

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: SunPass® Use Policy
Effective: January 26, 2007
Reviewed: December 2012
Revisions: 1
Pages: 4

I. PURPOSE:

To provide guidelines on the use of SunPass for official Leon County Business.

II. GUIDELINE:

1. SunPass will be stored in the Safe at Logistics. In the Radio Frequency (RF) protective bag.
2. SunPass will be signed out prior to any official travel to areas where tolls may have to be paid.
3. It is the responsibility of the employee using the SunPass to assure proper use of the SunPass and to assure proper attachment to the vehicle.

Where can you use SunPass:

SunPass works on Florida's Turnpike, local expressways and most bridges. When approaching a toll plaza look for the SunPass, E-Pass, O-Pass or LeeWay logos as your transponder will work on all of these roads and bridges.

There are three (3) types of SunPass lanes – view description below and become familiar with the procedures:



These lanes have been installed exclusively for SunPass customers, and therefore are not equipped with toll attendants or coin-operated toll baskets. As a SunPass user, you have the ability to drive straight through these lanes at speeds up to 25 mph.

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These lanes are for cars only, no trailers. They are equipped with both traditional, coin-operated toll hardware and SunPass readers. Because of their multiple functions, SunPass customers using these lanes must be careful to watch the vehicles in front of them to determine whether they will stop and pay with change. Even if the lane is clear, **you must come to a stop** and wait for the light to turn green and the gate to rise. Once you hear your transponder beep, the toll has been collected and it is safe to proceed.



These lanes are equipped with both SunPass readers and toll plaza employees who will provide change. Because of their multiple functions, SunPass customers using these lanes must be careful to watch the vehicles in front of them to determine whether they will stop and pay with change. If the lane is clear, you still must come to a complete stop and wait for the light to turn green and the gate to rise. Once you hear your transponder beep, the toll has been collected and it is safe to proceed. **If you are paying with cash, be sure your transponder is in the silver RF bag.**



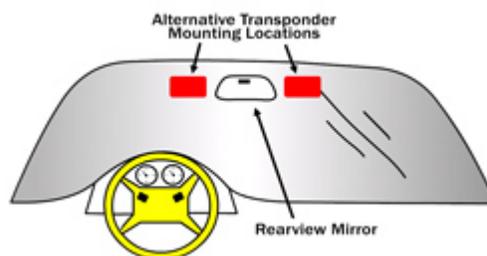
Installing the Transponder:

You are required to properly mount your transponder. Handholding the transponder often causes inconsistent communications between the transponder and the lane reader, which can lead to Uniform Traffic Citations

Suction cups attached to the SunPass now make it easier than ever to mount the transponder to the windshield.



Position the transponder horizontally on the windshield so it is to the right or left of the rearview mirror -- see drawing. It must also be at least 2 inches below the windshield frame.



Alternative transponder mounting locations

If the windshield has a solar tint stripe, install the transponder at least 2 inches below the stripe. Be careful not to position the transponder so it obstructs the drivers forward view.

Transponder “Lights and Sounds”

When you pass through a SunPass toll lane, your transponder will provide information via both lights and sounds (audio tones).

The chart below explains the various combinations of lights and sounds.

If the light is:	And the tone is:	It means:
 Long Green	High	Toll paid - go ahead.
No Light	High Low High Low	Toll paid- go ahead- but you have a low balance in your account.
No Light	Low Low Low	This means one of three things: <ol style="list-style-type: none">1. Your transponder is invalid.2. Your batteries are low.3. Toll was not paid and you have insufficient funds in your account. Place transponder in silver bag and pay cash. Call 1-888-865-5352
 Flashing Green	High High	Your account has been replenished - toll was paid - go ahead.