

# E-ZPASS POLICY

## City of Mount Vernon New York



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### ***City Council***

Derrick Thompson, President  
Cathlin B. Gleason  
Jaevon Boxhill  
Cynthia Turnquest-Jones  
Andre Wallace

### ***Mayor***

Shawyn Patterson-Howard

### ***City Comptroller***

Dr. Darren M. Morton

**City of Mount Vernon, NY**  
**Office of the Comptroller**

**Directive and Procedures for the Management and Use of the E-ZPASS® Transponders**

In accordance the Article VIII, Section 91a of the City Charter, the Comptroller has established this directive and procedures for the management and use of the E-ZPASS® transponders. Any violation of this Directive and procedures will be subject to disciplinary action, in accordance with the personnel policies and City Charter.

This directive and procedures apply to all City of Mount Vernon activities and employees.

**Directive:**

- E-Zpasses® will only be used while performing official City business in government owned vehicles registered to the City transponder E-Pass® account. Personally obtained transponders are not allowed unless prior authority is granted by the Comptroller or his/her designee.
- There are two types of E-Zpasses® issued by the Office of the Comptroller: (1) Vehicle-Assigned and (2) Departmental. The Vehicle-Assigned E-ZPASS® is specifically assigned to a City-owned vehicle and must only be used for said vehicle, unless otherwise authorized by the Comptroller. The Departmental E-ZPASS® is assigned to the department and distributed to the Department Head for management, safeguard, and distribution.
- E-Zpasses® are to be kept in a Secure location within each Department or in the vehicle assigned to the E-ZPASS®.

**Responsibilities:**

- The individual operator with a vehicle-assigned E-ZPASS® are accountable for appropriate utilization of the E-ZPASS® and the Department Head of each Department shall be held accountable for ensuring the appropriate utilization of each E-ZPASS® assigned to the Department, in accordance with this directive.
- E-Zpasses® should be issued only to authorized personnel, thus allowing said personnel to perform their responsibilities for the City of Mount Vernon, in an effective manner.
- E-Zpasses® are **NOT** to be used for personnel use.
  - For example, they are not to be used for traveling to work from home or vice versa.
  - Employees are reminded that abuse of a city-sponsored E-ZPASS® is prohibited and may lead to disciplinary proceedings.
- E-Zpasses® are issued and monitored by the Office of the Comptroller.
- The Department Head shall be responsible for verifying that all usage incurred are appropriate and return the signed monthly vehicle trip log sheet to the Office of the Comptroller.
- If an employee uses a city-issued E-ZPASS® for personnel use, the said employee is responsible for **ALL** charges including surcharges late fees, etc.

- Payment of E-ZPASS® toll violations will be the responsibility of the vehicle operator, unless it is determined that the transponder malfunctioned, the account had been suspended or cancelled, or other legitimate reason clearly beyond the control of the vehicle operator.
- All E-ZPASS® usage must be reported to the Comptroller's office at the end of every month to the attention of the Deputy Comptroller using a vehicle trip log detail sheet provided (see attached).
  - Subsequently, the driver must indicate in detail what the vehicle was used for and why it needed to be used so that accurate city vehicle trip logbooks can be maintained.

**Employees are allowed to use a city-sponsored E-ZPASS® only when conducting official City business and in connection with the approval of the Department Head.**

### **E-ZPASS® in Fleet vehicles**

- Where applicable, the Department Head will ensure that a supervisor is appointed as the responsible party for E-ZPASS® oversight with respect to fleet vehicles. The said supervisor will retain the pooled vehicle's E-ZPASS® until a driver indicates a need to use it for official City business. Prior to granting approval, the supervisor will notify the Department Head for permission.

### **Loss of an E-ZPASS®**

- If an E-ZPASS® is lost or stolen, the driver will notify the supervisor who will inform the Department Head who must notify the Comptroller's office immediately, to properly close out the account and obtain a replacement E-ZPASS®.

**Reimbursement of E-ZPASS® charges** City receives monthly E-ZPASS® statements. Drivers are responsible for reimbursement to the agency for any charges incurred while not performing official City business. Drivers are reminded that abuse of a City-sponsored E-ZPASS® is prohibited and may lead to disciplinary proceedings.