

## Motor Pool/Auto Shop Guidelines

### E-ZPass Use While Driving WCU Vehicles

Many WCU Motor Pool vehicles are equipped with E-ZPass transponders. These transponders allow the electronic payment of tolls, which eliminates the driver's out-of-pocket expense.

Availability of E-ZPass:

- Pennsylvania:
  - On the entire ticketed Turnpike system, from the Delaware River Bridge to the Ohio Turnpike (East-West Mainline) and from the Mid-County interchange to the Wyoming Valley Toll Plaza (Northeastern Extension).
- Maryland through Massachusetts:
  - E-ZPass is available on toll roads.
- When traveling out of state, either look for local signage or visit the [E-ZPass website](#).

E-ZPass fees are:

- Charged back to the driver's cost center.
- Listed as "TOLL" in the Charge Type column of the Motor Pool Rentals report available on the web under [Facilities Chargeback Reports](#).
- Improper use of E-ZPass that results in a Turnpike E-ZPass Violation Citation are charged back to the driver's cost center.

How E-ZPass Works:

- As the vehicle enters or exits the Turnpike system, the E-ZPass antenna reads the transponder, which is mounted on the windshield.
- This registers the toll electronically and sends the information to the Turnpike E-ZPass Customers Service Center to charge the account.

At the Toll Booth:

- Look for the E-ZPass sign and the signal above it for the lane status.
- **Observe the 5 mph speed limit.**
- Proceed through the lane without stopping.
- Assume that the tag was read. In some cases, no signal is given as confirmation.

Violations:

- Violations may include: no transponder, an improperly mounted transponder, or a low account balance.
- If there is a violation, an enforcement system records the transaction, captures the vehicle's license plate number, and sends it to the Turnpike E-ZPass Violations Processing Center.