

Torres Rojas, Genara

FOI#13564

**From:**  
**Sent:** Monday, November 12, 2012 11:13 PM  
**To:** Duffy, Daniel  
**Cc:** Torres Rojas, Genara; Van Duyne, Sheree  
**Subject:** Freedom of Information Online Request Form

Information:

First Name: James  
Last Name: Sage  
Company: Not Applicable  
Mailing Address 1:  
Mailing Address 2:  
City:  
State:  
Zip Code:  
Email Address:  
Phone:  
Required copies of the records: Yes

List of specific record(s):

I am requesting a copy of Port Authority Instruction PAI 40-1.01, Personal and Commutation Passes Please mail this information electronically in PDF format to the listed e-mail address.

**THE PORT AUTHORITY OF NY & NJ**

Daniel D. Duffy  
FOI Administrator

November 20, 2012

Mr. James Sage

Re: Freedom of Information Reference No. 13564

Dear Mr. Sage:

This is a response to your November 12, 2012 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code", copy attached) for a copy of PAI 40-1.01 - Personal and Commutation Passes.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/13564-O.pdf>. Paper copies of the available records are available upon request.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Daniel D. Duffy  
FOI Administrator

Attachment

**Office of the Executive Director**

**Revised: February 15, 2011**

**NON-REVENUE TOLL PROGRAMS FOR EMPLOYEES  
AT PORT AUTHORITY TUNNEL AND BRIDGE CROSSINGS**

**I. Introduction**

This Administrative Instruction sets forth guidelines governing the non-revenue use of Port Authority tunnels and bridges by employees, including the use of Employee E-ZPass® tags.

Employees represented for purposes of collective bargaining are governed by the terms and conditions of their respective collective bargaining agreements.

**II. E-ZPass Program**

**A. Description**

E-ZPass is an electronic toll collection system that makes traveling more convenient and helps reduce traffic congestion. Motorists prepay their tolls and have their accounts electronically debited, without tendering cash or tickets. An antenna at the toll plaza reads an electronic tag affixed to the vehicle for this purpose.

**B. Employee Non-Revenue E-ZPass Program**

The Employee Non-Revenue E-ZPass Program allows for non-revenue passage for commutation and official agency business travel for eligible Port Authority employees at tunnels and bridges operated by the Port Authority. The Employee E-ZPass tag may only be used in a vehicle occupied by the employee to whom it was issued. The privilege of non-revenue passage applies only to commuting trips to and from the employee's primary employment location and approved travel for agency business purposes. Any toll for personal travel at Port Authority bridges and tunnels incurred with an Employee E-ZPass tag must be paid by the employee to the Port Authority. The Employee E-ZPass tag may not be used in return for payment or other form of compensation such as driving a delivery vehicle, taxi, or limousine.

If an employee's E-ZPass account is funded with a prepaid toll balance, the Employee E-ZPass tag may also be used for the personal travel at non-Port

Authority toll facilities that accept E-ZPass. The employee is responsible for maintaining sufficient funds in the account at all times.

Non-represented employees and retirees must discontinue the use of any paper passes for personal travel at the Port Authority bridges and tunnels.

### 1. Eligibility

The Employee Non-Revenue E-ZPass Program is available to active non-represented staff employed on or before September 11, 2001 and continuously employed by the Port Authority since then. At such time as the Port Authority's headquarters are re-established at the World Trade Center site, the Employee Non-Revenue E-ZPass Program will no longer be available to such employees.

### 2. Employee Responsibilities

- a. Eligible employees are required to follow all E-ZPass rules and regulations, the New York E-ZPass Customer Agreement Terms and Conditions, Port Authority Addendum to Agreement, and this Administrative Instruction.
- b. Eligible employees are responsible for reimbursing the Port Authority for tolls associated with all travel at Port Authority tunnel and bridges not related to commutation and official business travel. Reimbursement for any personal use of a Non-Revenue E-ZPass Tag by an eligible employee is made by completing Form PA3269B no later than 45 days after the date of travel.
- c. Eligible employees using Employee E-ZPass tags for non-revenue business travel at the bridges and tunnels must document the transaction as a non-revenue toll in a business expense reimbursement submission, such as petty cash voucher (Form PA 618) or expense account submissions filed via the Business Expense Account Management (BEAM) application and covered in AI 30-3.51.
- d. The Port Authority may pursue tolls and related fees from employees through all appropriate means.

### 3. Misuse of Employee E-ZPass Tags

The misuse of an Employee E-ZPass tag, and/or failure to comply with the terms of E-ZPass rules and regulations, the New York E-ZPass Customer Agreement Terms and Conditions, Port Authority Addendum to Agreement, and this Administrative Instruction, may result in formal disciplinary action, the cancellation of non-revenue passage privileges, and appropriate penalties.

#### 4. Vehicle Class

For eligible employees that fund their account, the Port Authority orange E-ZPass tag may only be used on Class 1 vehicles (i.e., private vehicles such as automobiles, sport utility vehicles [SUVs], minivans, or personal-use vans) with two-axles and single rear wheels, at non-Port Authority toll facilities that accept E-ZPass.

#### 5. Lost, Stolen or Retained Employee E-ZPass Tags

Eligible employees must immediately report a lost, stolen or retained Employee E-ZPass tag to the New York Customer Service Center and pay the prevailing fee to replace the tag.

#### 6. Identification

Eligible employees must be prepared to show Port Authority photo identification when using the Employee E-ZPass tag at Port Authority tunnels and bridges.

#### 7. Audit

All use of E-ZPass tags issued under the Employee Non-Revenue E-ZPass Programs are subject to audit for compliance with the guidelines established in this Administrative Instruction, the E-ZPass Customer Service Agreement, and the Port Authority Addendum to the Agreement.

#### 8. Employee Separation

An Employee E-ZPass account is deactivated upon separation (including retirement) from active Port Authority service. The tag must be returned to the department / office business manager upon leaving or the employee is charged the prevailing fee for the tag.

#### 9. Port Authority Property

E-ZPass tags are Port Authority property.

### III. Port Authority Pool Vehicle E-ZPass Program

#### A. Departmental and Unit Coordinators

Each department designates a Departmental Coordinator to be responsible for the oversight of the department's Vehicle E-ZPass Program. The Departmental Coordinator maintains a list of Unit Coordinators, who are in turn responsible for the administration of the E-ZPass Program for their respective units. The

Director, Tunnels, Bridges and Terminals Department (TB&T), is advised of the name and contact information of the Departmental Coordinator and any related staffing changes.

Unit Coordinators are responsible for opening through TB&T's E-ZPass Programs Division and properly maintaining Port Authority Vehicle E-ZPass accounts. All assigned Port Authority vehicles are to be equipped with a Port Authority Vehicle E-ZPass tag, and an account funded with a Procurement Card specifically designated for E-ZPass account management only. Statements from the New York E-ZPass Customer Service Center are to be e-mailed to the Unit Coordinator listed on the E-ZPass account on a monthly basis. The Unit Coordinator is responsible for reviewing the statements for accuracy and contacting the E-ZPass New York Customer Service Center to address any discrepancies.

B. Department Responsibilities

1. Control of E-ZPass Tags and Tag Usage

Individual Departments are responsible for proper control of all E-ZPass tags and tag usage assigned to the Department.

- a. An inventory of all assigned E-ZPass tags and related license plates must be maintained.
- b. A physical inventory of tags is performed annually and reconciled to the vehicle list and to tags listed on the E-ZPass account. Physical inventories should be performed and reconciled more frequently if significant changes are made.
- c. Generally, a non-revenue tag should be assigned to a specific vehicle. However, departments may maintain a supply of non-revenue tags for business related usage, including Central Pool vehicles covered in AI 15-3.02.

2. E-ZPass Account Information and Maintenance

Individual Departments and their Departmental and Unit Coordinators are responsible to ensure the accuracy of all E-ZPass account information.

- a. All requests for tags must be made, in writing, to TB&T's E-ZPass Programs Division.
- b. License plate and tag information must be kept current on the account.

- c. All other account demographic and administrative updates should be made by the requesting Unit Coordinator via the E-ZPass website ([www.e-zpassny.com](http://www.e-zpassny.com)). This includes license plate information, credit card updates, lost or stolen tags, etc.

### 3. Safe Use

Employees should refer to AI 15-3.02 regarding safe vehicle operations. Speeding through toll lanes may result in speed notices being issued and/or account suspension at Port Authority and non-Port Authority facilities. An account that is invalid due to speed suspension is invalid at all toll facilities, including Port Authority facilities.

### C. Employee Responsibilities

Employees are responsible for use of E-ZPass tags in Assigned Vehicles and Executive Cars as defined in AI 15-3.02. Employees must reimburse the Port Authority for all personal use of a Non-Revenue Vehicle Tag in a Pool Vehicle by submitting Form PA3269A within 45 days of such personal travel.

**Office of the Executive Director**

**Revised: February 15, 2011**

**NON-REVENUE PARKING AT PORT AUTHORITY AIRPORTS**

**I. Introduction**

This Administrative Instruction sets forth the instructions governing the issuance and use of Port Authority passes for non-revenue parking in revenue-producing areas at the airports. It also outlines the instructions for the authorization of non-revenue parking in certain airport parking lots and of non-revenue parking by contractors and other designated individuals while conducting Port Authority business.

**II. Passes**

**A. Personal Passes for Eligible Employees**

Active employees represented by collective bargaining units that have adopted the Employee Non-Revenue E-ZPass Program or Personal Pass option will be governed by the terms and conditions of their respective collective bargaining agreement. Non-represented employees are not eligible for non-revenue parking at Port Authority airports.

