Bosch PEV Charging Club Guidelines

Purpose

The purpose of this document is to provide guidelines for Bosch locations who want to offer associates the ability to charge their personal electric vehicles at work. Prior to installing PEV charging stations, a study should be completed to determine if sufficient interest exists at the location. In addition to this document there is the RBNA charging policy, a description of technical specifications and a waiver that must be signed by all who participate in the club. These documents are available on the PEV Charging Bosch Connect Page.

Establishing the Club

After the infrastructure is in place for charging at a particular location, a communication should be sent to all associates at the location. This communication should serve two purposes:

1. Announce the introduction of PEV charging stations at the location
2. Ask associates who have electric vehicles who would like to participate

A sample email template is attached, but each location should determine the best way to communicate. This could include email, flyers, posters, video monitors, etc. For example, in Farmington Hills, a Bosch Connect page was established. This allows for easy access to documents and a method for associates who drive electric vehicles to show interest in joining the club.

Once the club is formed, it is recommended that a leader is nominated. This person will be responsible for ensuring that guidelines of the club are followed. This includes collection of waivers, payment and scheduling annual meetings. Additionally, the leader could be the interface between the club and the site FCM department.

Membership and Fees

When an associate would like to become a member of the club, they should be given a copy of the policy and the waiver form to be signed. All signed waivers must be kept by the club.

The membership fee will be $20 per quarter. Fees are to be paid quarterly and will not be prorated. Existing members will pay on the first work day closest to the beginning of each quarter (January 1, April 1, July 1 and October 1). New members can join at any time, but fees will not be prorated. There will not be any refunds if club membership ends before the end of a quarter.

The fees are to ensure equitable treatment for associate who drive different types of vehicles who may not have a similar opportunity. The fees are not intended to off-set the cost of electricity used during charging. Because there may be limited charging stations available at a location, membership does not guarantee the ability to charge on a particular day.
What Should Be Done with Fees?

For locations that have an established community service team, the club can give membership fees to this committee to be distributed to a recognized charity. It is recommended that the community service team select a “green” charity.

If a community service team is not in place, proceeds from club membership should be donated to a recognized charitable organization. The PEV Charging Club can determine which charity will receive proceeds of club membership, but it is recommended that a “Green” charity is selected.

Meetings

It is recommended that the charging club meets at least once annually. Potential topics for discussion in these meetings can include: process changes, selection of charity, proposals to local FCM department for charging facility changes or upgrades, etc.

Access to Charging Station(s):

Once payment is made and the waiver has been signed, the associate will receive authorization to charge. If the PEV charging station is equipped with a badge reader, a request can be made to the local FCM department to activate the associate’s badge for PEV charging.

For those charging stations without a badge reader, the local charging club can create a pass or sticker to place in or on the vehicle proving that the associate has paid the membership fee. Attached are examples that can be used as this pass. The larger one could be placed on the car windshield and the smaller could be used as a rearview mirror sticker.

Charging club members who notice issues with the charging stations (not functioning properly, non-club members parked in charging spaces, etc.), should contact local FCM to report the issue.

Test and Visitor Vehicles

Each site charging club should determine how to handle charging of test vehicles and visitors. It is recommended that test vehicles should comply with charging station etiquette.

PEV Charging Station Etiquette

It is important that club members follow charging etiquette to ensure a positive experience for other members. Please keep the following in mind:

1. **PEV parking spaces are for PEVs** – It’s never acceptable for a non-charging vehicle to park in a PEV parking space. Members who drive a non-charging vehicle on a
particular day should not park in a PEV space. If you find a non-charging parked in a PEV parking space, notify local FCM or security. Do not take any other action.

2. **Charge only when needed** – if your vehicle doesn’t need charging, park in a non-PEV parking spot.

3. **Plug-in other PEVs** – if all PEV spaces are occupied, park next to the vehicle that is currently charging and open your charge door. This indicates to the other driver that they should plug your vehicle in when they are finished.

4. **Don’t unplug a PEV before it’s fully charged** – Only unplug another vehicle if it shows that it is fully charged. Since some vehicles have alarms when a PEV is unplugged, all members of the club should come to an agreement before setting a practice of unplugging another vehicle.