



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
POLICY #35



TOLLWAY "IPASS" USE

EFFECTIVE

17/APRIL/2006

REVISED

30/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to document the use of the IDOT Tollway IPASS device by the Fire Department.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 The Fire Department has three (3) IDOT Tollway IPASS devices for traveling through tollbooths or IPASS lanes on the Illinois Tollway System
- 3.1.1 The Fire Chief and Deputy Fire Chief each shall maintain an IPASS transponder in their City vehicle.
- 3.1.2 An additional IPASS transponder shall be maintained by the Deputy Fire Chief, and temporarily issued to personnel that will be conducting official business (pursuant to 3.2 and as determined by the Deputy Fire Chief or his designee) in a City vehicle that will require travel on the Illinois Tollway System.
- 3.1.2.1 When such transponder is temporarily issued, the IPASS Transponder Usage Log shall be completed.
- 3.2 The types of travel and transportation circumstances that are considered as "official business" are as follows:
- 3.2.1 Any travel to or from an emergency situation.
- 3.2.2 Pre-approved, authorized travel to and from locations to conduct official business.
- 3.2.3 Personal usage is not permitted under any circumstance.
- 3.3 Usage monitoring
- 3.3.1 Usage will be monitored quarterly.
- 3.3.2 Previous invoices will be compared to a current invoice to assure consistency.
- 3.3.3 Appropriate disciplinary action will be taken for the misuse of IPASS privileges.
- 3.3.4 Discrepancies will be reported to the Illinois Department of Transportation and employees may be liable for any associated payments.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief

