

Charging a Privately-Owned Vehicle Procedure

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

Effective date: October 7, 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

Related Policy No: BR.01.08 Capitol Campus Electric Vehicle Charging Policy

Related Form No: BR.01.08.F1 Capitol Campus Electric Vehicle Charging Policy Acknowledgement

Background

This procedure lays out the requirements for authorization to charge privately-owned vehicles using the employee-designated charging stations in the parking garage.

Summary of Tasks

Action By	Action
Anyone using the charging station to charge a privately owned vehicle	1. Review the Capitol Campus Electric Vehicle Charging Policy and this procedure.
	2. Visit the DES Parking Office Monday through Friday, 7:00 am to 4:00 pm, and sign the Charging Station Acknowledgement form.
	3. Until otherwise notified, continue to visit the DES Parking Office quarterly to continue authorization and receive a new permit placard.
	4. When using a charging stations, display two placards: <ul style="list-style-type: none"> a. The Unplug/Do Not Unplug placard on the charging port with the charging station plug holding the placard in place and a valid phone number written on the placard. b. The parking permit placard specifically authorizing parking in the designated parking stalls on your vehicle's dashboard or rearview mirror.
	5. Ensure the vehicle is promptly moved when charging is complete or after four hours, whichever comes first.
	6. Immediately notify the DES Parking Office if either placard is lost or stolen.
	7. Notify the DES Parking Office of any changes to your contact information.

Action By	Action
DES Parking Office	8. Maintain completed EVSE Acknowledgement forms on file.

History

Amended

N/A

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