



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

NUMBER: 10.06

APPROVAL DATE: 10-20-2015

EFFECTIVE DATE: 10-20-2015

REVISED DATE: 00-00-0000

POLICY SUBJECT:

Innovation Council

RESPONSIBLE DEPARTMENT:

Executive Office

A. PURPOSE:

To establish the Pennsylvania Turnpike Commission (“PTC”) Innovation Council (“Council”) as an official committee to foster a collaborative environment for the rapid implementation of ready to deploy and beneficial innovations to efficiently deliver a high quality transportation system.

B. SCOPE:

This policy outlines the membership and authority of Council and grants to Council the ability to establish and maintain administrative and operating guidelines.

C. GENERAL POLICY:

Council shall be led by a Chair and two Co-Chairs that serve for a one-year term. Council Chair, Co-Chairs and Council Members shall be appointed at the discretion of the Chief Executive Officer (“CEO”) in consultation with the respective Department Chief/Director. Appointed members may select an alternate/designee. At a minimum, Council shall include the following Departments:

- Communications & Public Relations
- Executive Office
- Engineering
- Facilities & Energy Management Operations (“FEMO”)
- Fare Collection
- Finance & Administration
- Information Technology
- Legal
- Maintenance
- Policy & External Affairs
- Traffic Engineering & Operations

Council shall also include the following advisory (non-voting) members:

- Pennsylvania Department of Transportation
- Pennsylvania Turnpike General Consulting Engineer (“GCE”)

D. DEFINITIONS:

Performance Incentive Award (“PIA”) - The PIA program is to recognize and reward employees for significant contributions toward achieving the PTC’s Mission.

E. PROCEDURES:

Council Co-Chairs are responsible for Council’s scheduling and agenda. Meetings shall be scheduled quarterly, or as needed.

Council is responsible for, but not limited to, the following:

- To foster a culture of continuous improvement;
- To have a process to facilitate the rapid implementation of technologies, equipment, materials, and approaches within the PTC;
- To get innovation into practice quickly so users of PTC system are able to gain the benefits of an improved transportation system that is safer and more efficient;
- To make recommendations for PIA program award recipients related to innovation; and
- To coordinate industry stakeholder meetings, including, product development and demonstration presentations.

Council shall establish and publish on the PTC intranet guidelines for approving a recommendation for a PIA related to innovations. All nominations for the PIA shall be submitted to Council and include, but not be limited to, criteria such as:

- Overview of the innovation;
- Discussion on how the innovation supports the PTC Mission, Vision and Values;
- Review of other agencies which may have implemented or considered the innovation;
- Cost/Benefit review of the innovation; and
- Barriers to implementation of the innovation.

Authorization to advance a recommendation for a PIA (either in person, by phone, webcam, etc.) must be approved by a majority vote of Council members present in order for the recommendation to be forwarded to the Department of Human Resources for further consideration and review in accordance with PIA program guidelines.

Council members may receive reimbursement for travel and actual expenses incurred as a result of their official duties and shall provide documentation for reimbursement in accordance with PTC travel policies and procedures.

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