



## City of Riverside Administrative Manual

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Department  
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City Manager

### SUBJECT:

## Toll Lane Usage on Southland Freeways

### PURPOSE:

To provide guidance for acquisition, usage and payment for services of toll lanes, such as transponders used for the toll lanes ("91 Express Lanes") along the 91 freeway.

### POLICY:

Transponders or similar devices used to access toll lanes provide a cost effective use of staff time when travel along heavily congested freeways is required by an employee's job. Once the transponder is acquired, however, it could be subject to abuse as the devices are easily transferable between vehicles. Acquisition of the transponders shall be restricted to those individuals with demonstrated need and only when approved by the Department Head.

The transponder is only to be used at such times that the associated cost of the trip is offset by the timesavings achieved by avoiding traffic congestion. Transponders acquired by the City are to be used only for City related travel. No personal usage with subsequent reimbursement by the employee is allowed. The deposit prepayment and subsequent replenishing of the prepayment account should be submitted for payment to the Finance Department on a Request for Payment with appropriate approvals.

If an employee acquires a transponder for personal use and subsequently uses it for a City related function, reimbursement can be made for the cost of the trip in accordance with the City's standard expense statement reimbursement policy, subject to approval of the Department Head.