**B. Official Business Passes**

1. Official Business Passes, Form PA 430, are issued to contractors and other designated individuals who use airport parking lots while making trips on Port Authority business in vehicles other than Port Authority vehicles. A pass holder who uses an airport parking lot must, upon leaving the parking lot, sign and date the pass and insert the ticket into the slot at the exit lane before submitting the pass to the parking lot attendant. Charges for parking for more than 24 hours should be paid and a receipt should be obtained and submitted for reimbursement to the Port Authority.
2. For issuance of an Official Business Pass, the department custodian enters the bearer's name, date and reason for issuance on the stub. The stub remains attached to the book.
3. Books of Official Business Passes may be issued to a Port Authority contractor when passes are required by the contractor and operational conditions do not permit the issuance of passes one at a time. The department custodian issuing the book should note the contractor's name and date of issuance in a log. The

contractor receiving the book should issue passes to drivers on an as-needed basis and complete the stub portion of the book. Depleted books should be returned to the department custodian. If the contractor fails to complete the stubs properly or return the depleted book, additional books should not be issued.

4. Care should be used in distributing Official Business Passes to contractors who work at more than one facility to discourage potential abuse.

### C. Port Authority Vehicle Passes

1. The non-revenue use of airport parking lots is unlimited when Port Authority Vehicle Passes are used. These restrictions do not apply to facility-based vehicles requiring entry into a lot in the course of official duties (i.e., facility maintenance, operations, and police vehicles). When a Port Authority Vehicle Pass, Form PA 684, is presented for payment, the employee must sign his/her name, employee number, and print the Port Authority vehicle number and date on both the vehicle pass and parking lot ticket, and insert the parking ticket into the slot at the exit lane before submitting the Vehicle Pass to the parking lot attendant.
2. The department custodian is responsible for keeping each Port Authority vehicle adequately stocked with a supply of passes. When a passbook is issued, the Port Authority vehicle number is entered on the inside front cover as well as on the receipt and the re-order notice. Passbooks are kept in the glove compartment or other suitable place in the vehicle for safekeeping.

### III. Additional Non-Revenue Use of Airport Parking Lots

#### A. Non-revenue parking at airport parking lots is provided for:

1. Vehicles carrying the following persons on official business:
  - a. Representatives of the media and photographers with press passes covering a story at the airport (if such official business requires parking for more than 24 hours, prior permission must be obtained from the Media Relations Department or Airport General Manager); otherwise the vehicle will be required to pay parking charges for the time in excess of 24 hours, starting with the first day rate;
  - b. Employees of public utility companies in company-identified vehicles;
  - c. Federal, state or municipal police officers and National Transportation Safety Board employees responding to or investigating a specific incident;
  - d. Health, fire, building, labor or sanitation inspectors; and

- e. Employees of the Federal Aviation Administration and Federal Communications Commission.
2. Vehicles carrying employees of either lessees or permittees whose leases or permits provide for non-revenue parking.
3. Vehicles carrying or waiting for any of the following and their official parties:
  - a. President and Vice President of the United States;
  - b. All New York and New Jersey United States Senators and the Governors of New York and New Jersey;
  - c. All members of the United States Congress from the Port District;
  - d. Mayors of municipalities in which Port Authority airports are totally or partially located;
  - e. Chiefs of Staff of any branch of the United States military service and Chiefs of Military Missions;
  - f. Speakers of the New York State and New Jersey State Assembly and Presidents of the New York State and New Jersey State Senate.
4. Vehicles bearing official Diplomatic or Consular license plates issued by the U.S. State Department, for a period not to exceed 24 hours. The vehicle will be required to pay parking charges for any time in excess of 24 hours, starting with the first day rate.

#### IV. Requisitioning and Accounting for Passbooks

All passbooks are requisitioned from the Treasury Department in multiples of five by the department or facility business manager. Passbook Requisition and Receipt, Form PA 281, is prepared by the department custodian, approved by the department director or facility manager and sent to Treasury. (See instruction on Form PA 281 for distribution). The immediate supervisor of the custodian is responsible for conducting an inventory and reconciliation of all passbooks on an annual basis and whenever custodianship for the passbooks is transferred.

#### V. General

##### A. Employee Leaving Port Authority Service

The department business manager is responsible for obtaining unused passes from employees leaving the Port Authority (for reasons other than retirement and

excluding former Officers).

#### B. Lost Passes

An employee must immediately report lost passes to the custodian who makes a notation of the loss on the receipt (see Paragraph II.B.3.). The custodian should report lost passes to the business manager, who informs the Director, Tunnels, Bridges & Terminals Department by memorandum, copy to the Treasurer and Director of Audit. The Director, Tunnels, Bridges & Terminals Department furnishes all airports with a record of lost passes. Replacement of lost passes is authorized if, in the director's opinion, the circumstances warrant such action.

#### C. Misuse of Passes

The misuse of passes may result in formal disciplinary action and the cancellation of pass privileges.

#### D. Unused Passes

Employees must return unused passes to the custodian when no longer needed. The custodian destroys the unused passes in the presence of a witness and the destruction is recorded by a memorandum signed by both parties.

### VI. Forms, Procedures and Related Instructions

For related guidelines, please refer to the following Administrative Instructions and Forms:

AI 30-3.51: Employee Business Expenses

Form PA 281: Passbook Requisition and Receipt

Form PA 378: Employee Personal Pass

Form PA 430: Official Business Pass

Form PA 684: Port Authority Vehicle Pass

Form PA 1904: Transferred Employee Data Sheet