

 <div> <b>PA TURNPIKE COMMISSION POLICY</b>  <i>This is a statement of official Pennsylvania Turnpike Policy</i> </div>		<b>NUMBER:</b> 7.13  <b>APPROVAL DATE:</b> 11-07-2000  <b>EFFECTIVE DATE:</b> 10-23-2014  <b>REVISED DATE:</b> 06-21-2022
<b>POLICY SUBJECT:</b>  <b>Non-Revenue Program for Non-PTC Employees</b>	<b>RESPONSIBLE DEPARTMENT:</b>  <b>Toll Collection Operations</b>	

**A. PURPOSE:**

To establish a policy to manage non-PTC employee access to the Pennsylvania Turnpike for the Pennsylvania Turnpike Commission's non-revenue program in an All-Electronic Toll (AET) environment for Vendors/Partners who are conducting official PTC business.

**B. SCOPE:**

This policy applies to all individuals who conduct official PTC business on the Pennsylvania Turnpike who are not employees of the PTC. Examples of such individuals include contractors, subcontractors, consultants, subconsultants, concessionaires, authorized service providers, emergency response companies, Pennsylvania State Police (Troop T) and government agencies (Vendors/Partners).

**C. GENERAL POLICY:**

Non-revenue travel on the Pennsylvania Turnpike must be managed at all times using E-ZPass accounts and transponders.

The PTC provides non-revenue travel to several Vendor/Partner groups who provide services under contracts with the PTC. With the conversion to Cashless Tolling (AET), non-revenue cards previously issued under Policy Letter 7.13 are no longer accepted by the PTC for PTC Vendors/Partners to gain toll-free passage for business purposes. This policy also addresses the processes in place to address access to turnpike travel and non-revenue travel.

The ETC Customer Service and Revenue Enforcement Department shall develop, maintain and publish PTC Non-Revenue Program Guidelines under AET ("Non-Revenue Guidelines") for each Vendor/Partner group. The applicable Guidelines shall be published/made available to PTC employees and Vendor/Partner groups.

**D. DEFINITIONS:**

**Concessionaires** - Vendors/Partners that lease, operate, and maintain the food services, fuel and convenience stores located at the service plazas along the PTC's system.

**Consultant** – An individual or an individual employed by a firm, partnership, corporation, or joint

venture selected under contract with the PTC. The provisions of this policy are binding upon each consultant and subconsultant.

**Contractor** – An individual or an individual employed by a firm, partnership, corporation, or joint venture under contract with the PTC. The provisions of this policy are binding upon each contractor and subcontractor.

**Government agencies** – A Commonwealth agency or entity, including, but not limited to, PEMA, FEMA and/or PennDOT, whose employees may be provided with non-revenue travel pursuant to this Policy.

**PTC Vendors/Partners** – contractors, subcontractors, consultants, subconsultants, emergency response companies, concessionaires (i.e., Applegreen, 7-Eleven), authorized service providers and PSP (Troop T).

E. **PROCEDURES:**

1. **Turnpike access: Non-revenue Travel for PTC Vendors/Partners:** PTC Vendors/Partners must use E-ZPass to obtain toll free business travel on the PA Turnpike. Details regarding specific requirements and/or options for each PTC Vendor/Partner are outlined in the Non-Revenue Guidelines document referenced in this policy. Non-revenue E-ZPass transponders are not available to PTC Partners/Vendors except specific concessionaire management personnel.

2. **Documentation Required:** To obtain toll free business travel, the Vendor/Partner submits documentation in accordance with the contract for reimbursement/adjustments of the business tolls as required in the Non-Revenue Guidelines.

3. **General Procedures applicable to turnpike access and non-revenue travel:**

**Audits** – reviews of non-revenue travel must be performed at least annually. Reviews will be performed or coordinated by Toll Collections and the Compliance, Legislative & Cultural Affairs Department.

**Violations** – Violations of this Policy must be reported to the head of the department responsible for the contract and the Chief of Compliance, Legislative & Cultural Affairs of the Commission (or the Chief Counsel if the violation involves the Compliance Department). Vendors/Partners found to be in violation of this policy may have Pennsylvania Turnpike access associated with their current contract revoked, as well as be held responsible for any property damage, replacement costs for transponders and/or tolls and fines as a result of any violations of this policy.

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