

USING A CHARGING STATION

GSA Fleet Electric Vehicle Training Series

2016



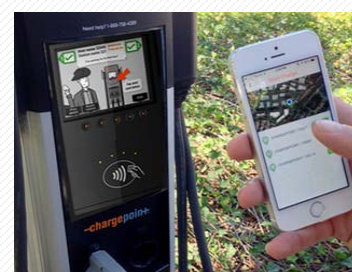
AGENDA

- How to Use a Charging Station
- How to Charge an Electric Vehicle
- Frequently Asked Questions
- Finding Charging Stations
- Charging Etiquette
- Resources



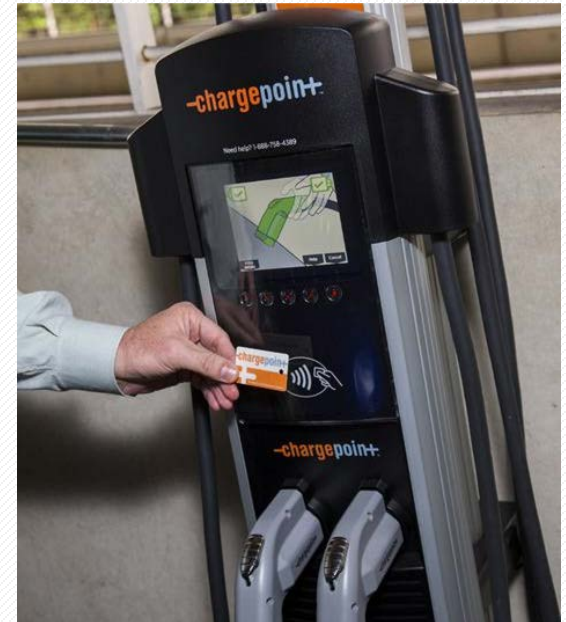
INITIATING A CHARGING SESSION

- Most charging stations have an electronic display that provides step-by-step instructions specific to initiating a charging session on that station.
- ChargePoint stations currently on GSA's BPA use an RFID card to initiate charging.
 - » User information and payment is set up on the RFID card.
 - » Simply scan the RFID card at the station to initiate a charge.
 - » Alternatively, use the ChargePoint app to initiate session.



CHARGING YOUR VEHICLE

1. Vehicle should be turned off and in park (P) before initiating a charge.
2. RFID card or key fob on keychain will release the charging coupler from the station.
3. Insert the charging coupler into the vehicle's charge port to initiate charging. Make sure the coupler "clicks" when inserted into the port.
4. Once the charging coupler is inserted, an indication light will appear either on the vehicle dashboard or around the vehicle charging port to indicate that the vehicle is charging.
5. When the vehicle is done charging, insert the coupler back into the station holster.
 - » Some stations require you to re-scan your RFID card or key fob to end the session. Refer to the station's on-screen instructions for further guidance.



HOW TO KNOW IF YOUR VEHICLE IS CHARGING

- Ford Models – Ring around the vehicle charging port
 - » Ring flashes clockwise two full times to indicate the beginning of a normal charge cycle.
 - » When fully charged, all four quadrants are illuminated for a short time and then the charging process ends.
- Chevy Volt – Indicator light on dashboard near the windshield
 - » Flashing green light – vehicle is charging
 - 1 flash: 0-25% charged
 - 2 flashes: 25-50% charged
 - 3 flashes: 50-75% charged
 - 4 flashes: 75-99% charged
 - » Solid green light – vehicle is fully charged
 - » Solid yellow – vehicle is plugged in but not charging
 - » No light – vehicle is not plugged in or there is an issue with the charger or outlet



FREQUENTLY ASKED QUESTIONS

Question: The EV is connected to a charging station but is not charging. What's wrong?

1. Ensure that the charging coupler is locked into place. You should hear a click when it is inserted into the vehicle charge port.
2. Ensure that you have followed all on-screen instructions on the charging station. Remember that you usually have to scan a card in order to initiate a charge.
3. Check to make sure that the vehicle charging timer is not set. This feature delays the charge start time.
4. Call the charging station 1-800 number to confirm that the station is working.

FREQUENTLY ASKED QUESTIONS

Question: What if the charging station doesn't work?

