



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

NUMBER: 7.13

APPROVAL DATE: 11-07-2000

EFFECTIVE DATE: 10-23-2014

REVISED DATE: 10-07-2014

POLICY SUBJECT:

Non-Revenue Cards for Non-PTC Employees

RESPONSIBLE DEPARTMENT:

Facilities and Energy Management Operations

A. PURPOSE:

To establish a policy to govern the issuance and usage of Non-Revenue Cards for individuals who are not Pennsylvania Turnpike employees but are conducting official PTC business.

B. SCOPE:

This policy applies to individuals who conduct official PTC business on the Pennsylvania Turnpike but are not employees of the PTC. Examples of such individuals include, but are not limited to, contractors, subcontractors, consultants, subconsultants, concessionaires, authorized service providers, emergency response companies, and government agencies and entities. This policy does not apply to individuals whose use of non-revenue cards is governed by a contract between the individual and the PTC.

C. GENERAL POLICY:

Non-Revenue Cards will be issued for ***official Turnpike business use only***. Free passage on the Turnpike is a non-transferrable privilege that does not under any circumstances extend to any other individuals. However, contractors, consultants, and concessionaires may distribute Non-Revenue Cards to subcontractors and subconsultants engaged in the official Turnpike business for which the cards were issued. In these instances, contractors, consultants, and concessionaires are required to monitor the assignment and return of the Non-Revenue Cards.

The Non-Revenue Card is the exclusive property of the Pennsylvania Turnpike Commission (PTC) and is provided to the recipient in furtherance of responsibilities as a PTC business partner. Upon demand from the PTC, the recipient will be required to immediately return the Non-Revenue Card to their immediate PTC point of contact who will then forward it to the Facilities Access Coordinator. Each recipient is required to sign the Non-Revenue Non-Employee Card Use Agreement.

The Recipient shall not duplicate or alter the Non-Revenue Card, or loan, give possession of or misuse the Non-Revenue Card in any way that would violate any policy or procedure governing issuance or use of the Card.

The recipient shall be responsible for any and all costs and expenses incurred by the PTC, including but not limited to, lost revenue as a result of unauthorized use. Unauthorized use may

result in any or all of the following: loss of non-revenue privileges, charges of fare evasion pursuant to 75 Pa. C.S. Section 6110 or other charges pursuant to the Crimes Code.

Interchange restrictions and a two-year expiration date will apply to all cards issued unless otherwise specified. Cards may be renewed upon expiration when PTC approval has been provided in writing to the Facilities Access Coordinator via the mailbox for Card\Key Access and Repairs.

D. DEFINITIONS:

Non-Revenue Card: An official identification card issued by the PTC to non-PTC employees that displays the company or individual's name, an identification number and interchange restrictions (as applicable) which may be presented at any cash-accepting toll booth to obtain toll-free passage when traveling the Pennsylvania Turnpike system to conduct official PTC business.

Unauthorized Use – The use of the Non-Revenue Card for purposes other than in the furtherance of Commission business while traveling on the Pennsylvania Turnpike system to include duplication or alteration of the card or loaning, transferring or giving possession of the Card to an unauthorized individual.

E. PROCEDURES:

Requests for Non-Revenue Cards must be approved by the immediate PTC point of contact and the PTC Department Head for the department in charge of the work or project. Upon approval, the request should be forwarded for further approval and processing to the mailbox for Card\Key Access and Repairs.

The PTC department in charge of the work or project is responsible to designate a new point of contact for the assigned Non-Revenue Cards and notify the Facilities Access Coordinator within 30 days should the original requestor separate from PTC employment.

A \$50 deposit is required for certain Non-Revenue Cards. This deposit will be reimbursed for cards returned to the Facilities Access Coordinator no later than six (6) months past the expiration date on the cards.

This Policy Letter supersedes all previous Policy Letters on this subject.