



اونيورسيتي مليسيا فهج السلطان عبد الله  
**UNIVERSITI MALAYSIA PAHANG  
AL-SULTAN ABDULLAH**

# **GUIDELINES FOR THE USE OF ELECTRIC VEHICLE CHARGING STATIONS UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH (UMPSA)**

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UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH



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## **GUIDELINES FOR THE USE OF ELECTRIC VEHICLE CHARGING STATIONS UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH (UMPSA)**

### **1.0 INTRODUCTION**

The use of vehicles is one of the important elements in ensuring environmental sustainability. UMPSA is committed to ensuring that the university environment is involved in achieving national objectives in achieving the target of a low-carbon country. Guidelines for the use of electric vehicle charging stations for consumers are important to ensure a safe and efficient experience when charging electric vehicle batteries. These guidelines will be a general reference for charging electric vehicles subject to manuals and charging methods from the vehicle manufacturer.

### **2.0 OBJECTIVES**

The objective of this guideline is as a reference document for the use of UMPSA-owned vehicle charging station assets to consumers both for the use of UMPSA electric vehicles and UMPSA residents' vehicles. In addition, these guidelines are intended to ensure that these charging stations can be used responsibly and in accordance with proper procedures.

### **3.0 CHARGING STATIONS**

Universiti Malaysia Pahang Al-Sultan Abdullah (UMPSA) provides electric vehicle charging stations at the Pekan Main Campus and Gambang Campus specifically for charging UMPSA-owned electric vehicles and also for the convenience of its residents.

### **4.0 LOCATIONS OF CHARGING STATIONS**

Charging station facilities at UMPSA are as follows:

- 4.1** UMPSA Pekan:
  - i. Depoh Bas dan EV  
(3.545459, 103.425542)



**Depoh Bas & EV UMPSA Pekan Charging Station**

- i. Canseleri Tun Abdul Razak (CTAR)  
(3.543604, 103.428320)



**CTAR UMPSA Pekan Charging Station**

**4.2 UMPSA Gambang: Nearby the Faculty of Industrial Management  
(3.724279, 103.12065)**



**UMPSA Gambang Campus Charging Station**

**5.0 ELECTRIC VEHICLE REGISTER**

If there is a need for UMPSA residents to use the charging station facilities, the electric vehicle must be registered with the party managing the charging station assets, namely through the Centre for Property Management & Development.

**6.0 GENERAL RULES**

**6.1 Operating Hours**

Electric vehicle charging stations are only allowed to operate for electric vehicles during working hours for staff, students and the public. Users should adhere to this operating schedule. There is no operating hours limit for UMPSA electric vehicles.

## **6.2 Charging Fee**

UMPSA may charge a fee for the use of the charger based on the charging period. This fee can vary according to the capacity of the charging station and the period of use. Users have to pay according to the rate set by UMPSA Management from time to time.

## **6.3 Charging Period**

The charging station operator has the right to limit the period of use or charging period to ensure the smooth use of the station by others. The need to determine the time limit for using the charging station is intended to allow more users to access it. For example, the usage time may be limited to a few hours to avoid prolonged use that causes congestion. Charging priority should be given to UMPSA-owned electric vehicles in the event of concurrent usage of the charging station. The charging station operator has the right to instruct the user to stop charging to make way for the UMPSA electric vehicles.

## **6.4 Monitoring**

The use of electric vehicle charging stations may be monitored by the operator. This can include around-the-clock usage monitoring or certain suspicious uses.

## **6.5 Safety Rules**

Users must comply with safety regulations when using the charging station. This may include restrictions on use during rain or bad weather. Smoking, drinking alcohol, or any activities that could generate sparks near the station are strictly prohibited. If there is a problem or hazardous situation during the use of the charging station, the user is required to signal or report to the operating officer.

## **6.6 Cleanliness**

Users are required to leave the charging station area clean and tidy. This includes properly disposing of garbage and not leaving any food or drink behind.

## **6.7 Priority**

In some cases, to avoid any conflicts, the use of charging stations may be given to electric vehicles that require more urgent charging.

### **6.8 Penalty**

Users who violate the rules of the charging station may be subject to penalties. These penalties may take the form of fines or other actions prescribed by the charging station operator.

### **6.9 Exclusive Use**

Charging stations may be designated for specific uses, such as for UMPSA electric vehicles only. Users must comply with this exclusive use.

These rules may change as needed from time to time. Therefore, it is important to always adhere to the regulations imposed by the charging station operator and refer to the guidelines provided at each charging station.

## **7.0 GENERAL CHARGING PROCEDURES**

### **7.1 Park responsibly**

Make sure your vehicle is in an appropriate lot and does not interfere with other users.

### **7.2 Identify Cable Type**

Make sure that the charger cable is suitable for your vehicle. The specifications of these cables are as specified by the manufacturer of the electric vehicle.

### **7.3 Inspect the Cable Thoroughly**

Before connecting the cable to the vehicle, inspect the cable to make sure there is no damage or cracks that could endanger the charging process. If there is any doubt about the cable or charging station, immediately contact the charging station operator or the representative.

### **7.4 Follow Charging Instructions**

Follow the instructions and guidance provided at the charging station, including the selection of the charge rate and the use of an app if necessary.

### **7.5 Use Charging App (If Available)**

If the charging station requires the use of an app, download the app and follow the guide to start charging.

**7.6 Check Charging Status**

Regularly check the charging status of your vehicle to make sure it is running smoothly. Look at the vehicle panel or the app.

**7.7 Respect Usage Time Limit**

If there is a time limit for use, respect that limit to give other users a chance to use it.

**7.8 Place Cable Back Properly**

When done, make sure the charging cable is put back in place in an orderly manner and free of clutter. Always practice safety when handling charging cables and avoid placing cables in areas that could present a hazard.

**8.0 NEW CHARGING STATION INSTALLATION**

If there is any new proposal on development and installation charging station facility for electric vehicle, an official application should be made via Centre For Property Management & Development Universiti Malaysia Pahang Al-Sultan Abdullah and should get the approval from Universiti Malaysia Pahang Al-Sultan Abdullah management.

These are general guidelines. Make sure you also understand the instructions and conditions available at the charging station you are using, as they can vary from place to place.

**End**