1. Call the 1-800 number posted on the station.
 - Phone number is usually placed near the display screen
 - Most networks/manufacturers have 24/7 technical support that can advise on the best steps to take if the station is not working correctly



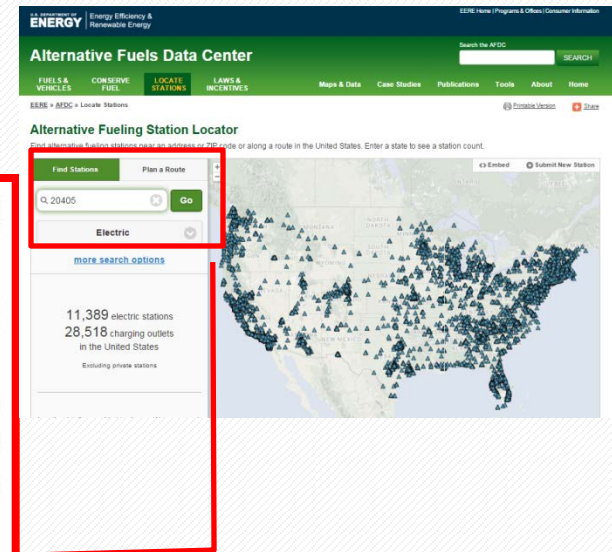
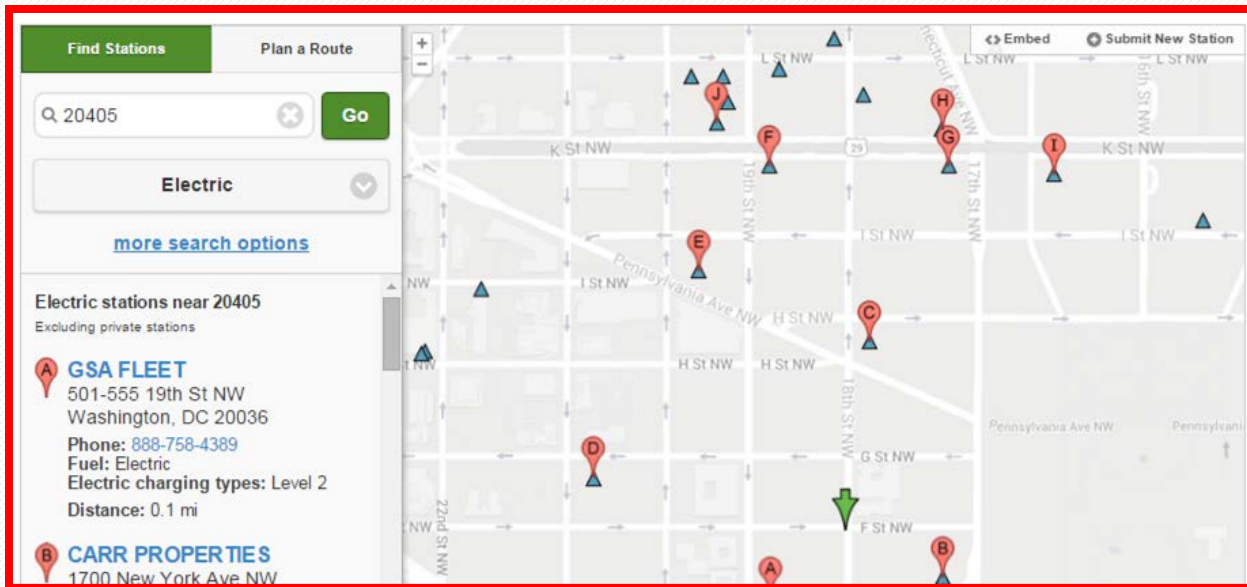
FINDING PUBLIC CHARGING STATIONS

- Fleet operators are encouraged to take advantage of public charging stations when they are available.
- Some stations are free, while others require payment plans.
 - » If paying for a charging session, you must use WEX. Note that not all charging stations accept WEX as a form of payment.
 - » Use WEX Connect mobile app to locate nearby stations



FINDING PUBLIC CHARGING STATIONS

- Department of Energy Alternative Fueling Station Locator
 - » <http://www.afdc.energy.gov/locator/stations/>
 - » Recommended that drivers call stations prior to travel to ensure that stations are open to public use and available.



CHARGING ETIQUETTE

- Unplug and/or move your vehicle when charging is complete.
- Do not unplug vehicles connected to a charging station unless the vehicle being charged is in your control or possession.
- Charge vehicles overnight to make use of reduced electricity rates (if applicable).
- The driver who uses the electric range is responsible for ensuring the vehicle is properly recharged for the next driver.



RESOURCES

- GSA Alternative Fuel Vehicle Team:
 - » gsafleetafvteam@gsa.gov
- Useful Resources for Fleet Managers
 - » [DOE Plug-In Electric Vehicle Handbook for Fleet Managers](#)
 - » [GSA Fleet Drive-thru and Training](#)
 - » [Alternative Fuel Vehicle Guide](#)
 - » [New EO 13693](#)
 - » [DOE Station Locator](#) / [Wex Connect](#)
 - » [Short Term Rental Program](#)
 - » [Dispatch Reservation Module](#)
 - » [Car Sharing](#)
 - » [Telematics](#)