



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

NUMBER: 7.14

APPROVAL DATE: 10-07-2014

EFFECTIVE DATE: 10-23-2014

REVISED DATE:

POLICY SUBJECT:

Non-Revenue Cards for 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 employees of the Pennsylvania Turnpike Commission (PTC).

B. SCOPE:

This policy applies to all PTC employees including full-time, supplemental, annuitants and summer interns.

C. GENERAL POLICY:

Employee Non-Revenue Cards will be issued for official Turnpike business only except as provided otherwise herein. Free passage on the Turnpike is a non-transferrable privilege that does not under any circumstances extend to family members or any other individuals. Only the individual to whom the Employee Non-Revenue Card is issued may use it while traveling on the Pennsylvania Turnpike system.

The Employee 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 employee. Upon demand from the PTC, the recipient will be required to immediately return the Employee Non-Revenue Card to his/her supervisor who will then forward it to the Facilities Access Coordinator. Each recipient is required to sign the Employee Non-Revenue/Identification Card Use agreement.

The Recipient shall not duplicate or alter the Non-Revenue Card, or loan, transfer, 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, disciplinary action up to and including termination, charges of fare evasion pursuant to 75 Pa. C.S. Section 6110, or other charges pursuant to the Crimes Code.

All Pennsylvania Turnpike Commission employees possessing a Non-Revenue Card have a responsibility while traveling the Turnpike to render whatever assistance they can safely provide

when requested by customers or other Turnpike employees providing their actions do not place their own, or any customer's, safety in jeopardy. Continued efforts regarding customer service by all employees contribute to our joint responsibility for customer satisfaction.

Additionally, it is the responsibility of each employee of the Pennsylvania Turnpike Commission, particularly those who travel the Turnpike either in their own vehicles or in PTC Assigned Vehicles, to report any vehicle they observe operating in a hazardous or reckless manner to the Traffic Operations Center.

D. DEFINITIONS:

Employee Non-Revenue Card:

1. An official employee badge issued by the PTC that displays an employee's photograph, name, and identification number programmed to permit access through use of a card reader. The badge may be presented at any cash-accepting toll booth to obtain toll-free passage when traveling on the Pennsylvania Turnpike system.
2. An official Non-Revenue card issued by the PTC that displays the employee's name and identification number programmed to permit access through use of a card reader. The card may be presented at any cash-accepting toll booth to obtain toll-free passage when traveling on the Pennsylvania Turnpike system.

Unauthorized Use - The use of the Employee Non-Revenue Card for purposes other than in the furtherance of the employee's Commission responsibilities 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.

PTC Assigned Vehicles - Vehicles assigned to employees of the Pennsylvania Turnpike based on the employee's position or employee's job responsibilities to be used in furtherance of their job duties.

E. PROCEDURES:

Notification of customers needing assistance, accidents, unsafe or unusual conditions, or vehicles observed operating in a hazardous manner should be reported to the Traffic Operations Center via cell phone (*11 or 1-800-932-0586) or at the nearest Turnpike maintenance building, or at any toll plaza. Employees with radio or cell phone capability should remain at the incident scene to maintain communications with the Traffic Operations Center until the arrival of responding units. The employee reporting a hazardous driver shall furnish the following information to the Traffic Operations Center: milepost, direction of travel, make of vehicle and color, license plate number and action of vehicle (reckless driving, high speed, etc.). Reporting a vehicle operating in a hazardous manner is the only action that will be required. Pursuit of any vehicle should not be made.

The Non-Revenue Card holder must notify his/her supervisor and the Facilities Access Coordinator if his/her Non-Revenue Card is lost, stolen, or damaged within forty-eight (48) hours of discovery. There is a charge of five (\$5) dollars to the Recipient for replacement of lost or stolen Cards.

Employees must return the Non-Revenue Card to their supervisor at the time of separation from employment with the Commission and must complete and submit an Employee ID Card

Request/Return Form along with the Card The employee's supervisor is responsible for forwarding the Card and the Employee ID Card Request/Return Form to the Facilities Access Coordinator.

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