



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

NUMBER: 7.14

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EFFECTIVE DATE: 10-23-2014

REVISED DATE: 03-07-2017

POLICY SUBJECT:

Non-Revenue Program for PTC Employees

RESPONSIBLE DEPARTMENT:

Engineering

A. PURPOSE:

To establish a policy for a Non-Revenue Program for employees of the Pennsylvania Turnpike Commission (PTC).

B. SCOPE:

This policy applies to all PTC employees.

C. GENERAL POLICY:

An employee will be offered either a Non-Revenue Card or a Non-Revenue Transponder.

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 Non-Revenue Card or Non-Revenue Transponder is issued may use it while traveling on the Pennsylvania Turnpike system. The employee shall not duplicate, alter, loan, transfer, give possession of, or misuse the Non-Revenue Card or Non-Revenue Transponder in any way that would be a violation of any policy or procedure governing issuance of the Non-Revenue Card or Non-Revenue Transponder.

The Non-Revenue Card and the Non-Revenue Transponder are the exclusive property of the Pennsylvania Turnpike Commission (PTC) and are provided to the employee in furtherance of responsibilities as a PTC employee. Upon demand from the PTC, the recipient will be required to immediately return the Non-Revenue Card or Non-Revenue Transponder to his/her supervisor who will then forward it to the Facilities Access Coordinator. The employee is required to sign a use agreement.

The employee shall be responsible for all costs and expenses incurred by the PTC, including but not limited to, lost revenue as a result of unauthorized use. Unauthorized use also 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 employees possessing a Non-Revenue Card or a Non-Revenue Transponder have a responsibility while traveling the Turnpike to render whatever assistance they can safely provide to customers or other PTC employees providing such actions do not place the employee's 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 PTC when traveling the Turnpike, to report any vehicle they observe operating in a hazardous or reckless manner to the Traffic Operations Center via cell phone (*11 or 1-800-932-0586) or at the nearest PTC maintenance building or any toll plaza.

D. DEFINITIONS:

Employee- Any person who receives compensation from the PTC on an hourly, daily or annual wage basis. This definition includes full time, part time or probationary basis.

Hybrid Non-Revenue (Funded) Transponder - A hybrid transponder account that is employee funded and provided by the PTC which can be used for Commission travel on the PA Turnpike and used for payment of out-of-state tolls on other toll roads within the E-ZPass system.

Non-Revenue Program- Either a Non-Revenue Card or a Non-Revenue Transponder (Funded or Unfunded) provided to a PTC employee for purposes of travel on the Turnpike.

Non-Revenue Card- 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.

Non-Revenue (Unfunded) Transponder - An orange non-revenue transponder account that is unfunded and provided by the PTC which can only be used for PTC travel on the PA Turnpike. The non-revenue transponder will not work out-of-state or on non-PA Turnpike toll roads or bridges.

Unauthorized Use- The use of an employee Funded or Unfunded Transponder for purposes other than in the furtherance of the employee's commission responsibilities while traveling on the Pennsylvania Turnpike system to include but not limited to: authorizing, loaning, transferring or giving possession of the transponder to an individual who is not a PTC Employee.

E. PROCEDURES:

The Commission has a Non-Revenue Program for PTC Employees which includes the following options for travel by employees of the Pennsylvania Turnpike Commission. If an employee declines to participate in the Non-Revenue program, the employee will be responsible for payment of tolls due as well as any subsequent toll violations they may receive for travel on the Pennsylvania Turnpike.

I. Non-Revenue Card:

- a. The Non-Revenue Card may be presented by an employee at any cash accepting toll booth on the Pennsylvania Turnpike. The Non-Revenue Card cannot be used at locations that do not accept cash. Employees using non-cash locations may choose to open a Non-Revenue Transponder Account. Employees using non-cash locations or E-ZPass lanes who do not use a Non-Revenue Transponder will be responsible for payment of tolls, toll violations, or other amounts due to the Commission for travel on the Pennsylvania Turnpike. Such tolls will not be waived or reimbursed by the Commission.
- b. 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.
- c. 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.

II. Non-Revenue Transponder (Funded or Unfunded):

- a. An Employee may select to establish either a Funded (Hybrid Non-Revenue) or Unfunded (Non-Revenue) Transponder Account for travel on the Pennsylvania Turnpike. An Employee cannot have both.
- b. Employees are required to complete and sign the appropriate Application, Non-Revenue Transponder Guidelines and Authorization form.
- c. The Non-Revenue Transponder Application and Non-Revenue Guidelines for Employees who elect to receive a Non-Revenue Transponder will include a statement stating that they understand the transponder can only be used on the PA Turnpike and, if they use it on other non-PTC toll roads or bridges, they are responsible for payment of all tolls and fees incurred or any violations received.
- d. If selected as the preferred option, the Employee will be issued an Unfunded Transponder on his/her first day of employment, if possible, or as soon as practicable. Employees who elect to open a Funded Transponder Account will receive their transponder in 3 to 5 business days.
- e. Non-Revenue Transponders will be recorded in the Systems, Applications, and Product (SAP) database as Commission property.
- f. Employees who have an existing Funded Transponder Account can elect to close it and replace it with an Unfunded Transponder, which can only be used on the PA

Turnpike. The employee will be required to hand in the Funded Transponder at the time they apply for an Unfunded Transponder. The Funded Transponder Account will be closed and any funds remaining on the account will be refunded to the Employee per current PTC E-ZPass Program Business Rules.

- g. Employees are required to abide by and comply with all rules and regulations of the PA Turnpike Non-Revenue Transponder Program as well as obey all PTC interchange E-ZPass signing.

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