

MANAGEMENT DIRECTIVE

METRO EXPRESSLANES FASTRAK TRANSPONDER

Management Directive # 19-02

Date Issued: 11/07/19

- New Management Directive Release
- Revision of existing Management Directive dated

POLICY/BACKGROUND STATEMENT

In accordance with the County Fiscal Manual (CFM) Section 13.13.17, Metro ExpressLanes FasTrak Transponder Fees, the Department of Children and Family Services (DCFS) has the authority to purchase transponders to use on County-owned vehicles, for County business travel.

The County-owned transponders (transponder) allow drivers to use designated "FasTrak Only" lanes by incurring a fee based on the distance traveled, time of day, traffic congestion, number of passengers, etc.

APPLICABLE TO

This Management Directive applies to all DCFS employees who operate a County-owned vehicle with a transponder for County business.

OPERATIONAL IMPACT

This Management Directive is in accordance with the County Fiscal Manual, to ensure sound administration and management of transponder usage.

PURPOSE

To establish guidelines within DCFS to ensure proper controls over County-owned transponders, including issuance, usage, and management. Employees that use County-owned transponders shall abide by the guidelines herein.

GENERAL GUIDELINES

DCFS shall purchase transponders for County-owned vehicles only and the purchase shall comply with DCFS Procurement Guidelines. Use of County-owned transponders on personal vehicles, or for personal reasons, is prohibited and may be subject to disciplinary action.

Note: Reimbursement will not be allowed for fees incurred from using a personal transponder.

Roles

Transponder User (Driver): Uses transponders responsibly for County business purposes only.

Office Vehicle Coordinator: Performs day-to-day functions, including requesting issuance and replacement of transponders, maintaining listing of transponders assigned to their office, and reconciling the transponder billing with supporting documentation.

Office Head: Ensures that staff comply with the requirements herein.

Department Fleet Unit: Oversees the departmental operation of transponders.

Note: Roles can be assigned to a designee. Designee shall be responsible for understanding the functions of the assumed role as stated herein.

Responsibilities

A. Transponder User (Driver)

1. Ensures transponder is mounted properly, and that the number of occupants is identified for recognition by electronic toll collection system.
2. Annotates transponder usage on daily trip documentation.
3. Uses transponder responsibly for County business-related travel only, and ensures that transponder is secured in locked vehicle while left unattended.

Note: Usage of County-owned transponders for personal reasons including for travel to or from work, or for other non-County business-related travel, is prohibited.

4. Adheres to all rules related to Metro ExpressLanes.

Note: All violations, including usage of "FasTrak Only" lanes without a transponder, and unlawful entering and exiting, will be subject to a toll evasion penalty assessed by Metro, or a citation by the California Highway Patrol. The employee will be responsible for payment of all penalty fees.

5. If applicable, reimburses DCFS within two (2) weeks when transponder is used for unauthorized purposes, including using transponder for personal reasons or on personal vehicles. Reimbursement checks shall be payable to “L.A. County – DCFS” and shall be sent to:

DCFS Claiming Revenue Accounting Section
Deposit Unit
425 Shatto Place, Suite 204,
Los Angeles, CA 90020.

6. If the transponder is lost or stolen, notifies the Office Vehicle Coordinator within one (1) working day.

B. Office Vehicle Coordinator

1. Ensures unassigned transponders are in a properly secured location with access limited to as few authorized individuals as necessary.
2. Meets with the Drivers to discuss their responsibilities and provides them with a copy of or access to this Management Directive.
3. Reports lost or stolen transponders to the Department Fleet Unit within three (3) working days by submitting a completed Loss Affidavit form (DCFS 77) via email and copies Office Head. Submits a Procurement Request (DCFS 250) for the replacement of transponder, including those that have malfunctioned.
4. Receives FasTrak statements from Materials Management Section (MMS). Reconciles statements with supporting documents (e.g. vehicle usage records) and verifies that “FasTrak Only” lanes were used appropriately, and that usage was for County business-related travel while operating a County-owned vehicle.
5. After completion of the review, signs, dates, and forwards statement and supporting documentation to the Office Head for approval. Forwards the approved statement to the Department Fleet Unit by the issued due date. Copies of statements and supporting documentation are filed and retained for five (5) years.
6. Immediately reports suspected misuse to the Office Head for corrective action.

C. Office Head/Designee

1. Receives the reviewed statement from Office Vehicle Coordinator and confirms accuracy by approving statement. Signs and dates the statement and returns to the Office Vehicle Coordinator for further processing.
2. Ensures staff are in compliance with the requirements herein and develops correction plans, as needed.
3. Meets with the Drivers when unauthorized or unlawful usage of transponders has been discovered and takes appropriate action as necessary, including having the Drivers reimburse the County for unauthorized usage.

D. Materials Management Section, Fleet Unit

1. Upon receipt of a DCFS 250, contacts Metro ExpressLanes to order or replace transponders, including those that are lost or stolen.
2. Contacts Metro ExpressLanes to cancel transponders that have been lost, stolen, or are no longer needed.
3. Registers the County Vehicle(s) license plates with Metro ExpressLanes.
4. Maintains current departmental listing of transponders that includes tag numbers, assigned office locations, custodians, and approved County-owned vehicle license plates.
5. Periodically forwards statement(s) to offices for review and approval and notifies them of potential discrepancies.
6. Receives and reconciles approved statement(s) to ensure charges have been verified.
7. Approves credit card statement for payment.
8. Ensures credit balance on Metro account is replenished, as necessary.
9. Annually, will monitor the process by collaborating with offices to review and reconcile office transponder listing and to verify if County-owned transponders are still needed.