



**PA TURNPIKE COMMISSION
POLICY AND PROCEDURE**

This is a statement of official Pennsylvania Turnpike Policy

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REVISED DATE: 10-04-2016

POLICY SUBJECT:

Vehicle Assignment and Use
Policy

RESPONSIBLE DEPARTMENT:

Maintenance

A. PURPOSE:

Establish procedures and responsibilities regarding the assignment and use of vehicles for PTC business purposes.

B. SCOPE:

This policy applies to the following:

- Pennsylvania Turnpike Commission-owned Vehicles (PTCV) - All vehicles owned, leased, or otherwise provided for by the PTC and used for PTC business purposes; including, but not limited to, passenger vehicles, sport-utility vehicles and pick-up trucks used as staff vehicles (e.g. vehicles used by construction field staff, Foremen, and Assistant Foremen), and pool vehicles.
- Rental Vehicles - Vehicles provided through an agreement with a vehicle rental company.
- Employee Owned Vehicle - a non-PTC vehicle owned, leased and/or operated by a PTC employee and used for PTC business purposes in accordance with this policy.

This policy does not apply to special purpose equipment assigned to field Maintenance Districts and Sections (e.g., dump trucks, front-end loaders, graders, paint trucks).

This policy supports the administration of the Driver & Procedures Manual which provides departments and employees with reference documents representing current vehicle related policies and the Travel Procedures Manual which provides for the establishment of guidelines and limitations governing reimbursable travel expenses; both referenced Manuals are supplementary to the Vehicle Policy and pertain to the use of all vehicles by employees.

The Commission recognizes that specific, unforeseen or unique circumstances may exist or occur that require exceptions be made with respect to strict application of, or adherence to, this

policy. Such exceptions may be made in writing at the discretion of the PTC's Chief Executive Officer (CEO) or Chief Operating Officer (COO).

C. DEFINITIONS:

Authorized vehicle (Per the PA Vehicle Code, Title 75 as amended): A vehicle or type of vehicle, other than an emergency vehicle, for which special operating or equipment privileges are given by law or regulation of the Pennsylvania Department of Transportation based on design and utility for work within a highway.

Emergency/Critical Operational Response: Assignment based on the employee's 24/7 callout status to address an emergency or critical operational need and those responses occur on a frequent basis outside normal hours requiring travel from a residence to a location and the assigned vehicle is equipped with tools/specialized equipment or other supplies required to perform those responsibilities. Employees are considered to be on-call 24/7 when they are required, as part of their job duties, to be available to respond to an emergency or critical operational need any time of the day on any day of the week.

Fleet/Utility Vehicle: Fleet/Utility vehicles are qualified non-personal use branded vehicles with Commission Specific Plates and are required for Emergency/Critical Operational Response.

Incidental/minimal use: Occurs while en-route on official business. Lunch would qualify as incidental use and is not considered personal miles when in work status and does not require reimbursement.

PTC Business Use: Activities that involve performance of one's duties for the benefit of the PTC in accordance with the directives and instructions received from PTC management.

Vehicle Allowance (VA): Monetary compensation intended to cover costs of using an Employee Owned Vehicle to conduct employment-related tasks. An employee owned vehicle for the vehicle allowance program will be based on the primary vehicle utilized by the employee, however, may include a secondary vehicle when necessary. All employee owned vehicles must be listed with the Commission to be eligible for the program.

D. POLICY ADMINISTRATION ROLES AND RESPONSIBILITIES:

The roles and responsibilities to administer this policy are as follows:

1. The Director of Maintenance:
 - a. Maintains a list of automotive officers, permanent vehicle assignments, and employee owned vehicle assignments in the VA Program and basis for the assignments;

