



## 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:** 12-06-2022

**POLICY SUBJECT:**

**Non-Revenue Program for  
PTC Employees**

**RESPONSIBLE DEPARTMENT:**

**Toll Collection Operations**

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

The Non-Revenue Transponder is the exclusive property of the Pennsylvania Turnpike Commission (PTC) and is provided to the employee in furtherance of responsibilities as an Employee. Upon demand from the PTC, the recipient will be required to immediately return the Non-Revenue Transponder to the Employee's supervisor who will then forward it to the ETC Customer Service Department. To obtain a non-revenue transponder, the Employee is required to complete an application, resolve any outstanding tolls and fees due to the Commission, and 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 of employment, charges of fare evasion, or other charges pursuant to the Crimes Code.

All Employees possessing a Non-Revenue Transponder have a responsibility while traveling the Turnpike to render whatever assistance they can safely provide to customers or other 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 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.

#### D. **DEFINITIONS:**

**Employee** - Any PTC employee in compensable status. The term does not include PTC retirees or those on full time Union Leave.

**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 or bridges within the E-ZPass system.

**Non-Revenue Program** - A Non-Revenue Transponder (Funded or Unfunded) provided to an Employee for purposes of travel on the Turnpike.

**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 or use of the transponder to an individual who is not an Employee authorized to use or possess such transponder.

#### E. **PROCEDURES:**

The Commission has a Non-Revenue Program for PTC Employees. If an Employee declines to participate in the Non-Revenue program, the Employee will be responsible for payment of tolls as well as any fees for travel on the Pennsylvania Turnpike.

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