



# West Virginia Division of Highways Policy: **Turnpike E-Z Pass System** *Issued by the Commissioner of Highways*

Policy No: DOH 1.11

Issue Date: 03/15/2001

Revised: 07/01/2018

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## 1.0 PURPOSE

West Virginia Division of Highways (DOH) employees who, as part of their jobs, travel the West Virginia Turnpike may use the E-Z Pass System to pass through special lanes at the toll plazas. Such passage does not require the driver to pay toll or to stop.

The E-Z Pass System makes use of small transponder units, placed on a vehicle's dash, to record the toll charge electronically. Transponders are radio or radar receiver-transmitters activated for transmission by reception of a pre-determined signal. As the vehicle passes through the special lane, it *communicates* with a fixed unit at the lane. The green "go" light comes on, signaling the driver to continue through, and the toll is effectively charged to the Division of Highways. The Business Manager's Officer and/or his or her designee receives a monthly invoice from the Parkways, Economic Development & Tourism Authority (Turnpike), detailing all of the tolls charged to each transponder owned by Highways.

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## 2.0 POLICIES

E-Z Pass Transponders are purchased through and issued by the Business Manager's Office and/or his or her designee. Organization assigned DOH vehicles may be assigned a proportionate number of transponders to be used as dictated by their organization management. The Business Manager's Office and/or his or her designee may assign transponders for temporary use to employees of central headquarters organizations that are not assigned a DOH vehicle, or who do not have a vehicle or a transponder immediately available.

DOH-issued E-Z Pass transponders are for official Highways business use only. All managers of organizations that have been issued transponders from the Business Manager's Office (or their designee's) are responsible for documenting each individual assignment of each unit. This refers to the employee (or vehicle) the transponder is assigned to and the time frame of each assignment – not to each individual trip through an E-Z Pass lane; although managers should have an approximate idea of how often each unit is used.

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## 3.0 PROCESSES

### 3.1 ASSIGNMENT OF TRANSPONDERS

Central headquarters employees who will be traveling the Turnpike on business may request a transponder from the Business Manager's Office and/or his or her designee. These individuals, typically, are assigned a vehicle from the Business Manager's *pool of vehicles*. Consequently, the transponder assignment will also be temporary and the unit must be returned at the end of the business trip. If the employee is permanently assigned a DOH vehicle, the transponder also may be permanently assigned, at DOH management discretion.

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DOH District Engineers and Division Directors may request a number of transponders for use at the organization level. In this situation, the District Engineer, Division Director (or designee) is responsible for control and further assignment of the transponders.

This further assignment may be to individual employees or to specific vehicles, at the organization management's discretion. The following *bullets* explain three possible scenarios and the assignment that would be appropriate in each.

- An employee occasionally travels the Turnpike on business. He or she should be assigned a transponder for each business trip, to be returned at the end of the trip.
- An employee travels the Turnpike on business regularly (every – or nearly every day). He or she may or may not use the same vehicle each time. The employee should be assigned a transponder for an indefinite period of time.
- A work section, unit, or crew has a vehicle that is used to travel the Turnpike regularly. Any of several employees may use the vehicle to Turnpike travel at any given time. The transponder should be assigned (indefinitely) to the vehicle (E.D.) or to the supervisor in charge.

### 3.2 USE OF TRANSPONDERS

- Transponders should be placed on the driver's side of the vehicle, on the dash with the sensor aimed toward the windshield.
- While it is not necessary to stop at the E-Z Pass lane, the vehicle should be going no faster than the speed limit posted at the toll plazas.
- When leaving a vehicle parked, in the course of a business trip, the transponder will be locked inside the vehicle to prevent accidental loss and theft.

### 3.3 LOST, STOLEN, OR BROKEN TRANSPONDERS

- In the event an employee loses an E-Z Pass transponder, the Business Manager's Office and/or his or her designee must be notified immediately so the unit can be de-activated (to prevent unauthorized toll charges) and so a replacement unit may be issued. The employee's organization is charged for the replacement.
- If a unit is stolen, the Business Manager's Office and/or his or her designee must be notified immediately so the unit can be de-activated (to prevent unauthorized toll charges) and so a replacement unit may be issued. The employee's organization is charged for the replacement.

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Furthermore, the theft must be reported in accordance with DOT Administrative Procedures, Volume V, Section III.

- If a unit is broken or will no longer register at the E-Z Pass lanes, it must be returned to the Business Manager's Office or his or her designee for replacement. There is no charge for the new unit in this case.

### 3.4 DOCUMENTATION AND RECONCILIATION

Each organization with E-Z Pass transponders will maintain a log to document issuance of the units. The log may be on paper or computer and no specific form is mandated, but the following information must be collected.

- "Transponder Number"
- "Issued to" (employee name or E.D. number)
- "Date Issued"
- "Date Returned"
- "Purposed" (the reason the employee must use the Turnpike in his or her job)

Each month, the Business Manager's Office and/or his or her designee will transmit copies of the monthly invoice form the Parkways, Economic Development & Tourism Authority (Turnpike) to transponder-owning organizations for their review. The manager (or designee) at each organization will review the invoice, comparing to the transponder issuance log. Any discrepancies or indications of misuse will be reported to the Division or District Headquarters, or to the Business Manager's Office and/or his or her designee.

The organization manager (or designee) is also responsible for ensuring that transponders are returned upon the user's separation from the Division of Highways or from duties that necessitate the use of a transponder.

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## 4.0 CHANGE LOG

July 1, 2018

- Changed format per Policy and Procedure work group.
- Policy Reviewed and only change is adding "and/or his or her designee" where Business Manager or Business Manager's Office appears.