- b. Recommends changes to the list of permanent vehicle assignments on an annual basis and forwards the listing and recommendations by the first quarter of each fiscal year to the Vehicle Committee for review;
 - c. Assigns temporary vehicle use (pool or rental vehicles); and
 - d. As it relates to the Maintenance Department – ensures systematic processing of employee vehicle accident related documentation, reviews and provides updates to the vehicle accident procedures.
2. The Vehicle Committee:
- a. Consists of the following personnel:
 - i. Director of Maintenance
 - ii. Chief Compliance Officer
 - iii. Director of Toll Collections
 - iv. Director of Operations/Projects – East
 - v. Assistant Chief Engineer – Construction
 - vi. Director of Procurement and Logistics
 - vii. Director of Facilities and Energy Management Operations
 - b. In the event of a Committee vacancy, the CEO or COO may assign personnel as deemed appropriate to serve on the Committee until the vacancy is filled.
 - c. Performs the following responsibilities:
 - i. Reviews and recommends to the CEO areas of improvement and/or clarification to the Vehicle Policy;
 - ii. Reviews the list of permanent vehicle assignments from the Director of Maintenance and recommends vehicle assignments to the CEO by the end of the second quarter of each fiscal year; and
 - iii. Performs an annual review of current PTC vehicle assignments to determine compliance with the Vehicle Policy requirements.
3. The Finance Department:
- a. Recommends vehicle monthly allowances to the CEO by the end of the second quarter of each fiscal year;
 - b. Recommends business mileage reimbursement rate to the CEO by the end of the second quarter of each fiscal year or upon publication by the IRS; and
 - c. Reviews and accepts proof of vehicle insurance and proper care under the VA program.
4. The Chief Executive Officer (CEO) or Designee:
- a. Approves permanent vehicle assignments by the end of the third quarter of each fiscal year or at the CEO's discretion, as circumstances dictate;
 - b. Approves monthly VA allowance amounts by the end of the third quarter of each fiscal year;

- c. Approves business mileage reimbursement rate by the end of the third quarter of each fiscal year; and
 - d. Approves requests for vehicle modification under the VA Program for an employee owned vehicle requiring installation of PTC communications or safety-related equipment.
5. The Chief Executive Officer (CEO) or the Chief Operating Officer (COO) may consider and approve in writing exceptions to the VA Program.

E. PERMANENT VEHICLE ASSIGNMENTS OR ALLOWANCE:

The following provides a basis of permanent vehicle assignments as ultimately approved at the CEO's discretion:

1. Executive: Commissioners, CEO, and COO.
2. Senior Level Management: Assignment based on the employee's position and as part of the compensation package. Applies to all qualifying employees who report directly to the CEO, COO, or employees who report directly to other chiefs.
3. Job Related: Assignment based on the employee's job requirements to perform essential day-to-day job functions in conjunction with the operation of a PTC vehicle 12,000 business miles or more per year.
4. Emergency/Critical Operational Response.
5. Fleet/Utility Vehicle.

Employees assigned a permanent vehicle under Section E.2., E.3., or E.4. are eligible to participate in the VA Program as an alternative to a permanent vehicle assignment. Employees choosing to participate in the VA Program are provided a monthly stipend to offset vehicle ownership costs (i.e., purchase/lease, insurance, and registration). Additionally, employees may be eligible to receive a business mileage reimbursement in accordance with VA Program guidelines.

The PTC Finance Department shall annually recommend a monthly dollar amount for the VA Program to the CEO for approval. In its review, the Finance Department may consider current lease rates, insurance, registration costs, and the type of vehicle necessary by the vehicle assignment classifications defined under Section E. above.

Further, the Finance Department shall annually recommend a business mileage reimbursement rate to the CEO for approval. In its review, the Finance Department shall recommend a mileage

rate in accordance with the Internal Revenue Service (IRS) and/or the General Services Administration (GSA) guidelines.

Upon approval by the CEO of the annual Vehicle Allowance, the Department of Human Resources shall provide for payment of the allowance by direct deposit in accordance with the PTC payroll processes; the Accounting Department shall provide payment of the approved business mileage reimbursement by direct deposit in accordance with the Accounts Payable process.

If an employee participates in the VA Program, they are ineligible to use other Commission vehicles and are required to use the vehicle for which they received an authorized allowance from the PTC. Exceptions must be approved in writing by the CEO or the COO on an individual basis as unique circumstances may arise.

The PTC will consider requests for vehicle modification under the VA Program for an employee owned vehicle requiring installation of PTC communications or safety-related equipment on a case-by-case basis and as approved by the CEO in writing.

The PTC is not responsible for lost, stolen, or damaged employee owned vehicles, or personal/Commission property within an employee owned vehicle.

F. TEMPORARY VEHICLE ASSIGNMENTS – POOL VEHICLES OR RENTAL VEHICLES:

All temporary vehicles are to be assigned based on an operational need. This applies to vehicles available for temporary use including:

1. Pool vehicles: Central Administration, WRO, and ERO pool vehicles in accordance with the following requirements:
 - a. Assignments may not exceed a period of one month.
 - b. The employee assigned a pool vehicle must:
 - i. Utilize the vehicle each business day or the required period;
 - ii. Use the vehicle for official PTC business only and not for personal use, including commuting to and from home unless it has been determined and authorized in writing to be more efficient and practical that a PTC vehicle be driven between duty locations and the residence of the operator;
 - iii. Complete the Daily Record of Pool Vehicle Form (#502006354) to provide the following information: Employees name, Date, Start and Stop Mileage, Purpose of the Trip (including to and from locations), and Total Miles Driven;
 - iv. Report any accidents, mechanical defects, maintenance, or other problems with assigned vehicles immediately upon occurrence, in accordance with procedures outlined in the PTC Driver & Procedures Manual; and
 - v. Return the vehicle fueled, clean, and in a timely manner.
 - c. The individual responsible for assignment of a pool vehicle (usually an automotive officer) will be responsible for monitoring the return and condition of pool vehicles.

2. Rental Vehicles: Employees may operate a Rental Vehicle according to the following requirements:
 - a. All pool vehicle requirements noted in Section F.1. apply, with the exception of F.1.b.iii, Daily Record of Pool Vehicle Form.
 - b. The agreement between the PTC and the vehicle rental company provides for standard rental rates, usage policies, and vehicle types available to employees traveling on official PTC business.
 - c. Commission employees are responsible to arrange for their vehicle rental in accordance with the procedures and guidelines established by the rental agreement. Refer to the PTC Driver & Procedures Manual and the Travel Procedures Manual guidelines.

3. Employee Owned vehicle: Employees must check availability of a pool and rental vehicle prior to using an employee owned vehicle and receiving reimbursement for mileage. Employees must have signed verification that a suitable pool and rental vehicle was unavailable. Requests for exceptions may be made to the Director of Maintenance by the Department Head. Refer to the Section VI of the PTC Travel Procedures Manual for guidelines on use of an employee owned vehicle.

G. INTERNAL REVENUE CODE TAX REQUIREMENTS:

All commuting benefits and benefits provided under the VA Program shall be taxed in accordance with the IRS Code and applicable regulations.

H. MILEAGE REPORTING REQUIREMENTS:

The Commute Guidelines Memo explains how employees with permanent vehicle assignments need to report their mileage. This memo can be found on the PTC intranet. All other vehicles report mileage as explained in the Travel Procedures Manual guidelines; the Travel Procedures Manual is located on the PTC intranet.

I. OTHER EMPLOYEE REQUIREMENTS AND APPLICABLE POLICIES AND PROCEDURES:

Employees must abide by and comply with the following supplementary policies and statutes: Policy 3.1 (Assistance by Turnpike Employees), Policy 3.4 (Smoking Policy), Policy 3.6 (Loss of Operator's License), Policy 5.01 (Employee Accident Review and Disciplinary Program), the PTC Driver & Procedures Manual, the PTC Travel Procedures Manual, and Pennsylvania Titles 67 (Part II. Turnpike Commission), and PA Title 75 – Vehicles, which includes prohibitions against use of electronic devices to e-mail or text while driving.

Employees must complete the online PTC Defensive Driving course prior to operating a PTC vehicle or utilizing a rental vehicle or an employee owned vehicle for PTC business purposes.

Employees approved to operate vehicles designated by the PTC as emergency vehicles authorized by PA Title 75, Section 102, with flashing/revolving lights and sirens shall complete the required PTC training course.

Employees failing to comply with applicable policies may be subject to the penalties noted in Section K. of this policy.

J. OPERATIONAL ISSUES:

For operation of an Employee Owned vehicle under the VA Program:

1. Employees shall operate their vehicles in a safe manner and consistent with all applicable federal, state, and local laws.
2. Employees are responsible to provide documentation to the CEO or designee indicating that the vehicle approved under the VA program is properly owned, maintained, insured and capable of conducting the required PTC business in a professional and appropriate manner.

For Operation of a PTCV or Rental Vehicle:

1. Employees shall operate the vehicle in a safe manner and consistent with all applicable federal and state laws and regulations as well as local ordinances.
 - 1.1 Employees shall follow the provisions pertaining to distracted driving established in §3316 of PA Title 75, "Prohibiting text-based communications".
 - 1.2 Employees authorized to operate Emergency vehicles equipped with flashing/revolving lights and sirens shall adhere to any and all related provisions of PA Title 75, Section 102.
2. Employees must exercise good judgment and the highest degree of care and prudence during operation of any vehicle.
3. Employees shall keep vehicles neat and clean at all times (interior and exterior).
4. Employees may not operate the vehicle outside of the Commonwealth to a point beyond 300 miles from the place of origin, official headquarters, or residence unless authorized in writing by the CEO (4 Pa Code § 39.95).
5. Employees shall only use the vehicle for official PTC business; however, operators are authorized to use the vehicle for travel to and from meals or other necessities when in overnight travel status on official PTC business.

6. Commission-owned vehicles may be used to transport customers who are in need of assistance or non-employee third parties (such as consultants, lawyers, or others contracted to provide services to the PTC), when they are performing PTC business or are involved in PTC functions or activities.
7. Employees are prohibited from using the vehicle for the following:
 - a. Travel to entertainment facilities unless the trip is part of the official agenda for a business conference, or are otherwise in connection with an employee's official duties.
 - b. Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
 - c. Transporting family members, dependents, or friends to or from school, daycare, medical appointments, social events, or other personal activities, except with prior written approval from the CEO or COO.
 - d. Allowing non-PTC employees to drive the vehicle, except when other drivers are authorized to do so in writing by the CEO.
 - e. Conducting other personal business or for private purposes. Incidental stops for personal errands while commuting en-route to or from work are permitted. If the vehicle is secured more than 24 hours in advance of a planned business departure, the vehicle shall not be used for personal or private purposes, aside from traveling to and from home, the office, and the intended business destination.
8. Employees under Section E.1. (Executive), by reason of their defined duties which require 24/7 access to a PTC vehicle, are exempt from the restrictions set forth in Section J.7. (a. through e.) and may retain a permanent assigned vehicle in their possession at all times. Proper judgment must be exercised in the use of PTC vehicles. A spouse of a Commissioner, CEO, or COO may operate a PTC vehicle while transporting a Commissioner, CEO, or COO in the performance of their official duties, a spouse will be considered an employee for purposes of the Act of October 5, 1980, P.L. 693, No. 142 § 221 (l), as amended and the Workers' Compensation Act.
9. Specific to the operation of a permanently assigned vehicle, non-business related car-pooling is not permitted, e.g. commuting to and from a residence.

Employees failing to comply with the above operational requirements may be subject to the penalties noted in Section K. of this policy.

K. PENALTIES:

Failure to comply with applicable laws, regulations, ordinances, policies, and procedures may result in the employee being held liable to third parties for bodily injury and all damage to PTC

vehicles and all third party damage if the accident results from an unauthorized use or intentional misconduct.

Employees found to have operated a PTCV, Rental Vehicle, or Employee Owned vehicle in a careless manner or in violation of law or PTC policies or procedures may be subject to disciplinary action up to and including termination and revocation of privileges under this policy.

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