR.04.02.P1 Charging a Privately-Owned Vehicle
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Appendices

- BR.04.02.A1 Applicable Parking Garages and Lots
- BR.04.02.A2 Laws, rules, policies relating to electric vehicle charging on the state Capitol Campus

Forms/Instructions

- BR.04.02.F1 Charging Stations Policy Acknowledgement Form

Frequently Asked Questions

- BR.04.02.FAQ1 Electric Vehicle Charging Stations

History

First Effective Date

10-18-19

Amended

N/A

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov